

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ
ON MONDAY, 11 FEBRUARY 2019 AT 11.00AM**

- PRESENT:** Cr Anna Park (in the Chair), Mr Andy Hema, Cr Tangonui Kingi, Mrs Tina Jakes, Mr John Ridd, Cr Kirsty Trueman, Mr Douglas Wilcox
- IN ATTENDANCE:** Head Of Risk & Regulatory, Head of Communications & Customer Relations (Public Information Manager), Head of Community & Culture, Civil Defence Emergency Manager, Infrastructure Manager (Lifelines Manager), Strategic Partnership Advisor – Welfare Manager, Democratic Services Support Officer
- MEDIA AND PUBLIC:** Julian Snowball (Waikato CDEM) plus one media representative

The Chair welcomed everyone and Cr Tangonui Kingi opened the meeting with a karakia. Special acknowledgment was made to new Group Controller, Mr Julian Snowball.

- Notes:
- (i) *An apology was also noted from Ms Suzanne Vowles.*
 - (ii) *Agenda items were heard in the following order: 1 - 4.2, 4.7, 4.3 - 4.6, 4.8 – 4.11.*

1 APOLOGIES

EM201902/01 RESOLUTION

Moved: Cr Kirsty Trueman
Seconded: Cr Tangonui Kingi

That the apology received from Mayor David Trewavas be accepted.

CARRIED

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 12 NOVEMBER 2018

Minutes of a meeting of the Emergency Management Committee held on Monday, 12 November 2018, had been circulated (A2369328).

EM201902/02 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Mr Andy Hema

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

CARRIED

4 REPORTS

4.1 PRESENTATION: UNISON NETWORKS LTD

The Chair had previously advised members via email that at the request of Unison, this item had been deferred until the next meeting.

4.2 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT

The CD Emergency Manager read aloud his report highlighting key points as follows:

- Exercise Gumboot, held at Waiouru Military Camp in November 2018, was based on a landslide event at Taihape. The exercise included tasks such as evacuating people from schools and hospital admissions. Overall it was a good training exercise that enabled participants to bond and also familiarise themselves with each person's role.
- Unimogs were stored in the Taupō civil defence depot. Had sourced three quotes (each circa \$2k) for a local sponsor who would cover costs to paint both Unimogs. One Unimog would be based in Turangi, and the other in Taupō. Ruapehu CD had also acquired two Unimogs which would be kept at Ohakune and Taumarunui.
- Hipaua annual survey undertaken in December 2018. Currently working alongside Phil Mourot (WRC) and Bubs Smith to site extra resources on the hill eg weather station, ground probe to measure soil moisture, flow meter to measure flow of creek, and cameras in trees.
- Marae preparedness was 95% completed for Tokaanu Marae. A meeting was scheduled for this Friday, February 15 wwith Fire and Emergency New Zealand (FENZ), Tuwharetoa Health, Tuwharetoa Trust Board and various marae representatives to discuss the six marae preparedness training programmes planned for 2019.
- A surplus Taupō CD ford vehicle had been donated to Ruapehu district who planned to convert it into a mobile kitchen which would teh be available to both councils in a reciprocal arrangement. A separate surplus engine would be sent to Turners Auctions (as per Council's policy).

The following comments were noted during questions, answers, and related discussion:

- Donation of the ford vehicle was made possible because the two Unimogs were essentially free with the exception of transfer of ownerships costs.
- The Chair noted her appreciation for being involved in the EOC gumboot exercise at Waiouru, which was particularly interesting given it was in another district. Civil defence was very unique and it was great to see everyone working together as an effective team.
- Cr Trueman thanked the Emergency Manager for his recent visit to Tirohanga, which was greatly appreciated by those in attendance and generated a lot of positive discussion afterwards. Cr Kingi also thanked him for taking the Unimog to the Turangi Christmas Parade, and faciitating preparedness engagements with Turangi marae.

EM201902/03 RESOLUTION

Moved: Cr Tangonui Kingi

Seconded: Mr Andy Hema

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

CARRIED

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

The Emergency Manager explained that the KPI report was an overview of tasks / activities in recent months

and was a requirement as part of the Group's obligations under the Waikato CDEM Group Plan. A copy was also provided for the CEO monthly report.

In answer to a question about implementation of the civil defence plan, the Head of Risk & Regulatory advised that this new reporting process was at the start of the implementation phase and that going forward there would be a lot more detail provided. Mr Snowball noted that this was also the current position of the Group, and that the Group plan was a statutory document.

In reply to a further question, the Emergency Manager undertook to provide regular quarterly updates to other council committees eg community board and representative groups.

EM201902/04 RESOLUTION

Moved: Cr Tangonui Kingi

Seconded: Mr Andy Hema

That the Emergency Management Committee receives the local reporting matrix submitted by Taupō District Council to the Waikato CDEM.

CARRIED

4.4 APPROVAL OF WATER CARRIER PROCEDURE

The Emergency Manager advised that MB Century would undertake the testing of water stored in the 10,000 litre tanker. A register recording details in relation to when the tanker was emptied, water testing undertaken, etc would also be kept.

A member noted that the word 'procedure' was missing from the title.

