

ATTACHMENTS

Emergency Management Committee Meeting

11 February 2019

Table of Contents

3.1	Emergency Management Committee Meeting - 12 November 2018	
	Attachment 1 Emergency Management Committee Meeting Minutes - 12 November 2018	3
4.3	Waikato Civil Defence Emergency Management (CEDM) Key Performance Indicator (KPI) Report	
	Attachment 1 Taupō District Council KPI Report to Waikato CDEM Group (A2397388)	10
4.4	Approval of Water Carrier Procedure	
	Attachment 1 Taupo District Council Water Carrier Procedure	12
4.5	Memorandum of Understanding with Ruapehu District Council	
	Attachment 1 Copy of Memorandum of Understanding between Taupō District Council and Ruapehu District Council	18
4.6	Proposal for Conduct of Civil Defence Emergency Management Monitoring and Evaluation Process for Taupō District Council	
	Attachment 1 Proposal of Conduct for the CDEM Monitoring and Evaluation Process for TDC (A2395718)	21

Emergency Management Committee Meeting Minutes

12 November 2018

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ
ON MONDAY, 12 NOVEMBER 2018 AT 11.00AM**

PRESENT: Cr Anna Park (in the Chair), Mr Andy Hema (from 11.03am), Cr Tangonui Kingi, Mrs Tina Jakes, Cr Kirsty Trueman, Mr Douglas Wilcox (from 11.04am)

IN ATTENDANCE: Head Of Risk & Regulatory, Head of Communications & Customer Relations (Public Information Manager), Head of Economic Development & Business Transformation, Emergency Manager, Infrastructure Manager (Lifelines Manager), Democratic Services Support Officer

MEDIA AND PUBLIC: Suzanne Vowles (CDEM), Mr Bubs Smith (Iwi Liaison) plus one member of the public

The Chair welcomed everyone and declared the meeting open.

Note:

- (i) *Items were heard in the following order: 1-3.1, 4.2-4.5, 4.1, 4.7-4.11*
- (ii) *Mr Andy Hema and Mr Douglas Wilcox entered the meeting during item 4.3 and were not present for resolutions EM201811/01 and EM201811/02.*

1 APOLOGIES

EM201811/01 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

That the apologies received from Mayor David Trewavas (for absence), and Mr Andy Hema and Mr Douglas Wilcox (for lateness), be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 13 AUGUST 2018

Minutes of a meeting of the Emergency Management Committee held on Monday, 13 August 2018 had been circulated (A2350711).

EM201811/02 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Cr Tangonui Kingi

That the minutes of the Emergency Management Committee meeting held on Monday 13 August 2018 be confirmed as a true and correct record.

CARRIED

Page 1

Emergency Management Committee Meeting Minutes

12 November 2018

4 REPORTS**4.1 PRESENTATION: UPDATE FROM IWI LIAISON**

Mr Bubs Smith was in attendance along with a colleague to provide an update as iwi liaison. Key points noted were:

- Acknowledged the Emergency Manager for his valued input and contribution towards authenticating meaningful engagement with Iwi and marae, which started at grass roots. Examples cited of the Emergency Manager's involvement were
 - Helped at the recent Tokaanu Marae DIY day (positive feedback received from organisers);
 - Civil defence educational and promotional work in general, especially with those whanau in the immediate hazard zones of the Hipaua steaming cliffs (a major risk in the Taupō district) and, Otukou (location locally referred to as 'over the hill') located at the foot of Mount Tongariro - Te Maari crater.
- GNS had installed six new data loggers in strategic locations on the three maunga – Tongariro, Ngāuruhoe and Ruapehu.
- Currently working on the ECLIPSE project led by Graham Leonard from GNS Science and Victoria University Professor Colin Wilson, 2017 recipient of the Rutherford Award for his research into supervolcanoes. The project was funded by the Ministry of Business Innovation and Employment (MBIE) and looked at basic geology and disaster preparedness, in particular for central North Island communities.

In reply to a question, Mr Smith advised that the project commenced just over a year ago. In September 2018, some members of the team visited Naples, Italy, to share learnings and understandings in relation to each country's supervolcanoes. Mr Smith had also spoken with the Naples mayor who was keen to formalise a relationship with Taupō District Council given the caldera connections.

EM201811/03 RESOLUTION

Moved: Mrs Tina Jakes

Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the update and thanks Mr Tyrone (Bubs) Smith for his presentation.

CARRIED**4.2 RECEIPT OF WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MEETING MINUTES - SEPTEMBER 3, 2018**

Unconfirmed minutes of the WCDEM Joint Committee had been circulated for receipt (A2342396). The Head of Risk & Regulatory acknowledged the excellent comprehensive final report of outgoing group controller Mr Lee Hazelwood. Mr Hazelwood had made a significant contribution in the Waikato region civil defence during his seven and a half years as the Waikato Group Manager/Controller. Confirmed that a letter of thanks signed by His Worship had been sent to Mr Hazelwood as requested by the Chair at the August EMC meeting.

