



RANGITIKEI
DISTRICT COUNCIL

Making this place home.

Marton Community Committee

Order Paper

**Wednesday, 13 February 2019,
7.00 pm**

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Chair
Carolyn Bates

Membership
Lyn Duncan, Jennifer Greener, Pip Hancock, Donna Harris,
Belinda Harvey-Larsen, Wendy Wagner
His Worship the Mayor, Andy Watson, (ex officio)

Councillor Lynne Sheridan and Councillor Dave Wilson

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



Rangitikei District Council

Marton Community Committee Meeting

Agenda – Wednesday 13 February 2019 – 7:00 pm

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The quorum for the Marton Community Committee is 4 plus an Elected Member.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, ie half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

2 Public Forum

3 Apologies

4 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business and late items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

6 Confirmation of Minutes

The minutes from the 12 December 2018 meeting are attached.

File ref: 3-CC-1-3

Recommendation:

That the Minutes of the Marton Community Committee meeting held on 12 December 2018 be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's Report

A verbal report will be provided at the meeting.

8 Council decisions on recommendations from the Committee

No recommendations were made to council at the previous meeting.

9 Council responses to queries raised at previous meetings

Emergency response

The Community Response Plan Template and the Community Activated Emergency Centre Toolkit are attached.

Recommendation:

That the Community response Plan Template and the Community Activated Emergency Centre Toolkit be received.

10 Update from the Project Marton Co-ordinator

A verbal update will be provided at the meeting.

11 Update from the Marton Wastewater Advisory Group

The trade waste agreement with MidWest Disposal for acceptance of treated leachate at the Marton wastewater treatment plant is now in place. MidWest Disposal sought an amendment to the agreement, which was considered by Council at its July 2018 meeting and approved. Subsequently, both MidWest and Council agreed to explore further changes acknowledging that no leachate would be accepted during the summer months of minimal flow in the Tutaenui Stream.

Horizons has made it clear that lodgement of a new consent application by October 2018 will allow the current consent arrangements to apply until a new consent is issued. That consent application was lodged at the end of September 2018.

12 Grants update

The new online grants platform will be used for Round 2, 2018/19, to manage the Community Initiatives Scheme, Events Sponsorship Scheme, the Sport NZ Rural Travel Fund and the Creative Communities Scheme. Round 2 will open on 11 March 2019, and close on 15 April 2019. All applications will be submitted, and assessed online.

Community Boards and Committees have all nominated 1 assessor each to evaluate the applications for the Event Sponsorship and the Community Initiatives Schemes. The Creative Community Assessment Committee and the Sport NZ Rural Assessment Committee will continue to assess their respective funds as before.

An assessor training day will take place on 4 March 2019 in the Council chambers. Our Governance Administrator Christin Ritchie, will be available to assist applicants with their online applications as needed.

13 Creative Communities Assessment Committee

In Round 1 of 2019-2020 (11 March – 15 April), The Creative Communities Assessment Committee will need between four and seven new committee members, including representation from Pasifika and youth. Members will ideally be involved in the arts locally, or have experience in one or more forms of art. They will be responsible for assessing applications for funding from artistic individuals and community groups, and will be required to attend meetings twice a year.

A nomination form is attached.

Recommendation:

That the Creative Communities Scheme assessor nomination form be received.

14 Community Housing

The future options and opportunities, including funding, for Council's continued management of community housing has been informed by the Government's policy position on community housing. At its meeting on 14 June 2018, the Policy/Planning Committee considered the question of moving to market rentals and its recommendations were approved at Council's meeting on 28 June 2018. All tenants have been advised (in writing) of the change, that took effect from 1 November 2018, and meetings were arranged in Taihape, Marton and Bulls at which a Work & Income representative were invited to attend (and did so). At its meeting on 13 December 2018, Council agreed to engage with Solarcity for the provision of solar power and access to the wholesale energy market for the tenants at Wellington Road and Cobber Kain Avenue community housing complexes. The contract will be finalised shortly.

The Heat Pump installation is progressing well, with very positive feedback from our tenants. 50 heat-pumps have been installed to date, completing the Marton flats. Installation will commence in Bulls the week of the 4 February, followed by Taihape later the following week.

