

**I give notice that
an Emergency Management Committee Meeting will be held on:**

Date:	Monday, 13 August 2018
Time:	11.00am
Location:	Council Chamber 107 Heuheu Street Taupō

AGENDA

MEMBERSHIP

Chairperson Cr Anna Park
Deputy Chairperson Cr Tangonui Kingi

Members Mr Andy Hema
Mayor David Trewavas
Mrs Tina Jakes
Cr Kirsty Trueman
Mr Douglas Wilcox

Quorum 4

Gareth Green
Chief Executive Officer

Order Of Business

1	Apologies	
2	Conflicts of Interest	
3	Confirmation of Minutes	
3.1	Emergency Management Committee Meeting - 7 May 2018	3
4	Reports	
4.1	Presentation: Mercury Energy Emergency Management and Binary Plant Safety Cases	4
4.2	Receipt of Waikato Civil Defence Emergency Management Joint Committee Meeting Minutes - 14 May 2018 and 25 June 2018	5
4.3	Civil Defence Emergency Manager's Report	6
4.4	Nomination of Civil Defence Local Controllers for Taupō District Council.....	7
4.5	Waikato Civil Defence and Emergency Management Group (WCDEMG) Update	8
4.6	Ministry of Civil Defence and Emergency Management (MCDEM) Update	9
4.7	Feedback on National Emergency Management Conference 2018	10
4.8	Feedback on the Emergency Managers Leaders Forum	11
4.9	Taupō Local Recovery Plan - December 2013.....	12
4.10	Controllers' Update	13
4.11	Public Information Manager's Update	14
4.12	Waikato Lifelines Update	15
4.13	Local Welfare Manager's Update.....	16
5	Confidential Business	
	Nil	

3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 7 MAY 2018

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Brian Fox, Head of Regulatory and Risk

RECOMMENDATION(S)

That the minutes of the Emergency Management Committee meeting held on Monday 7 May 2018 be confirmed as a true and correct record.

ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 7 May 2018 [⇒](#)

4.1 PRESENTATION: MERCURY ENERGY EMERGENCY MANAGEMENT AND BINARY PLANT SAFETY CASES

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

Mercury Energy representatives Tim Syme (Process Safety Programme Manager), Ian Stabler (Field Manager) and Katy Scoullar (Communications Manager) will be in attendance to present information on emergency management processes and binary plant safety cases at Mercury Energy.

RECOMMENDATION(S)

That the Emergency Management Committee receives the information and thanks Ms Katy Scoullar and Messrs Tim Syme and Ian Stabler for their presentation.

ATTACHMENTS

Nil

4.2 RECEIPT OF WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MEETING MINUTES - 14 MAY 2018 AND 25 JUNE 2018

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

To receive the minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on 14 May 2018 and 25 June 2018.

DISCUSSION

The 14 May 2018 (confirmed) and 25 June 2018 (unconfirmed) minutes of the last Waikato Civil Defence Emergency Management Joint Committee meetings are attached.

CONCLUSION

It is recommended that the Committee receives both sets of minutes for information.

RECOMMENDATION(S)

That the Emergency Management Committee receives the minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on 14 May 2018 and 25 June 2018.

ATTACHMENTS

1. Waikato CDEM Joint Committee Meeting Minutes - 14 May 2018 (A2282795) [⇨](#)
2. Waikato CDEM Joint Committee Meeting Minutes (unconfirmed) - 25 June 2018 (A2282800) [⇨](#)

4.3 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT

Author: Ian Connon, Civil Defence Emergency Manager

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

For the Civil Defence Emergency Manager to provide an update to the Committee on civil defence related matters.

DISCUSSION

Confirmation from NZ Defence Force (Army) on the 24/07/2018 that Taupō District Council will receive two Unimog trucks for use by civil defence and other requirements. This is very much appreciated and a very generous offer from the defence force. Some trailers may be provided depending on availability.

Training

Council staff and volunteers from NZRT6 participated in a civil defence training weekend at Camp Kirikau. NZQA credits were gained and core skills taught that can be used in an event. Training included portable pump operation, leadership training, communication, search and rescue, emergency shelter and team work skills. During this time we survived on ration packs and feedback from the 14 staff in attendance was very positive with significant learning gains noted.