EM201811/04 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the (unconfirmed) minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on September 3, 2018.

CARRIED

Page 2

4.3 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT

The Emergency Manager went through his report highlighting key points as follows:

- Had scheduled six marae preparedness visits for next year.
- Ms Vowles would bring 12 REMAs to a presentation in the upcoming week.
- To raise awareness for ShakeOut, trialed a new project that involved children completing specific activities to gain a stamp for their passport. Targeted children as they were more likely to take the drop-cover-hold message home to parents. The Head of Democracy, Governance & Venues noted that a lot of positive feedback had been received from the Mangakino community about the project.
- Thirty five people attended the GNS presentation. An unexpected finding was that only six of those in attendance had personal civil defence kits at home.
- In relation to Kinloch, the Head of Democracy, Governance & Venues advised that any information eg Community Response Plans (CRPs) could also be emailed to the Kinloch Community Association (KCA) at kinlochcommunity@gmail.com. The KCA were a proactive community organisation who had a good reach to Kinloch residents and ratepayers.
- Assisted RAL with water outage at Whakapapa – took out water tanker.
- Observed that the October 30, 2018 earthquake centred at Taumarunui was not felt in that location, but was considerably strong in Taupō.
- Distributed brochures at the fireworks extravaganza.
- Funds had been allocated for the biannual survey of Hipaua however, waiting to confirm details with Garth Archibald (GNS). Anticipated survey would be undertaken either in (the remainder of) November or early December 2018.
- Ownership documents for the unimogs gifted from the NZ Defence Force had been received. These would be collected within the next few weeks, and used in the Turangi and Taupō Christmas parades.

EM201811/05 RESOLUTION

Moved: Mr Andy Hema

Seconded: Cr Kirsty Trueman

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

CARRIED

4.4 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP (WCDEM) UPDATE

The Emergency Manager gave apologies on behalf of Messrs Mark Bang and Gary Talbot, then proceeded to read aloud a written report received from Mr Bang (A2354436). Key points noted were:

- Welcome back to Julian Snowball – new group manager / controller.
- The group work plan for 2019 had been approved by CEG and would be shared with the WCDEM Joint Committee at its meeting on November 19, 2018. CEGs approval of the plan included an agreement that going forward, local CDEM organisations provided performance reports to CEG. A draft template had been developed but was yet to be confirmed by the CDEM Professional Advisory Group (PAG). Other subjects that would also be reported on (and discussed by PAG) included welfare, capability development, the group work plan, and meeting attendance.
- The National Disaster Resilience Strategy was presented by Jo Horrocks (MCDEM) to CEG and others. A sub-group of CEG would prepare and submit a submission before the closing date of December 7, 2018. Local CDEM organisations were encouraged to submit their own submissions.
- Recent communications covered in the Government's CDEM review decisions (TAG report) included
 - Creation of a common operating picture
 - Replacement of EMIS system with Microsoft Office software systems
 - Welfare registration and needs assessment solution.
- GEMO was hosting the first ITF Logistics course this week, and another would be held before the end of

Emergency Management Committee Meeting Minutes

12 November 2018

year. Encouraged to enrol staff. ITF PIM, logistics and welfare would continue to be a strong focus of 2019, along with foundation and intermediate courses. New controllers and recovery managers courses were being developed by MCDEM for delivery in 2019.

- GEMO had hosted a major police exercise at Raurimu in the week beginning November 5, 2018, which involved multiple agencies and over 70 personnel.

Controller Doug Wilcox advised that he had attended the Raurimu / Ohura exercise along with the Emergency Management Support Officer. It was interesting observing how multi agencies came together to work in a response forum; an exercise was simulated and a scenario put together; police worked in the response capacity; and, that welfare came under the auspices of the police.

EM201811/06 RESOLUTION

Moved: Cr Tangonui Kingi

Seconded: Cr Anna Park

That the Emergency Management Committee receives the written update from Waikato Civil Defence and Emergency Management Group update and thanks Mr Gary Talbot for attending.

