

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

<b>Date:</b>	<b>Monday, 9 September 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** Mayor David Trewavas  
Mrs Tina Jakes  
Mr John Ridd  
Mr Dylan Tahau  
Cr Kirsty Trueman  
Mr Douglas Wilcox

**Quorum** 4

**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 - 11 February 2019.....	3
<b>4</b>	<b>Reports</b>	
4.1	Proposed Memorandum of Understanding Thames-Coromandel District Council (TCDC) / Taupo District Council - Presentation by TCDC Local Controller.....	4
4.2	In-house Alerting Devices (IADs) - Presentation by Thames-Coromandel District Council Local Controller .....	5
4.3	National Disaster Resilience Strategy.....	6
4.4	Recovery Preparedness and Management - Draft Director's Guidelines for Civil Defence Emergency Management Groups .....	7
4.5	Taupō District Council Civil Defence Emergency Management Capability Assessment Report - July 2019.....	8
4.6	Civil Defence Emergency Manager's Report.....	9
4.7	Waikato Civil Defence and Emergency Management Group (WCDEMG) Update .....	11
4.8	Ministry of Civil Defence and Emergency Management (MCDEM) Update .....	12
4.9	Controllers' Update .....	13
4.10	Public Information Manager's Update.....	14
4.11	Waikato Lifelines Update .....	15
4.12	Local Welfare Manager's Update.....	16
4.13	Local Recovery Manager and Alternate Local Recovery Manager Appointments .....	17
<b>5</b>	<b>Confidential Business</b>	
	Nil	

**3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 11 FEBRUARY 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 11 February 2019 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Emergency Management Committee Meeting Minutes - 11 February 2019

**4.1 PROPOSED MEMORANDUM OF UNDERSTANDING THAMES-COROMANDEL DISTRICT COUNCIL (TCDC) / TAUPO DISTRICT COUNCIL - PRESENTATION BY TCDC LOCAL CONTROLLER**

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

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

**PURPOSE**

To receive a presentation from Thames-Coromandel District Council (TCDC) Local Controller, Mr Garry Towler about a proposed Memorandum of Understanding between TCDC and Taupō District Council.

**CONCLUSION**

It is recommended that the information be received, and Mr Towler thanked for his presentation.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the information about the proposed Memorandum of Understanding between Thames-Coromandel District Council and Taupō District Council, and thanks TCDC Local Controller Mr Garry Towler for his presentation.

**ATTACHMENTS**

Nil

**4.2 IN-HOUSE ALERTING DEVICES (IADS) - PRESENTATION BY THAMES-COROMANDEL DISTRICT COUNCIL LOCAL CONTROLLER**

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

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

**PURPOSE**

To receive a presentation from Thames-Coromandel District Council (TCDC) Local Controller, Mr Garry Towler about In-house Alerting Devices (IADS).

**CONCLUSION**

It is recommended that the information be received, and Mr Towler thanked for his presentation.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the information about In-house Alerting Devices, and thanks Thames-Coromandel District Council Local Controller Mr Garry Towler for his presentation.

**ATTACHMENTS**

1. Copy of Power Point - Indoor Alerting Device Project

**4.3 NATIONAL DISASTER RESILIENCE STRATEGY**

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

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

**PURPOSE**

To receive the recently issued National Disaster Resilience Strategy document.

**DISCUSSION**

In August 2019, the New Zealand Government issued a National Disaster Resilience Strategy. The document sets out the Government's goals and objectives for civil defence emergency management over the next ten years.

The Strategy is available online in both English and Te Reo Māori via the link below. Hard copies will also be available at the meeting.

<https://www.civildefence.govt.nz/cdem-sector/plans-and-strategies/national-disaster-resilience-strategy/>

**CONCLUSION**

It is recommended that the Committee receives the National Disaster Resilience Strategy document.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the National Disaster Resilience Strategy.

**ATTACHMENTS**

Nil

**4.4 RECOVERY PREPAREDNESS AND MANAGEMENT - DRAFT DIRECTOR'S GUIDELINES FOR CIVIL DEFENCE EMERGENCY MANAGEMENT GROUPS**

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

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

**PURPOSE**

To receive information about the current consultation on the draft Director's Guidelines for Civil Defence Emergency Management Groups.

**DISCUSSION**

The draft Director's Guidelines for Civil Defence Emergency Management Group document is attached.

**CONCLUSION**

It is recommended that the Committee receives the information.

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the recovery preparedness and management – draft Director's Guidelines for Civil Defence Emergency Management Groups.