NZRT6 volunteers completed a 4WD training course on 4 April 2018 and learnt about vehicle safety, modern 4WD technology and how to use it, 4WD daily inspections, how to spot hazards, and driver awareness. A practical driving session was done over four hours that was challenging and put everyone out of their comfort zone, all the while teaching core basic 4WD driving skills. The course report is attached.

Shake Out is happening on 18 October. To enhance community engagement we are creating an activity for kids to complete over the school holidays and will also undertake promotions in schools, and hold activity days in Taupō, Mangakino and Turangi libraries as well as other council facilities.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Civil Defence Emergency Manager's report.

ATTACHMENTS

1. Letter from Carnz Training (A2282748) [⇒](#)

4.4 NOMINATION OF CIVIL DEFENCE LOCAL CONTROLLERS FOR TAUPŌ DISTRICT COUNCIL

Author: Brian Fox, Head of Regulatory and Risk

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To approve the nominations of Mr Dylan Tahau and Mr John Ridd to the Waikato Civil Defence Emergency Management (WCDEM) Joint Committee for approval as Local Controllers for Taupō District.

EXECUTIVE SUMMARY

The Civil Defence and Emergency Management Act 2002 allows for the appointment of local controllers. Such appointments are made by the Waikato CDEM Joint Committee in conjunction with an endorsement by full Council. All appointments to the positions of local controllers for the Taupō District Council must first be considered and nominated by Council's Emergency Management Committee.

Council currently has a controller vacancy in this area and also must consider its future needs.

RECOMMENDATION(S)

That the Emergency Management Committee approves the nominations of Mr Dylan Tahau and Mr John Ridd to the Waikato Civil Defence Emergency Management Joint Committee for approval as Local Controllers for Taupō district

BACKGROUND

Taupō District Council currently has a vacancy for a local controller with the resignation of Mrs Ariell King. This has provided an opportunity to consider the business continuity for such roles. Currently Council has one experienced local controller Mrs Tina Jakes, and one other recently appointed local controller Mr Doug Wilcox who has yet to undergo his formal training for the role.

It is now proposed to nominate two further officers for the positions of local controller to firstly address the current vacancy but also address succession planning and business continuity in this key area.

Both nominees, Mr Dylan Tahau and Mr John Ridd, are second tier heads at Council and are responsible for key operations and outcomes covering a range of activities at a very senior level. Both in previous roles have had experience in the Emergency Operating Centre under a declaration and come with a full understanding of the functions allied with significant knowledge of the hazard scape of the district. They also have strong connections to the various communities across the Taupō district.

Their nominations have the support of the Chief Executive.

DISCUSSION

Taupō District Council currently has a vacancy for a local controller with the resignation of Mrs Ariell King. This has provided an opportunity to consider the business continuity for such roles. Currently Council has one experienced local controller Mrs Tina Jakes, and one other recently appointed local controller Mr Doug Wilcox who has yet to undergo his formal training for the role.

ATTACHMENTS

Nil

4.5 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP (WCDEMG) UPDATE

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: Tina Jakes, Head of Democracy, Governance and Venues

PURPOSE

Mr Lee Hazelwood will be in attendance to provide members with an update on matters relating to the Waikato Civil Defence and Emergency Management Group.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Waikato Civil Defence and Emergency Management Group update and thanks Mr Lee Hazelwood for attending.

ATTACHMENTS

Nil

4.6 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) UPDATE

Author: Raeleen Rihari, Democratic Services Support Officer

Authorised by: Tina Jakes, Head of Democracy, Governance and Venues

PURPOSE

Ms Jane Rollin to provide members with an update on matters relating to the Ministry of Civil Defence and Emergency Management.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Ministry of Civil Defence and Emergency Management update and thanks Ms Rollin for attending.

ATTACHMENTS

Nil

4.7 FEEDBACK ON NATIONAL EMERGENCY MANAGEMENT CONFERENCE 2018

Author: Brian Fox, Head of Regulatory and Risk

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is for the Chair to provide feedback to the Committee on the National Emergency Management Conference – Partners for Resilience attended in Wellington, 30-31 May 2018.