CARRIED**4.5 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) UPDATE**

Regional Emergency Management Advisor Suzanne Vowles was in attendance to provide a verbal update on behalf of the Ministry of Civil Defence and Emergency Management (MCDEM). Key points noted were:

- Moving away from Technical Advisory Group acronym TAG and replacing with EMSR (Emergency Management System Review). There was a multitude of recommendations from the review however MCDEMs ability to get those done was quite constrained. Various items were still being lead by the TAG committee and some by the DPMC.
- Fly-in teams comprising experts with specialist knowledge about a variety of emergency management functions and roles would be established. Recruitment for a fly-in team manager to oversee the team would be advertised soon.
- A deliverable for the current year was the creation of the National Emergency Management Agency (NEMA) to replace the MCDEM, which would be run out of the DPMC. Establishing a cross-sector agency would better integrate work areas and also disrupt departmental silos.
- The Government's response to the TAG review set out clear requirements for Groups to adhere to, and also provided options to achieve those requirements. Ms Vowles flagged that Taupō should give consideration to the potential impact of WCDEM in terms of the regional component. CDEM activities could become business units of regional council, therefore Taupō would be subject to regional council direction and / or delegations.
- Iwi engagement was high on the list of priorities for Government, who would also appoint a manager to oversee this area. Groups were encouraged to start meaningful dialogue (if they had not already).
- A new Controller's development programme was currently being developed and would be available in early 2019.
- The Integrated Training Framework (ITF) offered four levels of courses: Foundation; Intermediate; Coordination Centre Interface (CCI – online module); Function Specific; and Leadership.
- Attending upcoming symposium on the Christchurch earthquakes at the end of November - would report back at next EMC meeting.
- Bay of Plenty (BOP) had undertaken a review of its entire CD arrangements - report was due to its CEG shortly.

EM201811/07 RESOLUTION

Moved: Cr Anna Park

Seconded: Mr Andy Hema

That the Emergency Management Committee receives the Ministry of Civil Defence and Emergency

Page 4

Emergency Management Committee Meeting Minutes

12 November 2018

Management update and thanks Ms Suzanne Vowles for attending.

CARRIED

4.6 PROPOSED NATIONAL DISASTER RESILIENCE STRATEGY

The Head of Risk & Regulatory introduced the item highlighting that to allow adequate time for the Committee's submission to be prepared before the close-off date of December 7, member feedback on the Strategy was required by November 23, 2018. The third strategy of its type (others being in 2002 and 2007), this was an extremely important document that would inform the Groups plan going forward.

EM201811/08 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the Proposed National Disaster Resilience Strategy Draft for Consultation and notes that any feedback / submissions need to be provided to the Head of Risk & Regulatory before November 23, 2018.

CARRIED

4.7 TAUPŌ DISTRICT COUNCIL EOC EXERCISE AND VISIT AT WAIOURU MILITARY CAMP

The Emergency Manager advised that he and Mr Phil Parker (ex Taupō District Council CD emergency manager) had been collaboratively working on the programme content for a full desktop exercise being run from the Waiouru Military Camp on November 22 and 23, 2018. Approximately 30 people from the EOC team would attend the training using the Emergency Management Information System (EMIS). The exercise would provide an opportunity for the team to get to know each other and also work out new strategies and ideas for working more effectively in the EOC. Meals would be provided and the group would be taken on a short tour around the base. Acknowledged Major Pat Hibbs for his assistance in making this happen.

EM201811/09 RESOLUTION

Moved: Cr Anna Park
Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the information.

CARRIED

4.8 CONTROLLERS' UPDATE

The Chair welcomed the Head of Economic Development & Business Transformation John Ridd and the Head of Community, Culture & Heritage Dylan Tahau onboard as new Controllers, with the Head of Risk & Regulatory adding that the formal appointment process would take place tomorrow - Tuesday, November 13, 2018.

Controller Tina Jakes advised there was no update as no controller meetings had been held since the last EMC meeting.

Controller Doug Wilcox spoke about his attendance - alongside new controllers and highly experienced controllers - at a controllers development programme held in Wellington. All participants received a resource kit that contained information such as the CDEM Act, processes one may encounter, etc. Noted that MCDEM did a great job discussing the powers of controllers, including making links to the relevant parts of legislation. The programme ended with a question and answer session with local, group, and national controllers answering. A great learning experience overall, in particular the importance of relationships, knowing strengths of the people around you, and how to work together as a team.

Page 5

Emergency Management Committee Meeting Minutes

12 November 2018

EM201811/10 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Mr Andy Hema

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

CARRIED**4.9 PUBLIC INFORMATION MANAGER'S UPDATE**

The Public Information Manager advised that Council communications staff Andy Taylor and Darren Petry had completed the PIM training. To build capacity in the EM space, both would attend the upcoming EOC training at Waiohuru Military Camp in place of Ms Nairne however, Ms Nairne would remain the lead PIM.

EM201811/11 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

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

CARRIED**4.10 WAIKATO LIFELINES UPDATE**

The Lifelines Manager advised that:

- Attended Bay of Plenty and Waikato Lifelines Forum 2018 on August 23. Interesting talk from Transpower Senior Principal Engineer Andrew Renton regarding a 'Blackstart' - could take up to 36 hours to get power back up and running again and 4-5 hours for cell / internet coverage to come back on-line. Professor Colin Wilson also gave a similar presentation to that of his recent address at the Great Lake Centre (GLC) in relation to the ECLIPSE programme.
- Algae bloom testing regime had recommenced. Results from first testing round were normal.
- The Asset Manager Transportation was leading a team in developing a workstream around resilience with the NZTA. A strategic business case was being put together to justify spending in the resilience space.