Measurements for curtains and blinds across the District has been completed and staff are currently confirming with tenants what they require, as some tenants have indicated that they would like to keep their own window coverings. It is expected that the order for these will be completed mid-February.

Occupancy rates remain high, with waiting lists in Bulls, Marton and Rātana. Taihape has one vacancy at Matua Flats, which is in the process of being filled.

Inspections have been completed across the district. The majority of small tasks have been completed by Council's Handyperson. Other renewals for 2019/20 will be confirmed, when the final costs are to hand for the heat pumps and curtains.

15 Update on Youth Services

A memorandum is attached.

File ref: 4-EN-12-4

Recommendation:

That the memorandum 'Youth Development Programme Update – February 2019' be accepted.

16 Update on place-making initiatives

Discussion Item.

Note: At their workshop on 31 January, Council considered the recruitment of a second handyperson to assist with Place-making projects. However, there was a strong preference instead to publicise the current scheme and encourage voluntary participation instead, as this would likely divert too much of the funds. The current balance is \$29,550.

The CE Checklist and Place-making Project Plan Template are attached.

Recommendation:

That the CE Checklist and Place-making Project Plan Template are received.

17 Update on the Marton Civic Centre/Heritage Precinct project

The Lottery Heritage Fund Committee declined the Council's application for a grant for a heritage feasibility precinct study for Marton's CBD. An application will shortly be made for this study to be accepted as a project to the Provincial Growth Fund: in October 2018 a capability grant of \$25,000 was approved part of which will be used to complete the detailed application required.

A business case is being prepared on the principal options for the redevelopment of the proposed civic centre site. These are the status quo (i.e. not moving from the current Administration and Library sites), demolition of all buildings on the Cobbler/Davenport/Abraham & Williams site and erecting an entirely new facility; retaining all structures on the Cobbler/Davenport/Abraham & Williams site and refurbishing; retaining facades only on the Cobbler/Davenport/Abraham & Williams site and building behind.

WSP-Opus submitted a draft proposal for developing the concepts designs to support the next phase of this project, which will involve community engagement. This will be the basis of an application to the Provincial Growth Fund, linking the Civic Centre project to the Heritage Precinct proposal. Council considered this on 13 December 2018 and decided to accept the proposal for WSP Opus and requested a project plan be finalised, incorporating a community engagement phase and completion of business case to final draft status by September 2019. The work to be undertaken is, in part, a feasibility study regarding the conservation/preservation of built heritage. Lotteries will fund projects started but not completed, which is the case for this project. On that basis the project would meet the criteria for funding from Lotteries' Environment and Heritage Fund. An application to that effect will be prepared and submitted by the mid-March 2019 deadline. A decision is expected by June 2019.

This project featured in media stories last year fronted by the Mayor on the likely impacts of the provisions of the Building (Earthquake-prone buildings) Amendment Act on rural towns like Marton. Following the meeting of Council representatives with Minister Salesa, a profile of Rangitikei's commercial building stock, including the likely extent of earthquake-prone buildings, was provided to MBIE staff, who are evaluating the policy/regulatory impacts on rural/provincial communities of the recently enacted earthquake-prone building provisions of the Building Act. A response from the Minister/MBIE is expected in the next few months.

18 Small Projects Grant Scheme update – February 2019

A memorandum is attached.

Note: You are only allowed to carry-forward from one financial year to the next, up to 100% of the annual allocation for your Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee. There are only 2 more meetings after this for 2018/19.

File ref: 3-CC-1-3

Recommendation:

That the memorandum 'Small Projects Grant Scheme Update – February 2019 be received.

19 Review of Project Marton proposed work plan for 2019/20

The Project Marton Proposed Work Plan for 2019/20 is attached.

Recommendation:

That the Project Marton Proposed Work Plan for 2019/20 be received.

20 Current Infrastructure projects/upgrades and other Council activities within the Marton ward November 2018 - December 2019

The basis for this report (to the Assets/Infrastructure Committee) is being reviewed. Depending on the outcome, a report may be available for the April 2019 meeting.

21 Late Items

As accepted in item 5.

22 Next meeting

17 April 2019, 7.00 pm.

If you wish to include any items in the upcoming agenda, these must be received by 3 April 2019. Please submit to Carolyn Bates at martoncc.cab@gmail.com.

