

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

<b>Date:</b>	<b>Monday, 11 February 2019</b>
<b>Time:</b>	<b>11.00am</b>
<b>Location:</b>	<b>Council Chamber 107 Heuheu Street Taupō</b>

# **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

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<b>3</b>	<b>Confirmation of Minutes</b>	
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	Nil	

**3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 12 NOVEMBER 2018**

**Author:** Raeleen Rihari, Democratic Services Support Officer

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**RECOMMENDATION(S)**

That the minutes of the Emergency Management Committee meeting held on Monday 12 November 2018 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Emergency Management Committee Meeting Minutes - 12 November 2018 [⇒](#)

**4.1 PRESENTATION: UNISON NETWORKS LTD**

**Author:** Raeleen Rihari, Democratic Services Support Officer

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

Unison Networks Ltd group risk manager Helen Marsden will be in attendance to present information in relation to risk management at Unison.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the information and thanks Ms Helen Marsden for her presentation.

**ATTACHMENTS**

Nil

**4.2 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****Important events**

19 November 2018: Transpower and Unison power outage - 10 hours within the Taupō CBD and a large portion of the district without power. The EOC was setup and operating from 9.00am. We were in contact with the hospital, Police and checking regularly with pensioners around the district. We were in contact with the supermarkets to ensure that they had supplies of diesel to run their generators so they were able to operate to usual capacity.

22 & 23 November 2018: Exercise Gumboot - 22 staff members travelled to Waiouru Military Base to participate in a table top exercise based on a landslide.

29 November 2018: 2 unimogs were collected from Trentham Military base. This was greatly appreciated and was made available through Maj. Pat Hibbs.

12 December 2018 – Physical Hipaua Thermal Cliffs survey was completed. The formal report should be completed in February 2019.

**Community engagement**

21 November 2018: Community preparedness presentation at Taupō Baptist Church.

1 December 2018: Taupō Christmas Parade.

15 December 2018: Turangi Christmas Parade and Christmas in the Park.

17 December 2018: Marae preparedness with Tokaanu Marae.

**Upcoming**

Quotes have been sourced for painting the unimogs.

Commer Fire Engine is going to being sold to Turners as it is no longer required.

Ford F350 will be transferred over to Ruapehu District Council for use as a Civil Defence vehicle in their district.

**Training**

14 & 15 March – Intermediate training

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.3 WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM) GROUP KEY PERFORMANCE INDICATOR (KPI) REPORT**

**Author:** Ian Connon, Civil Defence Emergency Manager

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

To provide members with a copy of the most recent KPI report submitted by Taupō District Council to Waikato Civil Defence Emergency Management (CDEM) Group for informational purposes.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the Waikato CDEM Group KPI Report submitted by Taupō District Council.

**ATTACHMENTS**

1. Taupō District Council KPI Report to Waikato CDEM Group (A2397388) [⇨](#)

**4.4 APPROVAL OF WATER CARRIER PROCEDURE**

**Author:** Ian Connon, Civil Defence Emergency Manager

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

To inform the Emergency Management Committee of the new Water Carrier procedure for Taupō Civil Defence.

**DISCUSSION**

Taupō District Council has previously been registered as a potable water carrier. During the registration renewal process last year, the drinking water assessor advised that due to the nature of work (for which water was stored), Council registration was no longer required. The assessor also suggested that it would be prudent to formalise the procedure that was already in place.

**CONCLUSION**

It is recommended that the Committee notes this procedure for their information.

**RECOMMENDATION(S)**

That the Emergency Management Committee notes for its information the new Water Carrier Procedure.

**ATTACHMENTS**

1. Taupo District Council Water Carrier Procedure

**4.5 MEMORANDUM OF UNDERSTANDING WITH RUAPEHU DISTRICT COUNCIL**

**Author:** Ian Connon, Civil Defence Emergency Manager

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

For the Emergency Management Committee to approve the Memorandum of Understanding (MOU) between Taupō District Council and Ruapehu District Council.

**DISCUSSION**

Taupō District Council and Ruapehu District Council have shared a strong relationship in the emergency management sector. To formalise the ongoing relationship, it was proposed that a document outlining the expectations of both parties be drafted. Subsequently, an MOU has been prepared.

**CONCLUSION**

It is recommended that the Emergency Management Committee approves the Memorandum of Understanding with Ruapehu District Council (refer Attachment 1).

**RECOMMENDATION(S)**

That the Emergency Management Committee approves the Memorandum of Understanding between Taupō District Council and Ruapehu District Council for Civil Defence Emergency Management.

**ATTACHMENTS**

1. Copy of Memorandum of Understanding between Taupō District Council and Ruapehu District Council



**4.6 PROPOSAL FOR CONDUCT OF CIVIL DEFENCE EMERGENCY MANAGEMENT MONITORING AND EVALUATION PROCESS FOR TAUPŌ DISTRICT COUNCIL**

**Author:** Brian Fox, Head of Regulatory and Risk

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

This item is for the Committee to receive the proposal for conduct of the Taupō District Council civil defence emergency management monitoring and evaluation process.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the proposal for conduct of the Civil Defence Emergency Management Monitoring and Evaluation Process for Taupō District Council Emergency.

**ATTACHMENTS**

1. Proposal of Conduct for the CDEM Monitoring and Evaluation Process for TDC (A2395718) [⇒](#)

**4.7 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP (WCDEMG) UPDATE**

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

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

Mr Gary Talbot 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 Gary Talbot for attending.

**ATTACHMENTS**

Nil

**4.8 CONTROLLERS' UPDATE**

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

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**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

**4.9 PUBLIC INFORMATION MANAGER'S UPDATE**

**Author:** Lisa Nairne, Head of Communications and Customer Relations

**Authorised by:** Brian Fox, Head of Regulatory and Risk

**PURPOSE**

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

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.10 WAIKATO LIFELINES UPDATE**

**Author:** Denis Lewis, Infrastructure Manager

**Authorised by:** Kevin Strongman, Head of Operations

**PURPOSE**

This item is for the Infrastructure Manager, as Lifelines Coordinator, to provide a verbal update to the Committee.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.11 LOCAL WELFARE MANAGER'S UPDATE**

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

**Authorised by:** Dylan Tahau, Head of Community, Culture and Heritage

**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**

- Welfare Managers Meet – Taupō – 11/12/2018
- Welfare Coordinated Meet – Tokoroa – 20/11/2018
- Welfare Managers Meet – Tokoroa – 20/11/2018
- CD Emergency Training – Waiouru – 22 & 23/11/2018
- Training – Unit Standards 7336 & 7330 – (x6 Taupō welfare attended)

**Upcoming Meetings/Activities (2019)**

- Welfare Managers Meet – Hamilton - 05/03/2019
- Intermediate Training – Taupō – 14-15/03/2019
- Welfare Managers Meet – Waikato – 11/06/2019

**Welfare Services in a Civil Defence Centre Training**

- Unit Standard 7336 – Demonstrate Knowledge of WC Functions in an Emergency
- Unit Standard 7330 – Supervise a WC during an Emergency

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil