

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

<b>Date:</b>	<b>Monday, 16 March 2020</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** To be elected

**Members** Mr Clint Green  
Cr Tangonui Kingi  
Mr Tyrone (Bubs) Smith  
Cr Kevin Taylor  
Mayor David Trewavas  
Cr Kirsty Trueman

**Quorum** 3

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Conflicts of Interest</b>	
<b>3</b>	<b>Confirmation of Minutes</b>	
3.1	Emergency Management Committee Meeting - 9 September 2019 .....	3
<b>4</b>	<b>Reports</b>	
4.1	Election of Deputy Chairperson .....	4
4.2	Presentation: Mr Brad Scott of GNS Science .....	6
4.3	Receipt of Waikato Civil Defence Emergency Management Joint Committee Meeting Minutes - 9 December 2019.....	7
4.4	Cities on Volcanoes 11 Conference: Crete, Greece - May 2020.....	8
4.5	Pandemic Planning .....	9
4.6	Civil Defence Emergency Manager's Report .....	10
4.7	Waikato Civil Defence and Emergency Management Group Update.....	12
4.8	Ministry of Civil Defence and Emergency Management Update .....	13
4.9	Controllers' Update .....	14
4.10	Public Information Manager's Update .....	15
4.11	Waikato Lifelines Update .....	16
4.12	Local Welfare Manager's Update.....	17
4.13	NZ-RT6 Award Nomination for Contribution to Civil Defence Emergency Management in New Zealand .....	18
4.14	Capability and Assessment Report 2019 - TDC Emergency Management Work Programme .....	19
4.15	Director's Guideline on Recovery Preparedness and Management.....	20
<b>5</b>	<b>Confidential Business</b>	
	Nil	

**3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 9 SEPTEMBER 2019**

**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 9 September 2019 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Emergency Management Committee Meeting Minutes - 9 September 2019 [↗](#)

**4.1 ELECTION OF DEPUTY CHAIRPERSON**

**Author:** Raeleen Rihari, Customer Services/Democracy Support Officer

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

**PURPOSE**

To enable the election of a deputy chairperson for the Emergency Management Committee.

**DISCUSSION**

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the deputy chairperson as follows:

**25. Voting systems for certain appointments**

*This clause applies to—*

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) the election or appointment of the deputy mayor; and*
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) the election or appointment of a representative of a local authority.*

*[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting: —*

*(a) the voting system in subclause (3) ("system A");*

*(b) the voting system in subclause (4) ("system B").]*

*[(3) System A —*

*(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*

*(b) has the following characteristics: —*

- (i) there is a first round of voting for all candidates; and*
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]*

*(4) System B —*

*(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*

*(b) has the following characteristics:*

- (i) there is only 1 round of voting; and*
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]*

A 'lot' means that the Group can either toss a coin, put the two names in a hat, draw straws or whatever other method the Group determines in order to select the candidates in the event of an equality of votes.

The Group must firstly determine whether System A or System B is to be used for the election process for the deputy chairperson. Once decided, the Group must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the Group has chosen.

In accordance with the requirements of the process, Resolutions 1 and 2 must be taken separately.

**RECOMMENDATION(S)**

That the Emergency Management Committee:

1. Confirms that System \_\_\_ be used to determine the election process for the Deputy Chairperson; and
2. Elects \_\_\_\_\_ as the Deputy Chairperson of the Emergency Management Committee.

**ATTACHMENTS**

Nil

**4.2 PRESENTATION: MR BRAD SCOTT OF GNS SCIENCE**

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

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

**PURPOSE**

GNS Science volcano information specialist Mr Brad Scott will provide members with an update on the volcanic status in the region.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the information and thanks Mr Brad Scott for attending.

**ATTACHMENTS**

Nil

**4.3 RECEIPT OF WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MEETING MINUTES - 9 DECEMBER 2019**

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

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

**PURPOSE**

To receive the unconfirmed minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting held on December 9, 2019.

**DISCUSSION**

The December 9, 2019 (unconfirmed) minutes of the last Waikato Civil Defence Emergency Management Joint Committee meetings are attached.

**CONCLUSION**

It is recommended that the Committee receives the minutes for information.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the (unconfirmed) minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on December 9, 2019.

**ATTACHMENTS**

1. Waikato Civil Defence & Emergency Management Group Joint Committee Minutes - 9 December 2019

**4.4 CITIES ON VOLCANOES 11 CONFERENCE: CRETE, GREECE - MAY 2020**

**Author:** Gareth Green, Chief Executive Officer

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

**PURPOSE**

The purpose of this report is to advise the Committee of Council's involvement in the Cities on Volcanoes 11 Conference being held in Crete, Greece on 23-27 May 2020.

**DISCUSSION**

Taupō District Council within its overall emergency management portfolio is a member of both the Caldera Advisory Group (CAG) and the Central Plateau Volcanic Advisory Group (CPVAG). These are collaborative arrangements that bring the science and emergency management sectors together to understand, plan and better prepare for related natural hazard events that may affect our communities in the future.

In 2017 a team of New Zealand and international geologists were awarded more than \$8 million dollars from the Endeavour Fund, managed by the Ministry of Business, Innovation and Employment (MBIE) for a research project into the better preparation for New Zealand for future eruptions. Given Taupo's specific hazardscape and history, this will have a particular focus on our district and our region. The project is titled ECLIPSE (Eruption or Catastrophe: Learning to Implement Preparedness for Future Supervolcano). It has a specific aim of reducing the uncertainty around any future Taupō Volcanic Zone unrest periods and eruptions. It brings together many New Zealand and overseas experts in this field.

The next Cities on Volcanoes 11 Conference will take place in Crete, Greece, in May 2020. This conference will have a key focus on multidisciplinary monitoring of volcanic environments in the vicinity of cities and highly touristic areas. At the same time, it will look at the ability to recognise hazards and their impact on people and the emergency management by local authorities.

Council's Head of Risk & Regulatory Brian Fox has been invited to attend and present at this conference as part of New Zealand's ECLIPSE programme. He has been a founding member and the Territorial Local Authority (TLA) representative on behalf of Council on the Caldera Advisory Group. All costs for Mr Fox's attendance are met by the ECLIPSE project.

In 2021 this conference will be held in Rotorua with a significant programme involvement for our district.

**CONCLUSION**

There is great benefit in many areas for Council to continue its involvement in this collaborative space with the science and emergency planning area as already recognised through its work programmes.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives this report and notes Mr Fox's attendance at the Cities on Volcanoes 11 Conference in Crete, Greece on 23-27 May 2020.

**ATTACHMENTS**

Nil



**4.5 PANDEMIC PLANNING**

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

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

**PURPOSE**

This item is for the Head of Regulatory and Risk to give a verbal update in relation to pandemic planning.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the verbal update regarding pandemic planning.

**ATTACHMENTS**

1. Pandemic Planning Flyer [⇒](#)

**4.6 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT**

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

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

**PURPOSE**

This item is for the Civil Defence Emergency Manager to provide an update to the Committee.

**DISCUSSION****Important events**

**September 2019** - Yes programme with Turangi youth teaching about local hazards and preparedness at home. Joint exercise on 28 September with emergency services and Harbour Master with the day finishing off with a graduation ceremony at Turangi fire station

**30 September** - Welfare exercise where a small community were evacuated from flooding and welfare team to provide shelter and welfare assistance.

**17 October** – Shakeout

**November** - CD manager and Response manager attended 3-day Volcanic short course in Auckland to learn about hazards, response and recovery and different types of volcanoes and unrest. This was very interesting and informative and gave us a better understanding of the science involved in this area.

**November** - Work with Dr Isabelle Chambefort and PhD student Jimmy Yang for research on natural greenhouse emissions CO2 from steam vents on Council reserves.

**3 November**- Attended emergency services day in support of the Greenlea rescue helicopter at Taupō Airport.

**11 January**- Attended fire at Taupō land fill and assisted with CD water tanker.

**Community engagement**

Attended 3 planting events with Greening Taupō, two school groups and one community planting.

16 September - Waipahihi School year 5 & 6 CD preparedness lesson.

17 September - Taupō Lions CD preparedness.

24 September - Display at Aged expo held at Great Lake Centre.

27 October - CD stand at Kinloch market.

7 November - Turangi foodbank drive.

7 December - Pihanga Christmas in the park.

14 December - Taupō Christmas parade/ Turangi Christmas parade and Christmas in the park.

20 December - Waitahanui Christmas in the park

**Upcoming**

Civil defence professional meetings

CPVAG

CAG

Neighbourhood Support.

Foundational and Intermediate training.

Hipaua fly over.

**Training**

2 September - Foundational training 16 staff

16 & 17 September - Logistics training 4 staff

3 October - Welfare training volunteers and stakeholders.

20 October - Marae training Oruanui Marae with FENZ & Waihereora.

2 November - Marae training Waikari Marae (BOP) FENZ & Waihereora

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.7 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP UPDATE**

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

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

**PURPOSE**

Mr Julian Snowball and Mr Andrew Bubear 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 Julian Snowball and Mr Andrew Bubear for attending.

**ATTACHMENTS**

Nil

**4.8 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT UPDATE**

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

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

**PURPOSE**

Ms Suzanne Vowles will 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 Suzanne Vowles for attending.

**ATTACHMENTS**

Nil

**4.9 CONTROLLERS' UPDATE**

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

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

**PURPOSE**

This item is for the Taupō District Council local controllers to provide a verbal update to the Committee.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the update from the local controllers.

**ATTACHMENTS**

Nil

**4.10 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 Civil Defence public information management activities.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.11 WAIKATO LIFELINES UPDATE**

**Author:** Denis Lewis, Infrastructure Manager

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

**PURPOSE**

This item is for the Waikato Lifelines Coordinator to provide a verbal update to the Committee.

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil



**4.12 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**

1. Local Welfare Committee Group meeting – 2 March 2020  
Speakers - Waikato Humanitarian Development Engagement (Red Cross)  
- Health's planning response to COVID-19 and pandemic preparedness (LDHB)
2. Upcoming training/workshops in 2020
  - Civil Defence Centre course - 25 March – Tokoroa
  - Civil Defence Centre Supervisors course – 26 March – Tokoroa
  - Outreach course – 27 March – Tokoroa
3. Welfare Manager's / Coordination Group meeting dates - 2020
  - 10 March – Hamilton
  - 9 June – Hamilton
4. Local Welfare Committee Group meeting dates - 2020
  - 11 May
  - 27 July
  - 12 October
  - 14 December

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.13 NZ-RT6 AWARD NOMINATION FOR CONTRIBUTION TO CIVIL DEFENCE EMERGENCY MANAGEMENT IN NEW ZEALAND**

**Author:** Kate Guthrie, Emergency Management Support Officer

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

**PURPOSE**

This item is for the Emergency Management Committee to formally confirm its support of the Council's nomination of NZ-RT6 for Contribution to Civil Defence Emergency Management (CDEM) in New Zealand.

**DISCUSSION**

The Ministerial Awards for outstanding and important contribution to CDEM in New Zealand are for people, groups or organisations that have made an outstanding or important contribution in the field of CDEM, above and beyond routine work and service. Any type of contribution to CDEM in New Zealand may be considered when determining a recipient's eligibility for an award. .

In 1986 the Taupō District Council Rescue Emergency Response Team was created. The team was comprised of eight volunteers, of which most were Land Search and Rescue team members. The intent for the team was to become a multi-disciplined team that could assist in all different scenarios in the rescue field. In 2003, the team decided to pursue Urban Search and Rescue registration, specialising in flood response and swift water rescue.

In 2004, the Taupō District Council Emergency Response Team was registered as NZ-RT6. The team underwent hundreds of hours of training and in the first five months of being registered were deployed to five operations, most of which were specialist flood response. Since then, the team have remained a key part of the rescue and response team for the Taupō District Council.

NZ-RT6 have attended many events including flood response in Whakatane, Edgecumbe, Manawatu, Kaiaua and Reporoa; Christchurch earthquake; search and rescue assistance for Alzheimer's patients; dog rescues; assisting a stranded swimmer in the Waikato River; State Highway Five snow event; volcanic ash clean up in Turangi and surrounds; Rural Fire welfare support and, Taumarunui tornado response.

**CONCLUSION**

Nominations close on the 31 March 2020 therefore it is desired that the Committee confirms its support of the application at this meeting.

**RECOMMENDATION(S)**

That the Emergency Management Committee supports the nomination of NZ-RT6 for the Contribution to Civil Defence Emergency Management in New Zealand.

**ATTACHMENTS**

Nil

**4.14 CAPABILITY AND ASSESSMENT REPORT 2019 - TDC EMERGENCY MANAGEMENT WORK PROGRAMME**

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

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

**PURPOSE**

This item is for the Head of Regulatory and Risk to discuss the Capability and Assessment Report 2019 – TDC Emergency Management Work Programme (report to be tabled at the meeting).

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the information pertinent to the Capability and Assessment Report 2019 – TDC Emergency Management Work Programme.

**ATTACHMENTS**

Nil

**4.15 DIRECTOR'S GUIDELINE ON RECOVERY PREPAREDNESS AND MANAGEMENT**

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

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

**PURPOSE**

This item is for the Head of Regulatory and Risk to provide an update on the Director's Guideline on Recovery Preparedness and Management, and for the Committee to receive related correspondence from the National Emergency Management Agency (refer Attachment 1).

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the update and attached information in relation to the Director's Guideline on Recovery Preparedness and Management.

**ATTACHMENTS**

1. Correspondence: National Director's Guideline on Preparedness and Recovery Management