23 Meeting Closed

Attachment 1



Rangitikei District Council

Marton Community Committee Meeting

Minutes – Wednesday 12 December 2018 – 7:00 pm

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Present: Ms Carolyn Bates (Chair)
Ms Lyn Duncan
Ms Donna Harris
Ms Belinda Harvey-Larsen
Ms Wendy Wagner
Cr Dave Wilson
Cr Lynne Sheridan
Ms Jennifer Greener

In Attendance: Mr Blair Jamieson, Strategy and Community Planning Manager

1 Welcome

The Chair welcomed everyone to the meeting.

2 Public Forum

3 Apologies

That the apology of and Ms Pip Hancock be received.

Cr D Wilson / Ms D Harris. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business and late items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, Marton Township Signage be dealt with as a late item at this meeting.

6 Confirmation of Minutes

Amendments requested:

- Ms Hancock was not present.
- Ms Dawn Parkinson spoke in support of the 1st Marton scouts Community Initiatives Application.
- Ms Bates spoke to the Diabetes NZ Community Initiatives Application.
- Public forum – reason for the fund request was for 'administration and accounting services'

- Ms Bates declared a conflict of interest with the Diabetes NZ Community Initiatives Application.

Resolved minute number**18/MCC/034****File Ref****3-CC-1-3**

That the amended Minutes of the Marton Community Committee meeting held on 10 October 2018 be taken as read and verified as an accurate and correct record of the meeting.

Ms C Bates / Cr L Sheridan. Carried

7 Chair's Report

The Chair provided a verbal report as summarised below:

- Signage – Ms Bates has spoken to several people to provide updates since the meeting with Mark Raffills.
- Civil Defence – Ms Bates has spoken to a resident about his experience with Civil Defence, he is willing to help with an emergency plan.
- Info table – Saturday 2 November 2018 at New World, not able to help at Market Day due to work commitments.
- Council Meeting – Ms Bates has not been able to attend any council meetings.
- Centennial Park – As at Wednesday 5 December 2018, Athol Sanson, RDC Parks Manager had advised –
 - Contract now signed between Angus McMillian Concrete (AMC) and the RDC.
 - Health and Safety documentation has now been finalised with AMC now and RDC approved contractor.
 - Nardia Gower has been helping finalise accommodation for the contractors.
 - We are nearing the mark for the funding of this project but have little spare in the pot. Projects like this never come within budget, variations always occur. If we can get at least one of these tentative savings through community involvement, would be great. This would give us a little spare change for these variances.
 - AMC have ordered the steel for the project to avoid any delays with the Christmas shutdown period.
 - Raffle is happening.
- Memorial Playground – Lucy Skou had nothing of significance to report as at 6 December 2018.
- Request for assistance – seat for Stewart Street Surgery – Following an approach earlier this year regarding the provision of seating outside, Marton Lion's Club have finished installing a seat. Ms Bates has thanked them for this.
- Marton promotion – Ms Bates thanked:
 - Cr Cath Ash and her team for making Market Day and the Christmas Parade happen.
 - Brian Baillie for making so many great nights of music happen at the Marton Players

- Jenny Greener for doing a great job promoting Marton by sharing her Christmas decorations out of town as well as events in town.
- Topics for next meeting:
 - Christmas Lights.
 - Borough of Marton Cup recipient.

Undertaking	Subject	Emergency Response
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Blair Jamieson to follow up on the documentation for the Emergency Response – Paul Chaffe.

8 Council decisions on recommendations from the Committee

The Committee noted the commentary in the agenda.

9 Council responses to queries raised at previous meetings

The Committee noted the commentary in the agenda.

10 Community Initiatives and Event Sponsorship

The Committee noted the commentary in the agenda.

Resolved minute number	18/MCC/035	File Ref
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That the Marton Community Committee nominate Ms Wendy Wagner as an assessor for future Community Initiatives and Event Sponsorship grant applications.

Cr D Wilson / Ms D Harris. Carried

11 Representation review

The Committee noted the commentary in the agenda.

12 Youth Council

Resolved minute number	18/MCC/036	File Ref
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That the 'Youth Council Application Form' be received.

Ms C Bates / Cr L Sheridan. Carried

13 Future management of community housing

The Committee noted the commentary in the agenda.