EM201811/12 RESOLUTION

Moved: Cr Anna Park
Seconded: Mr Andy Hema

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

CARRIED**4.11 LOCAL WELFARE MANAGER'S UPDATE**

The Emergency Manager presented the Local Welfare Manager's report, highlighting that:

- 45 people had attended the local welfare meet, which was a great turnout. Broke off from the welfare meet (same day) to have the welfare coordination group meeting.
- White Ribbon day would launch the 'Our Neighbourhood' summer events, which were a great opportunity to get the community together. Taupō Neighbourhood Support Coordinator Joy Johnson would also attend. Neighbourhood Support was a vital link for CD in terms of providing current feedback and what was happening in a particular street.
- A group of local agency personnel would attend the upcoming CD course in Tokoroa. The Emergency Manager acknowledged the Local Welfare Manager for her work in engaging local groups and

Page 6

Emergency Management Committee Meeting Minutes

12 November 2018

organisations, which had resulted in many more groups showing a willingness to be involved now they understood their respective importance.

In reply to a question from Controller Tina Jakes, the Emergency Manager advised that Joy Johnson was the 2IC local welfare manager (LWM); he was aware of another person from WINZ who was also interested to be an alternate. Ms Jakes suggested that the upcoming training exercise in Waiouru would be a good training opportunity for the LWM alternates to attend, in turn it would also build capacity of the local EM team.

EM201811/13 RESOLUTION

Moved: Cr Tangonui Kingi

Seconded: Cr Kirsty Trueman

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

CARRIED**5 CONFIDENTIAL BUSINESS**

Nil

The Meeting closed at 12.04pm.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 11 February 2018.

CHAIRPERSON


QUARTERLY REPORT	
Territorial Authority	Taupō District Council
Author:	Ian Connon
Date:	

TAs CDEM logo

Quarter	1
----------------	---




Local activity report (other than Group Plan actions below)
<p>Highlights</p> <ul style="list-style-type: none"> • 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 local hospital, police, supermarkets (to ensure they had sufficient diesel supply to operate their generators for business continuity), and regularly checked in on the elderly around the district. • Exercise Gumboot - 22 staff members travelled to Waiouru Military Base to participate in a table top exercise based on a landslide. • Two unimogs – generously made available to Taupō civil defence by Major Pat Hibbs (from Waiouru Military Base) - were collected from Trentham military base. • Physical survey of Hipaua thermal cliffs was completed. The formal survey report should be completed in February 2019. <p>Community engagement</p> <ul style="list-style-type: none"> • Community preparedness presentation at Taupō Baptist Church. • Taupō Christmas Parade. • Turangi Christmas Parade /Christmas in the Park. • Marae preparedness with Tokaanu Marae.

Exception reports

Group work plan report							
Objective #	Action #	Current status	Original completion date	Action or milestone issue	Forecast completion date	Forecast status	Commentary explaining rationale for status
The community understands its hazards and the associated risks	Incorporate hazard and risks (including infrastructure risks) as part of community response and recovery planning.		Annually	Hazards and risks are promoted within our communities via radio advertising, community response plans, and community preparedness talks.			

Doc # 13247455

Ownership of individual, community and business preparedness	Develop a prioritised programme for development and updates of CRPs		2016/17	Kinloch and Omori/Kuratau have active community response plans. Rangitaiki, Wairakei and Whareroa are currently in the process of creating theirs.			
	Establish and sustain communication processes between communities and CDEM		Annually	Communities are kept up to date with civil defence matters through various methods including social media, community response champions, electronic notice boards, community engagement and market days.			
Appropriate Civil Defence Centre (CDC) facilities are provided	Complete a stock take of facilities and plan for removal/development		2016/17	Civil defence centre stocktake was completed in 2017. This covered the earthquake rating, maximum numbers and facilities available. Two facilities were identified - the Great Lake Centre and Taupō Events Centre.			
	Implementation of CDC plan		2016-2021	CDC plan is still in progress, and will be implemented once completed.			
	Implementation of CDC arrangements Group-wide			Need to liaise with the wider group and welfare managers to create an action plan -going forward.			
	Promote CDC locations appropriate to community requirements		Annually	Civil defence centre locations are promoted through community engagement preparedness presentations with community groups.			
Comprehensive recovery arrangements are in place	Update Local Recovery Plans in line with the legislation and Group Plan			Local recovery plan review is currently underway in conjunction with the group recovery plan.			