**ATTACHMENTS**

1. Recovery preparedness and management - DRAFT Director's Guideline for CDEM Groups (under separate cover) [↔](#)

**4.5 TAUPŌ DISTRICT COUNCIL CIVIL DEFENCE EMERGENCY MANAGEMENT CAPABILITY ASSESSMENT REPORT - JULY 2019**

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

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

**PURPOSE**

To receive the final draft of the Taupō District Council Civil Defence Emergency Management (CDEM) Capability Assessment Report – July 2019.

**DISCUSSION**

The Taupō District Council CDEM Capability Assessment Report 'Executive Summary' (refer page 3, first paragraph) sets out the purpose of the report as below:

*The aim of this report is to detail the current state of Civil Defence Emergency Management (CDEM) capability for Taupō District Council as part of the Waikato CDEM Group monitoring and evaluation (M&E) process covering all Objectives and Key Performance Indicators (KPIs) for the Goals and Enablers as part of the National CDEM Strategy<sup>1</sup>.*

Accordingly, the assessment process has been completed and final draft approved by the Waikato CDEM Group for sharing / publicising.

**CONCLUSION**

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

**RECOMMENDATION(S)**

That the Emergency Management Committee receives the final Draft Taupō District Council – Civil Defence Emergency Management Capability Assessment Report – July 2019.

**ATTACHMENTS**

1. Final Draft: Taupō District Council CDEM Capability Assessment Report - July 2019

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<sup>1</sup> National Civil Defence Emergency Management Strategy 2007

The 2007 (old) Strategy has been utilised to ensure the Waikato CDEM Group is able to compare results with previous M&E reports.

**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**

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

**DISCUSSION****Important events in 2019**

**15 February** - Delivery of water with tanker to 5 homes at Rangipo SH46, where creeks had dried up and bore levels had dropped. A request for assistance was received from Ngāti Tūwharetoa.

**16-17 February** - Civil defence tanker used to assist with fire at Five Mile Bay.

**17 March** - Hosted Hauraki District Council (HDC) to share information about CD operations in Taupō as HDC were deciding which direction to take in relation to CD within their own council. Subsequently, HDC has decided on the regional option with Group Emergency Management Office.

**20-22 March** - Six team members travelled to Christchurch and met with the recovery managers who dealt with the Christchurch earthquake and were hands-on with dealing with the community in the recovery stage, as well as the Waimakariri District Council Chief Executive. We were privileged to also visit the Emergency Operations Centre at the Justice precinct at the time of the mosque attack. Flowers were laid at the memorial wall from Taupō District Council by Cr Anna Park and Turangi/Tongariro Community Board chairman Andy Hema.

Dylan Tahau, John Ridd and Doug Wilcox attended the Response & Recovery leadership capability programme to attain their controller's qualification, which they all achieved. Congratulations to them. This was held in Wellington on 10-14 June.

**2 July** - Crisis management team, water and sewer event on Lake Terrace.

**4 July** - Tauranga Taupō River monitoring with high flow alarms activating.

**5 July** - Invergarry, Crown Road subsidence event.

**Community engagement**

**March** - Tree Hut Kindy and Taupō family playcentre in March with Unimog

**May** - Motuoapa resident's introduction meeting for Community Response Plan next meeting September

**May / June** - Meetings held at Somerset village preparing a Community Response plan

**13-14 April** - Marae preparedness training at Marakopa Marae

**11 May** - Marae preparedness training Papakai Marae, SH 46, Rangipo

**16 May** - Taupō Moana bus tour and lunch and Civil Defence talk

**12 June** - Scouts Civil Defence training at Scout Den

**14 August** - Greening Taupō, Hilltop School with Civil Defence

**Upcoming**

Civil defence professional meetings

Emergency services meetings

Neighbourhood Support

Logistics training

Exercise Te Ruu Whenua with Hamilton City Council

**17 October** - New Zealand Shakeout

**November** – Group welfare exercise

**Training**

**14 -15 March** - Intermediate training

**7 May** - Raglan oil spill boom training

**15 May** - Volcanic eruption scenario training Ruapehu District Council 8 staff attended

**10-14 June** - Response & Recovery leadership capability programme, Wellington

**5 - 7 August** - Class 2 & 4 driver training



**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**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 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 Andrew Bubear for attending.

**ATTACHMENTS**

Nil

**4.8 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) 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 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).

**RECOMMENDATION(S)**

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

**ATTACHMENTS**

Nil

**4.13 LOCAL RECOVERY MANAGER AND ALTERNATE LOCAL RECOVERY MANAGER APPOINTMENTS**

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

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

**PURPOSE**

To review the Local Recovery Manager and Alternate Local Recovery Manager appointments for the Taupō district.

The decision required of the Committee is purely an administrative one and allows Council to fulfil its requirements as stated in its Disaster Recovery Plan 2013.