EM201902/05 RESOLUTION

Moved: Mrs Tina Jakes

Seconded: Mr Andy Hema

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

CARRIED

4.5 MEMORANDUM OF UNDERSTANDING WITH RUAPEHU DISTRICT COUNCIL

In reply to a question, Mr Snowball advised that he did not foresee any issues with having an MOU to formalise a 'good neighbour' relationship with Ruapehu, which was predominantly based on shared resources, hazards, and strengthening relationships. Considered that the Horizon's emergency management group would devolve any issues that may arise with the Waikato Emergency Management Group. The Emergency Manager added that Taupō had always sought clearance / authorisation from Mr Snowball before attending an event.

EM201902/06 RESOLUTION

Moved: Mr Andy Hema

Seconded: Cr Tangonui Kingi

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

CARRIED

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

The Head of Risk & Regulatory spoke to the item, noting that the primary purpose of the report was to make the Committee aware of the monitoring and evaluation process including the proposed engagement.

In reply to a question in relation to Waikato CDEM funding the process, Mr Snowball advised that funds for this had not been factored into regional budgets (due to the process originally coming under MCDEM). Budget would be sought from the Co-ordinating Executive Group (CEG) later this week to fund the GEMO / governance portion, however each of the (11) councils within the Group would have to fund their own respective processes. The Waikato Emergency Management Group was looking at a joint procurement for all Councils across the region for this body of work.

EM201902/07 RESOLUTION

Moved: Cr Anna Park

Seconded: Mr Douglas Wilcox

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 management.

CARRIED

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

Group Controller Julian Snowball was in attendance to provide an update on behalf of Waikato CDEM Group. Key points noted were:

- Primary focus since assuming the group controller role three months ago had been centred around the culture of the civil defence team and its relationship with local groups, in particular where legislation sat at a local level.
- A key focus of GEMO was ensuring delivery of the group plan. The group plan had an action plan at the back showing how each member / partner would contribute to it, including reporting to CEG / Joint Committee's.
- Andrew Bubear was the deputy group controller and relationship advisor for Taupō and all eastern areas.
- A course provider for the controllers' course had been identified however, MCDEM were finalising budgets to be able to cover travel and accommodation costs (only) for attendees. As the course was not expected to be held before end of June, Mr Snowball undertook to support Messrs Tahau and Ridd with regional controller development opportunities in the interim.
- Direction of the recent ministerial review was for CD to be more centrally driven. The BOP model was an example of that, which also aligned with Waikato GEMO's preferred direction. Referred to a letter from the MCDEM director and how she had also encouraged local authorities to follow that direction.
- The Head of Risk & Regulatory raised that Taupō District Council was the only council in the region that the New Zealand response teams consultation affected. He advised that the future of a local response team for Taupō was currently under review, and that a future focus may be in the recovery space for any such community team.
- Applications for members of the regional NZ fly-in teams were due to close in one week. Emphasised that nominating people from within your district did not preclude the likelihood of being asked for resources to support an event in the region. Details were still being worked through at a national level; whilst the consultation document was being run concurrently with the application process.
- Had been working alongside Thames Valley, Coromandel, Matamata-Piako and surrounding areas. Looking at service level agreement in relation to different councils currently.
- Taupō was currently one of three councils in the region looking at undertaking a monitoring and evaluation process. Would look at hopefully streamlining so that the entire region undertook the process as a whole.

Note: In response to the Chair asking members' if they would like further support to increase/ upskill their understanding and knowledge in relation to civil defence, the Head of Risk & Regulatory undertook to organise a workshop. Mr Snowball noted that he would be happy to support / attend.

EM201902/08 RESOLUTION

Moved: Cr Anna Park
Seconded: Mrs Tina Jakes

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

CARRIED

4.8 CONTROLLERS' UPDATE

Controller Tina Jakes advised there was nothing new to report since the last meeting. The first controllers meeting for 2019 would be held in Ngaruawahia on February 20. Requested that Messrs Dylan Tahau and John Ridd be added to the (controllers) email distribution list.

EM201902/09 RESOLUTION

Moved: Cr Anna Park
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 commended Media Works for providing exceptional coverage, including a radio announcer on site, during the Taupō power outage.

A third staff member would be sent to the next PIM course in June 2019 (originally scheduled in February 2019), which would give 24-hour coverage capacity within the PIMs team.

EM201902/10 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Mr Andy Hema

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

CARRIED

4.10 WAIKATO LIFELINES UPDATE

The Lifelines Coordinator noted that Mr Roger Stokes (2IC) had attended the most recent Waikato Lifelines Group meeting due to Mr Lewis attending the Exercise Gumboot in Waiouru. Key points discussed were generator assessments, plugs at fuel stations and identifying critical fuel groups.

The Group had an annual work plan which would be signed off on February 22, 2019. Each council had contributed \$3,300 to enable work to proceed.

EM201902/11 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

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

CARRIED

4.11 LOCAL WELFARE MANAGER'S UPDATE

Six people from various community groups had attended training in Tokoroa. The next step would be to complete the foundation and intermediate level CD courses.

The next welfare managers' meeting was on March 5, 2019.

EM201902/12 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Tangonui Kingi

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

CARRIED

5 CONFIDENTIAL BUSINESS

Nil

The Meeting closed at 12.00pm with a karakia by Cr Tangonui Kingi.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 17 June 2019.

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CHAIRPERSON