Status Key:  on track,  off track – mitigation in place, no risk to overall action,  off track – risk to action & help needed, ✓ completed

TAUPO DISTRICT COUNCIL CIVIL DEFENCE WATER CARRIER

INTRODUCTION

Scope and administration

The scope of this document is to provide a framework to be used by all personnel that use and transport potable water in the Taupo Emergency Management water carrier. This will ensure the quality, safety and ensure that the water is tankered and maintained in the same condition during transit and delivery.

This procedure is to be used alongside the water safety plans already in place by Taupo District Council.

Tankered drinking-water is defined here as water delivered by tanker and not through a water reticulation system. It is mainly sourced from a registered drinking-water supply that complies with the current DWSNZ unless under extraordinary circumstances.

Registration

The Taupo Civil Defence water tanker does not require to be registered under the DWSNZ section 11 as it is not used regularly.

Class of water

The Taupo Civil Defence Water Carrier should only carry Class 1(a) water, where this is not possible the Taupo Civil Defence Water Carrier may carry Class 2 water under the following restrictions.

Class 1(a) water is water taken from a reticulated water supply that complies with the DWSNZ 2005 and is listed in the Register of Community Drinking-water Supplies and Suppliers in New Zealand. For example: reticulated council supply.

Class 2 water is water intended for drinking purposes and although it does not fit into the above two categories, has been approved by the DWA. An example is: river water with partial treatment (for example, chlorination).

OPERATION REQUIREMENTS

Operator

Tanker operator or drivers who collect and deliver water should hold a copy of this document.

Personal hygiene is fundamental when working with the water tank and any ancillary equipment to prevent water contamination.

Vehicle

The Taupo Civil Defence Water Tanker should always be maintained to a standard of suitable to the transportation of water. It is to be clearly marked and comply with national standards set by Land Transport New Zealand.

Tanks

The tank is only permitted to carry potable drinking water unless it has been certified by the Drinking Water Assessor to be clean and uncontaminated.

Operators are to ensure that the tank and contents are protected from contamination throughout all operations.

Tank cleaning and maintenance

Tank cleaning should be undertaken if any other cargo is carried or Class 2 water is transported. The tanker cleaning procedure is outlined in Appendix A.

Ancillary equipment**2.4.1 CLEANING AND MAINTANCE**

Cleaning and disinfection of the tank must be carried out before drinking-water is tankered and after any cargo other than Class 1(a) drinking-water has been carried. Hoses should be disinfected after more than 30 days of not being in use.

2.4.2 STORAGE OF ANCILLARY EQUIPMENT

Ancillary equipment including hoses and couplings must be stored in a separate and well ventilated storage locker and in a sanitary manner when not in use. All hoses should be as clean and dry as possible before storing to prevent mold growth. All rigid pipes should be capped during transit.

All wet weather gear is to be stored separately from hoses and pipes.

Loading water

Water should be taken from a reticulated supply with appropriate back flow prevention. Preferred water filling points are outlined below.

Treatment plants			
Name:	Taupo, Lake Terrace	Mangakino	Turangi

Sources			
Name	Lake	Maratai Spring	Spring
GPS	1866916E 5713408N	1839558E 5751600N	1841030E 5680265N

Tank storage

When the tank is has not been used for a period of more than 30 days, water should be disinfected and an E. Coli test should be arranged unless it is required for a Civil Emergency, where guidelines for Class 2 water should be followed.

WATER QUALITY MONITORING**E. Coli Sampling**

Sampling of tankered water will be carried out every three months as per the Guidelines for the Safe Carriage and Delivery of Drinking water. Samples will be taken by Taupo District Council trained staff and all samples will be taken consistent with the Sampling Procedure (document: A400240). Water testing will be completed by MB Century, 07 3765205 who hold the Taupo District Council Services contract and are Ministry of Health approved.

Analytical results

If a positive E. Coli test is found it must be reported to the Drinking Water Assessor immediately. The DWA will then make a decision on the next action which may be that no further water be carried until a positive result has been returned, they may also require boil water notices to be issued.

DOCUMENTATION

Documentation for the Taupo Emergency Management water carrier is required to be kept for a minimum of 10 years. A record is kept in order to provide historical trends of parameters, which may

be prove to have health implications in the future. The records will allow the Ministry to look back over the years and to see how a particular parameter has affected a community's health. The 10-year retention period is a legal requirement under the Health (Retention of Health Information) Regulations 1996.

Information that is kept and updated regularly should be held in a logbook that records the date of delivery, delivery address, purpose of delivery, load transport (class and source) and the tanker cleaning schedule. A suggested logbook template is show on Appendix B.

Delivery dockets must be available for customers to view when taking tankered water. It must advise the customer where the water was sourced from.