**EXECUTIVE SUMMARY**

Council adopted a Disaster Recovery Plan in 2013. The positions of Local Recovery Manager and Alternate Local Recovery Manager are integral to implementation of the Plan following disasters. The current Local Recovery Manager for the Taupō district is Mr Brian Fox and the Alternate Local Recovery Manager is Mr Garreth Robinson. It is proposed that these appointments be reversed so that Mr Robinson will become the Local Recovery Manager and Mr Fox the Alternate, for the reasons set out in this report.

**RECOMMENDATION(S)**

That the Emergency Management Committee recommends to Council that:

1. Mr Garreth Robinson be appointed the Local Recovery Manager for Taupō district (formerly the Alternate Local Recovery Manager); and
2. Mr Brian Fox be appointed the Alternate Local Recovery Manager for Taupō district (formerly the Local Recovery Manager).

**BACKGROUND**

Mr Brian Fox, Council's Head of Regulatory & Risk is currently the Local Recovery Manager for the Taupō district; and Mr Garreth Robinson, Council's Facilities Manager is the Alternate Local Recovery Manager. Neither role is full-time, however the functions are assigned to existing positions within the organisation upon the approval of Council.

It is proposed that these appointments be reversed so that Mr Robinson will become the Local Recovery Manager and Mr Fox the Alternate.

**DISCUSSION**

The reasons for the proposed reversal of these positions are as follows:

- Succession planning
- Increased training requirements given new legislative direction for the roles
- Investment and commitment
- Costs to Council
- Mr Robinson's ongoing commitment to the role

Mr Garreth Robinson was appointed to the position of Alternate Recovery Manager on 27 June 2017. Since then, Mr Robinson has participated in training and has worked closely with relevant parties to develop an excellent understanding of recovery phase requirements following a disaster. Mr Robinson has met the prerequisites for further training for the role of Local Recovery Manager.

Based on this information it is considered that there are two options – either *status quo* or, appoint Mr Garreth Robinson to the role of Local Recovery Manager and Mr Brian Fox to the role of Alternate Local Recovery Manager.

**OPTIONS**Analysis of OptionsOption 1 – *status quo*

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Continuity</li> </ul>	<ul style="list-style-type: none"> <li>Lost opportunity – succession planning</li> </ul>

Option 2 - appoint Mr Garreth Robinson to the role of Local Recovery Manager and Mr Brian Fox to the role of Alternate Local Recovery Manager

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Succession planning</li> <li>Better allocation of resources</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

Analysis Conclusion:

Option 2 is preferred as it better supports succession planning and Council investment in training, in light of increased training requirements as a result of legislative changes.

**CONSIDERATIONS****Alignment with Council's Vision**

Council's vision is 'to be the most prosperous and liveable district in the North Island by 2022'. This is accompanied by a core set of values to underpin decision-making, the following of which are relevant to this particular proposal: Resilient and Value.

**Financial Considerations**

Nil.

**Legal Considerations**Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social / economic and environmental well-beings are of relevance to this particular matter.

The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

Civil Defence and Emergency Management Act 2002

The primary legislative driver for this activity is the Civil Defence and Emergency Management Act 2002 and as a consequence the National CDEM Strategy, National CDEM Plan and Guide and the Waikato CDEM Group Plan.

**Policy Implications**

The proposal has been evaluated against the requirements of the Taupō District Council Recovery Plan 2013.

**Māori Engagement**

Council is bound by various Acts to consult and/or engage with Māori, including a duty to act reasonably and in good faith as a Te Tiriti o Waitangi partner. Equally, Council has a responsibility to develop and proactively foster positive relationships with Māori as key stakeholders in our district, and to give effect to the principles of Te Tiriti o Waitangi including (but not limited to) the protection of Māori rights and their rangatiratanga over tāonga. While we recognise Māori in general, we also need to work side by side with the three ahi kaa / resident iwi of our district.

Although good faith does not necessarily require consultation, it is a mechanism for Council to demonstrate its existence and commitment to working together as district partners. Appropriately, the report author acknowledges that they have considered the above obligations including the need to seek advice, guidance, feedback and/or involvement of Māori on the proposed recommendation/s, objective/s, project/s or service/s outlined within this report.

**Risks**

There are no known risks.

**SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016) and are of the opinion that the proposal under consideration is of low importance.

**ENGAGEMENT**

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

**COMMUNICATION/MEDIA**

No communication/media required.

**CONCLUSION**

The appointments of Local Recovery and Alternate Local Recovery Managers assist Council meet the requirements of its own Recovery Plan adopted in 2013. It is recommended that the current appointments be reversed so that Mr Garreth Robinson will become the Local Recovery Manager and Mr Brian Fox the Alternate Local Recovery Manager for the Taupō district.

**ATTACHMENTS**

Nil