Undertaking	Subject	Community housing
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To include a Community housing update in future agendas, with the latest community housing newsletter.

14 Update from the Project Marton Co-ordinator

Cr Cath Ash addressed the committee:

- 31st March 2019 is the Harvest Festival. A wedding will be raffled at this event.
- Fund raising for the Boer War Memorial is still continuing. Information packs will be available soon.
- Market Day was a success.
- 1st year Project Marton has hosted the Christmas Parade – they enjoyed the experience.
- Marton is un-Christmassy, but Jenny Greener is working on a plan to address this.
- Volunteers BBQ to be held 18 December at 5pm.
- 'Business After 5' will be held as a bi-monthly event.

15 Update from the Marton/Bulls Wastewater Advisory Group

The Committee noted the commentary in the agenda.

16 Update on Youth Services

Resolved minute number	18/MCC/037	File Ref	4-EN-12-4
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That the memorandum 'Youth Development Programme Update – December 2018' be accepted.

Ms C Bates / Ms L Duncan. Carried

17 Update on place-making initiatives

No update was provided

18 Update on the Marton Civic Centre/Heritage Precinct project

Cr Wilson spoke to the update provided.

19 Small Projects Grant Scheme update – December 2018

Resolved minute number 18/MCC/038 **File Ref** 3-CC-1-3

That the memorandum 'Small Projects Grant Scheme Update – December 2018' be received.

Ms C Bates / Ms D Harris. Carried

20 Advice of review of MoU organisations work plans to come to February meetings

The Committee noted the commentary in the agenda.

21 Current Infrastructure projects/upgrades and other Council activities within the Marton ward September-October 2018

Resolved minute number 18/MCC/039 **File Ref** 3-CC-1-5

That the extract 'Current Infrastructure projects/upgrades and other Council activities within the Marton ward September-October 2018' be received.

Ms C Bates / Ms W Wagner. Carried

22 Late Items

As accepted in item 5 – Marton Township Signage

Resolved minute number 18/MCC/040 **File Ref**

1 That the memorandum "Marton Township Signage – Stakeholder Update" be received.

2 That the Marton Community Committee endorse the preferred township symbol/sign as amended from the memorandum 'Marton Township Signage – Stakeholder Update'.

Cr D Wilson / Ms W Wagner. Carried

23 Next meeting

13 February 2019, 7.00 pm.

24 Meeting Closed

9:15pm

Confirmed/Chair: _____

Date:

Unconfirmed

Attachment 2

[INSERT COMMUNITY NAME]

CIVIL DEFENCE

COMMUNITY RESPONSE PLAN

[INSERT AERIAL PHOTO]

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Please delete when read:

You may wish to include:

- ▶ Calendar of events for the year (i.e. community events, course dates, training events...)
- ▶ Personnel check lists (as an appendix)
- ▶ Any other information

You may wish to delete:

- ▶ Appendix 9 which contains additional information on warnings.

1 Introduction

This plan has been prepared to provide a Civil Defence Community Response Plan for the [INSERT COMMUNITY] in the event that the community is required to respond to any civil defence emergency or take action in advance of any civil defence emergency to prevent potentially devastating effects.

When an emergency occurs, this plan will be activated by the community in response to the event. Other agencies will respond to the event by activating their own plans and coordinating their activities with other agencies to manage the impact on the community.

This plan has been prepared with the aim of providing an effective, planned civil defence emergency response that links the community and the civil defence organisations in [INSERT DISTRICT].

In preparation of surviving a civil defence emergency the community should undertake to be personally prepared with survival kits of water, food, lighting, heating, radios, spare batteries and medical supplies (see back page of the phone book for more detail on survival information or visit www.getthru.govt.nz).

2 Plan purpose

The purpose of this plan is to identify hazards that may impact on the [INSERT COMMUNITY], and to provide a plan whereby the community within is able to respond and remain self reliant for at least [INSERT TIME FRAME] without any outside assistance if an emergency occurs.