EMERGENCY WATER COLLECTION – CLASS 2 WATER

Where it is not possible for Class 1(a or b) water to be collected, class 2 water is able to be used in discussion with the conjunction with the Medical Officer of Health or the Drinking Water Assessor. Class 2 water is to be sourced from the cleanest possible location, treated with a sodium hypochlorite solution, boil water notices are to be clearly displayed and available for consumers when collecting water. Water should be treated with sodium hypochlorite according to the dosing rates in appendix 3.

DISINFECTION

The Civil Defence tanker should be dosed with 335mL of 15% Sodium Hypochlorite during the filling process for disinfection and left for 30 minutes. After settling for 30 minutes, test the water. If the sodium hypochlorite is lower than the required 5.0 mg/L, add more sodium hypochlorite solution and mix thoroughly and test again. Repeat the process until the required value of 5.0 mg/L is obtained. It is recommended that sodium hypochlorite is used at 15 percent. Sodium hypochlorite can have a loss of strength over time so it is important that it is stored away from direct sunlight or contaminates, it is not exposed to high temperatures, and use by dates are to be adhered too.

Where it is not possible to use sodium hypochlorite at 15% strength, 1.25L of domestic strength bleach (sodium hypochlorite 4% strength) can be used.

Taupo District Council, Civil Defence Water Tanker
073760699
46 Horomatangi Street, Taupo

Date of collection	Date of delivery	Delivery address	Purpose of load	Class of load	Source	Cleaning schedule

Appendix 1 Example of a boil water notice

25 January 2019



46 Horomatangi, Taupo 3330

Private Bag 2005, Taupo Mail Centre,

Taupo 3352, New Zealand

Dear Sir/Madam

Subject: Potential E.coli presence in tankered water supply

Taupo District Council are unable to determine if there is a presence of *E.coli* in a timely manner due to ****. All consumers are advised to boil water intended for human consumption (for example, drinking, cooking and washing teeth).

Tankered water supplied by the Taupo District Council Civil Defence Water Carrier has been dosed with chlorine according to the Guidelines for the safe carriage and delivery of drinking-water.

Water source:

Water class:

If you require further information, please contact *****.

Kind regards

Incident response contact
Taupō District Council

APPENDIX II: DISINFECTION USING SODIUM HYPOCHLORITE (PLAIN HOUSEHOLD BLEACH)

Table 9 gives the number of millilitres to add (1 g/m³ = mg/L).

Table 9

TANK VOLUME LITRES / (GALLONS)	CHLORINE DOSE REQUIRED			
	1 g/m ³	2 g/m ³	5 g/m ³	10 g/m ³
50	2	3	8	12
100	4	7	17	33
150	5	10	25	50
200	7	13	33	67
250	9	17	42	83
300	10	20	50	100
350	12	23	58	117
400	13	27	67	133
450 (100)	15	30	75	150
500	17	33	83	167
600	20	40	100	200
700	23	47	117	233
800	27	53	133	267
900	30	60	150	300
1000	33	67	167	333
2000 (440)	67	133	333	667
3000	100	200	500	1000
4000	133	267	667	1333
5000 (1100)	167	333	833	1667
6000	200	400	1000	2000
7000	233	467	1167	2333
8000	267	533	1333	2667
9000	300	600	1500	3000
10000	333	667	1667	3333
20000	667	1333	3333	6667

To use table

- 1 Calculate volume of tank in litres (see Section 9, page 12 and select this on the left-hand side column).
- 2 Select dose rate required at top of the table:
 - 1 g/m³ routine disinfection for clean water
 - 2 g/m³ routine disinfection for reasonably clean water
 - 5 g/m³ period disinfection for tanks and pipes
 - 10 g/m³ superchlorination for biological contaminated tanks. Remove contamination, allow water to sit for 24 hours before drawing. Boil before drinking.
- 3 Read the amount of sodium hypochlorite (in millilitres) to be added where the dose required corresponds to the volume of the tank.
- 4 Add required millilitres of fresh plain household bleach and mix in thoroughly.

MEMORANDUM OF UNDERSTANDING
between
Taupo District Council
and
Ruapehu District Council
for
Civil Defence Emergency Management



Memorandum of Understanding

Dated

Between

Taupo District Council
Ruapehu District Council

Introductory Matters**1. Definitions**

- 1.1 In this Memorandum, unless the context otherwise requires:
CDEM means Civil Defence Emergency Management
Parties means the entity names at the beginning of this memorandum

2. Background

- 2.1 Taupo District Council and Ruapehu District Council are neighboring local authorities.
2.2 For emergency management purposes the Parties belong to differing CDEM regional group's i.e Horizons CDEM Group and Waikato CDEM Group respectively.
2.3 Both Parties have agreed that as neighboring local authorities with very similar hazardscapes there is a benefit in strengthening the relationship between them for emergency management purposes.
2.4 Both Parties have agreed that this enhanced relationship for emergency management purposes be recognized by way of a separate Memorandum of Understanding.
2.5 Both Parties acknowledge that such a Memorandum of Understanding is in addition to existing obligations to their respective communities and regional CDEM groups.