RECOMMENDATION(S)

That the Emergency Management Committee receives the information in relation to the National Emergency Management Conference 2018.

ATTACHMENTS

Nil

4.8 FEEDBACK ON THE EMERGENCY MANAGERS LEADERS FORUM

Author: Garreth Robinson, Facilities Manager

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

This item is for the Emergency Manager and Recovery Manager to provide feedback to the Committee on the Emergency Managers Leaders Forum attended in Sydney on 1-3 May 2018.

RECOMMENDATION(S)

That the Emergency Management Committee receives the information in relation to the Emergency Managers Leaders Forum.

ATTACHMENTS

Nil

4.9 TAUPŌ LOCAL RECOVERY PLAN - DECEMBER 2013

Author: Brian Fox, Head of Regulatory and Risk

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

To provide an update to the Emergency Management Committee on the Taupō Local Recovery Plan (2013).

RECOMMENDATION(S)

That the Emergency Management Committee receives the information on the Taupō Local Recovery Plan – December 2013.

ATTACHMENTS

1. Taupō Local Recovery Plan - December 2013 (A2277864) [↗](#)

4.10 CONTROLLERS' UPDATE

Author: Tina Jakes, Head of Democracy, Governance and Venues

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is for the Controllers' to provide a verbal update to the Committee.

RECOMMENDATION(S)

That the Emergency Management Committee receives the update from the Controllers'.

ATTACHMENTS

Nil

4.11 PUBLIC INFORMATION MANAGER'S UPDATE

Author: Lisa Nairne, Head of Communications and Customer Relations

Authorised by: Gareth Green, Chief Executive Officer

PURPOSE

This item is for the Public Information Manager to provide a verbal update to the Committee on public communications.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Public Information Manager's Update.

ATTACHMENTS

Nil

4.12 WAIKATO LIFELINES UPDATE

Author: Denis Lewis, Infrastructure Manager

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

During the past few months the Waikato Lifelines group has updated the Critical Fuel Supply Plan and completed the Waikato generator Scoping Document. Both of these documents are attached for your information.

RECOMMENDATION(S)

That the Emergency Management Committee receives the Waikato Lifelines Coordinator report.

ATTACHMENTS

1. Critical Fuel Supply Plan [⇒](#)
2. Waikato Generator Document

4.13 LOCAL WELFARE MANAGER'S UPDATE

Author: Veronica King, Strategic Partnership Advisor (Welfare Manager)

Authorised by: Brian Fox, Head of Regulatory and Risk

PURPOSE

For the Taupō Civil Defence Welfare Manager to provide members with an update on matters related to the Local Welfare Committee Group (LWCG).

DISCUSSION**Previous Engagements/Attendance**

- 21/05/18 - Local Welfare Committee meet – Rural Support Trust

Upcoming Meetings/Activities (2018)

- 11/09/18 - Welfare Managers meet – hosted by Taupō District Council Local Welfare Committee
- 11/09/18 - Welfare Co-ordination Group meet - Taupō

Training Schedule (2018)

- Welfare Services in a Coordination Centre Course - Hamilton 26-27 September 2018 (prerequisites)

The following courses are scheduled if you have not completed the prerequisite training

- **Foundational - 8.30m to 12.30pm**
 - 21 August- Hamilton
 - 25 September- Hamilton
- **Intermediate (2 days)**
 - 8-9 August – Hamilton
 - 23-24 August – Hamilton
 - 5-6 September – Hamilton

Welfare Services in a Civil Defence Centre Training

- **Introduction to emergency welfare in a civil defence centre** NZQA Unit Standard 7336
“Demonstrate knowledge of welfare centre functions during an emergency”
 - Hamilton 7 August 2018
 - Te Awamutu 17 September 2018
- **Civil Defence Centre Supervisor** training NZQA Unit Standard 7330
 - Hamilton 8 August 2018
 - Te Awamutu 17 September 2018

RECOMMENDATION(S)

That the Emergency Management Committee receives the Local Welfare Manager's update.

ATTACHMENTS

Nil