3 Community overview

Develop an over view of the community which covers but is not limited to:

- ▶ Resident population
- ▶ Holiday population
- ▶ No. of permanent resident homes
- ▶ No, of holiday homes
- ▶ Identification of vulnerable members of the community (i.e. the elderly, people with mobility issues or medical conditions)
- ▶ Special consideration for some sectors of the community (i.e. those living without power, telecommunications or transport)
- ▶ List the number of schools, elderly homes, day care centres, early child hood education centres (kindies, playcentres...), community centre buildings...
- ▶ List anything worth noting on the maps (i.e. police stations, ambulance stations, fire stations, school and community buildings, water sources, water courses, roads, bridges...)

4 Geographical Map

For the purpose of this plan, the geographic area of coverage for the [INSERT COMMUNITY] will be [INSERT BOUNDARIES].

The map could include but not be limited to listing:

- ▶ police stations
- ▶ ambulance stations
- ▶ fire stations
- ▶ schools, community and club buildings
- ▶ water sources
- ▶ water courses
- ▶ roads
- ▶ bridges
- ▶ power transfer points
- ▶ gas lines
- ▶ water lines
- ▶ flood zone areas
- ▶ other hazard areas
- ▶ Transit high risk points
- ▶ Cemetery
- ▶ Slip areas on roads
- ▶ Walking tracks
- ▶ Vehicle tracks

Add topographic map.

This map will be produced by the local council with assistance from the community group.

5 Significant threats to [insert community]

Hazards which pose a significant threat to [INSERT COMMUNITY] may include:

- ▶ Tsunami
- ▶ Tide surge
- ▶ Cyclones
- ▶ Landslip
- ▶ Flooding
- ▶ Earthquake
- ▶ Influenza pandemic

A more detailed list of hazards and their effects on the community is contained in appendix 2.

Of the risks identified above which could affect [INSERT COMMUNITY], [INSERT HAZARDS] would have the greatest impact.

[PLEASE SEE MANAWATU WANGANUI CDEM GROUP PLAN FOR LIST OF HAZARDS TO BE MATCHED AGAINST LOCAL COUNCIL DATABASES].

Refer to map in Appendix 1.

6 Alert and Warning Systems

The [INSERT DISTRICT] is a member of the Manawatu Wanganui Civil Defence Emergency Management Group and receives warning of adverse natural events from Central Government, the Meteorological Service, the Institute of Geological and Nuclear Sciences and from other agencies. See appendix 3 for a description of warnings received and disseminated in New Zealand.

Warning systems in place for [INSERT COMMUNITY] are as follows:

▶ International Warnings

The **Pacific Tsunami Warning Centre** (PTWC) sends notification of tsunami in the Pacific Ocean area to all registered subscribers. When a warning from the Pacific Tsunami Warning Centre (PTWC) is received in New Zealand it is evaluated by the Ministry of Civil Defence Emergency Management for its relevance to the New Zealand coastline. If considered necessary the ministry will issue **National** Tsunami Warnings and Advisories and notify regional and local Civil Defence and Emergency Services and pre-planned warnings and evacuations will be put into effect.

▶ National Warnings

These will be received by councils and Police/Fire/Ambulance Communication Centres and disseminated to regional and local emergency responders. National Warnings come from the ministry and from different agencies who are contracted by the ministry (see appendix 3-warnings for New Zealand). For example:

- The Metservice issues severe weather warnings and watches for storms, cyclones, snow, thunderstorms and wind
- The Institute of Geological and Nuclear Sciences provide earthquake and volcanic bulletins
- The Ministry of Health and District Health boards provide public health warnings

- MAF disseminate alerts and warnings for animal disease outbreaks
- The Ministry of Civil Defence and Emergency Management provide tsunami warnings and advisories

► **Natural Warnings**

For some natural events there are no pre-warnings, for example an earthquake. But an earthquake can be a natural sign that a tsunami may follow if the sea has been displaced. This natural warning should be heeded by the public who should make for higher ground.

► **Local Warnings**

All television and radio networks will provide public information. Public should listen to the radio, refer to the back of the phone book and follow instructions.

► **Community Warnings**

The [INSERT COMMUNITY] encompassed in this plan should have in place a phone tree method of contacting members of the community to warn them of an impending event that may have a significant risk to life and property. The first calls will be to all low lying at risk areas to initiate evacuation if required.

Communities and individuals can evacuate when and if they want to at any time without direction if they wish to.

► **Other options**

(i.e. Meerkat alarms, loud speakers, alarms...any alert or warning that the community may wish to investigate).