3. Purpose

- 3.1 The purpose of this Memorandum is to:
- a) Recognize that both parties continue to take individual responsibility for their emergency management functions; and
 - b) Affirm that both parties in a spirit of cooperation wish as neighboring local authorities to have an ongoing and mutually agreeable relationship for emergency management that is both positive and supportive of each other.
- 3.2 Notwithstanding the intent of the clause 3.1 this memorandum does not constitute or create, and shall not be deemed to constitute or create any legally binding or enforceable obligations on the part of either Party over and above any existing or future statutory requirement.

4. Term Of Memorandum

- 4.1 The term of this memorandum will commence on the date it has been signed by the Parties.
4.2 The term of this Memorandum will cease only on the written notification of one of both Parties.

5. Alteration of Memorandum

- 5.1 This memorandum may be added to or amended with agreement of both parties at any time.
5.2 Notwithstanding clause 5.1 this Memorandum will be reviewed annually at a time agreed by both Parties.

6. Responsibility of Parties

- 6.1 Both Parties agree in relation to emergency management activities to:
- a) undertake joint exercise as mutually convenient; and
 - b) undertake joint training as mutually convenient; and
 - c) extend an open invitation to elected members and officers to attend each other's local exercises in observer roles or as agreed; and

- d) attend mutually agreed meetings of emergency management staff, Controllers, Recovery Managers, Public Information Managers etc. either collectively or individually as convenient; and
- e) share information in relation to emergency management plans, operating procedures, contact databases, and hazards as appropriate; and
- f) provide emergency management support for each other in respect of emergency matter when requested and when available. Costs to lie where they fall; and
- g) provide support for each other in respect of emergency events in accordance with the requirements of the respective Horizons and Waikato CDEM Group Plans; and
- h) undertake an annual review of this Memorandum at a time agreeable to both parties.
- i) response team equipment and personal will be made available as and when appropriate.

Signed on behalf of:
Taupo District Council

By:
David Trewavas
Mayor

and

By:
Gareth Green
CEO

Signed on behalf of:
Ruapehu District Council

By:
Don Cameron
Mayor

and

By:
Clive Manley
CEO

Proposal for conduct of Civil Defence Emergency Management Monitoring and Evaluation process for Taupō District Council

Prepared for:

Brian Fox
Head of Regulatory and Risk
Taupō District Council

18 January 2018

Project aim

To complete a full Civil Defence Emergency Management (CDEM) Monitoring and Evaluation process for Taupō District Council covering all Objectives and Key Performance Indicators (KPIs) for the Goals and Enablers as part of the National CDEM Strategy¹ as follows:

- Goal One - Increasing community awareness, understanding, preparedness and participation in CDEM.
- Goal Two - Reducing the risks from hazards.
- Goal Three - Enhancing capability to manage emergencies.
- Goal Four - Enhancing capability to recover from emergencies.
- Enabler One - Governance and management arrangements.
- Enabler Two - Organisational resilience.

Background

The CDEM Monitoring and Evaluation programme was introduced by the Ministry of Civil Defence & Emergency Management (MCDEM) in October 2009.

Monitoring and evaluation provides a method for learning from experience, analysing capability, planning and allocating resources, and demonstrating results as part of accountability to stakeholders. Monitoring and evaluation are standard parts of any good policy or risk management process. It provides a 'feedback loop' within these processes, allowing comparisons between actual and desired states. This enables ongoing analysis, and refinement of decisions and implementations processes, to improve outcomes².

Though often referred to together, monitoring and evaluation involve distinctly different aims and processes:

- **Monitoring** is a continual process that aims to provide management and stakeholders of an ongoing intervention with early indications of compliance with responsibilities, and progress, or lack thereof, in the achievement of results.
- **Evaluation** is about measuring effectiveness. It compares what is happening against what was intended (goals, objectives and targets) and interpreting the reasons for any differences³.

It is important for agencies to continually monitor and measure progress in order to know when they have successfully reached their goals and objectives and to ensure they have the capacity and capability necessary to be able to perform their CDEM roles and responsibilities⁴.

The CDEM Monitoring and Evaluation Programme centres around the 'CDEM Capability Assessment Tool', a set of nationally-consistent performance indicators and measures ('capability criteria') organised in an assessment tool format. MCDEM conducts CDEM Monitoring and Evaluation of CDEM Groups and local authorities in line with this programme.

¹ National Civil Defence Emergency Management Strategy 2007

² Ministry of Civil Defence & Emergency Management (MCDEM) website
<https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/>

³ MCDEM website

⁴ MCDEM website

Conduct of out-of-programme CDEM Monitoring and Evaluation have been conducted by a number of local authorities in order to measure their performance outside of the CDEM Monitoring and Evaluation programme cycle.

Taupō District Council has requested that an out-of-programme CDEM Monitoring and Evaluation process be conducted.

Deliverables

The Deliverables required from this project are:

- Conduct CDEM Monitoring and Evaluation interviews with key Taupō District Council staff with defined CDEM roles and responsibilities.
- Complete the CDEM Capability Assessment Tool: measure against nationally consistent KPIs and measures (capability criteria) organised in the assessment tool format.
- Complete a CDEM Capability Assessment Report for Taupō District Council including scoring from CDEM Capability Assessment Tool and comment on each CDEM Goal and Enabler as part of the National CDEM Strategy.
- Recommendations for future CDEM work programmes for Taupō District Council in line with each CDEM Goal and Enabler.
- Report to Emergency Management Committee and Audit and Risk Committee on completion of CDEM Capability Assessment Report for Taupō District Council.

In order to achieve these Deliverables it is proposed that the Council also be able to provide the Contractor with:

- The relevant CDEM documentation and plans as requested by the Contractor.
- A Council point of contact for the organisation of the CDEM Monitoring and Evaluation interviews on agreed dates between the Council and Contractor.
- Availability of Council staff post the conduct of the CDEM Monitoring and Evaluation interviews if points of clarification are required.

Also to achieve the Deliverables, it is proposed that a Subject-Matter-Expert (MCDEM Regional Emergency Management Advisor) Suzanne Vowles, be included in the CDEM Monitoring and Evaluation process due to her extensive knowledge base of the Waikato region.

Timeframe

A complete CDEM Monitoring and Evaluation process, achieving all Deliverables, can be conducted over a one month period.

Detailed tasks and time frames for each Deliverable is provided in the table below. These tasks and time frames are based on the completion of a full CDEM Monitoring and Evaluation process for Taupō District Council.

Deliverable	Tasks	Time frame (Approx.)
Conduct CDEM Monitoring and Evaluation interviews with key Taupō District Council staff with defined CDEM roles and responsibilities.	<ul style="list-style-type: none"> Identify suitable two-day interview period at Taupō District Council agreeable to Taupō District Council/ Contractor/ Subject-Matter-Expert (MCDEM REMA). Identify key Taupō District Council staff with CDEM roles and responsibilities. Facilitate organisation through Taupō District Council point of contact. Review all Taupō District Council CDEM documentation and plans. Conduct of CDEM Monitoring and Evaluation interviews with identified Taupō District Council staff with Contractor and Subject-Matter-Expert (MCDEM REMA). 	24 hours
Complete the CDEM Capability Assessment Tool: measure against nationally consistent KPIs and measures (capability criteria) organised in the assessment tool format.	<ul style="list-style-type: none"> Score all CDEM Goals and Enablers (Objectives and KPIs) as a result of information obtained through the Monitoring and Evaluation interviews and CDEM documentation. Consult Subject-Matter-Expert (MCDEM REMA) on CDEM Capability Assessment Tool scoring. 	8 hours
Complete a CDEM Capability Assessment Report for Taupō District Council including scoring from CDEM Capability Assessment Tool and comment on each CDEM Goal and Enabler as part of the national CDEM Strategy.	<ul style="list-style-type: none"> Develop draft CDEM Capability Assessment Report for Taupō District Council. Identify current state of CDEM capability in line with CDEM Goals and Enablers. Identify areas of strength and areas for improvement in CDEM capability. Consult Subject-Matter-Expert (MCDEM REMA) on draft CDEM Capability Assessment Report. 	20 hours
Recommendations for future CDEM work programmes for Taupō District Council in line with each CDEM Goal and Enabler.	<ul style="list-style-type: none"> Draft recommendations for future CDEM work programmes based on current state of CDEM capability and areas of strength/ areas for improvement. Include recommendations in CDEM Capability Assessment Report. 	4 hours

Deliverable	Tasks	Time frame (Approx.)
Report to Emergency Management Committee and Audit and Risk Committee on completion of CDEM Capability Assessment Report for Taupō District Council.	<ul style="list-style-type: none"> • Preparation of presentation to Emergency Management Committee. • Report to Emergency Management Committee. • Preparation of presentation to Audit and Risk Committee. • Report to Audit and Risk Committee. 	8 hours
Total hours		64 hours

Project Management

The project will be managed by the Contractor. For a complete CDEM Monitoring and Evaluation process to occur with detailed background information and knowledge of Taupō District Council's CDEM capability, it is proposed that a Subject-Matter-Expert (MCDEM Regional Emergency Management Advisor) Suzanne Vowles jointly facilitate the conduct of the Monitoring and Evaluation interviews and also provide comment into the draft CDEM Capability Assessment Report.

Any important issues that arise with respect to scope, expected outcomes or timing will be discussed directly with Brian Fox.