7 **Emergency Response Guidelines**

Incidents of emergencies are categorised into five levels reflecting the intensity of scope of the event that has occurred.

The broad headings of the levels of response are:

- 1) Local incident, declaration not required and emergency is dealt with by the Emergency Services
- 2) Local incident, declaration not required, but some external support is necessary.
- 3) Imminent state of local emergency is being considered and if of local significance
- 4) Imminent state of local emergency that is regionally significant
- 5) Imminent or state of National emergency.

8 Declarations

Only the following persons may declare a state of Civil Defence Emergency within the [INSERT DISTRICT]:

- 1) the Mayor of the [INSERT DISTRICT]
- 2) An elected member of the [INSERT DISTRICT] Council authorised to act on behalf of the mayor, or if the mayor is absent
- 3) The Manawatu Wanganui Civil Defence Emergency Management Group Controller

When a civil defence emergency is declared, the Civil Defence Emergency Management Act 2002 is invoked which gives Emergency Services and Police additional powers over and above their respective acts.

The lead agency in the event of any emergency response is the agency that has the legislative or agreed authority for control of the incident or emergency.

- ▶ NZ Fire - control and suppression of fires and other specialist functions
- ▶ NZ Police - maintain law and order, exercise additional powers as required during the state of emergency
- ▶ Ministry of Health - control the outbreak of infectious diseases

THE CIVIL DEFENCE CONTROLLER HAS ABSOLUTE AUTHORITY OVER ALL PERSONNEL.

All instructions given by the Emergency Services and the Police must be followed without exception.

9 Response Group Committee

The persons listed below form the [INSERT COMMUNITY] Civil Defence Response Group. This group should meet at least annually with the community to discuss and review the plan and liaise with the [INSERT DISTRICT] Council's Civil Defence Officer to effect any changes. The role of this group is to assist in the initiation of an early response, disseminate warnings within the community covered by this plan, identify and set up a welfare centre or emergency control centre if required, provide situation reporting, plan review and updating.

- ▶ [INSERT NAMES]

10 Emergency Response Group

The overall responsibility of the [INSERT COMMUNITY] Community Response Group is to liaise with the [INSERT DISTRICT] Emergency Operations Centre to initiate and assist in response to a civil defence emergency.

The [INSERT COMMUNITY] Response Group responsibilities prior, during and after an emergency are listed below.

Prior to an emergency:

- ▶ Develop a [INSERT COMMUNITY] Community Response Plan
- ▶ Act as a point of contact for Civil Defence in the [INSERT COMMUNITY]
- ▶ Where possible communicate the plan to the greater community at every opportunity (i.e. community days, school events, community meetings...)
- ▶ Meet at least annually to review the plan
- ▶ Test the plan when requested and participate in joint exercises if possible

During an emergency:

- ▶ Where possible establish contact with Civil Defence at the [INSERT DISTRICT] Council. If requested activate the [INSERT COMMUNITY] Community Response Plan
- ▶ If contact cannot be made with either the [INSERT DISTRICT] Council or the emergency services and if required then activate (see section 12 for activation process)
- ▶ Ensure that critical warning information is communicated to the community as quickly and efficiently as possible
- ▶ Liaise with the emergency services if at all possible to get an overview of what is happening and what is required
- ▶ Relay information back to the [INSERT DISTRICT] Council civil defence if possible about:
 - The plan of action taken
 - SITUATION REPORTING (i.e. overview of the situation, casualties, damage, other threats...)
 - Services and assistance required from civil defence
- ▶ If required set up an Incident Control Point or a welfare centre if requested or if people have been evacuated or misplaced from their homes
- ▶ Provide assistance if required by the emergency services to help evacuate the affected community

After an emergency has occurred the main avenue for the collection of information will be from local sources and those persons identified in this plan. The early collection of information is very important as it will assist in determining the scale of the response that is required.

After an emergency:

- ▶ Work in support of any recovery efforts in the [INSERT COMMUNITY]
- ▶ Hold a de-brief of the groups response to see if there needs to be any improvements or there are things that worked really well that should be continued
- ▶ Arrange to get the plan updated with any improvements or new ideas that have come about as a result of the emergency

There is also the commitment of the [INSERT DISTRICT] Council to provide the following in support of the [INSERT COMMUNITY] Response Group:

- ▶ To maintain and ensure that early response warnings are being received by the [INSERT DISTRICT] Council
- ▶ Ensure that vital information of any threat is forwarded to the [INSERT COMMUNITY] Community Response Group without delay, where communication is possible

- ▶ Provide advice and guidance to local communities developing and testing their plans
- ▶ Provide opportunities for training and exercising as requested by the [INSERT COMMUNITY] Response Group

11 Agency and other group responsibilities

The roles and responsibilities of the emergency services are clearly defined by legislation. In the event of this plan being activated due to an emergency occurring, the roles and responsibilities of the community groups are set out as below. However, it is intended that by agreement, it is acknowledged that these roles are intended to be flexible if required.

Police

- ▶ Maintain law and order
- ▶ Protect life and property
- ▶ Assist the coroner
- ▶ Co-ordinate movement control
- ▶ Search and rescue

Fire Service

- ▶ Fire fighting responsibilities
- ▶ Containment of releases and spillages of hazardous substances
- ▶ Urban search and rescue
- ▶ Limitation of damage
- ▶ Redistribution of water for specific needs

St John Ambulance

- ▶ Provision of emergency medical care

Coastguard

- ▶ Coordination of marine rescue
- ▶ Provision of alternative communication if required via VHF and SSB

[add the following or delete if not required:

- ▶ Community groups such as scouts, rural women's clubs...
- ▶ Maori groups and marae
- ▶ Any others

12 Plan Activation

This plan may be activated by the following:

- ▶ local Incident Controller
- ▶ local emergency services personnel
- ▶ the [INSERT COMMUNITY] Community Response Group chair in consultation with either of the above if contact can be made
- ▶ the [INSERT COMMUNITY] Community Response Group chair in isolation only if contact cannot be made with either the Local Incident Controller or local emergency personnel

There may be situations when an event has not occurred but the local community is concerned about the impact of a potential threat and this plan can be activated. For example an impending tsunami or cyclone may cause the activation of this plan.

This plan is also designed to be activated when there is limited or no contact with the [INSERT DISTRICT] Council and it outlines the process the community will go through to work together to support themselves in an emergency.

The community may also be asked to activate the plan as part of a local, regional or national exercise to test its capability.

13 Incident Control Point

An Incident Control Point or welfare centre may be established for any event if it is required. An Incident Control Point (ICP) can be set up at the discretion of the Community Response Group. The location of the ICP will be determined by the impact of the disaster and it is likely that the Incident Control Point will be at the same location as a welfare centre if one is to be set up.

The Community Response Group should when possible inform the [INSERT DISTRICT] Council when it is contemplating setting up a Welfare Centre. In absence of any means to contact the [INSERT DISTRICT] Council the Response Group can set up a welfare centre to receive evacuated persons from within the [INSERT COMMUNITY] area.

14 Communication

Communication is the critical component of this community response plan. People within the community must be alerted to an impending emergency or be contacted after an emergency or an event has occurred. Communication must also be made outside the community to relay the situation and request any assistance if required.

This plan must also be communicated to the community.

Communication within and between communities

Communication typically relies on the following communication pathways:

- ▶ Telephone
- ▶ Cell phone
- ▶ Fax
- ▶ E-mail
- ▶ Radio Networks
- ▶ Pagers
- ▶ Radio telephone
- ▶ Face to face (neighbours calling on neighbours)
- ▶ Camp ground information to campers (announcement/signage)

During emergencies there are often disruptions to these telecommunications pathways (i.e. with loss of power, cell phone towers and poor satellite coverage) and the following alternatives have been identified if traditional communication pathways have become interrupted to communicate with those outside the community:

- ▶ This could include VHF radio or satellite phone

[INSERT COMMUNICATION TABLE FOR VHF RADIO USERS]

Alternative communication within the community when the normal means of communication has been disrupted:

- ▶ This could include face to face contact, whistles, alarms, loud speakers etc...
- ▶ [INSERT COMMUNICATION PLAN]

Communication of this plan to the community

This plan needs to be communicated to the wider community if it is to be effective and representative of the entire community. The following have been identified as means of communicating this plan to the wider community:

For example:

- ▶ Presentation at community meetings
- ▶ Stands at community events
- ▶ Notices on community notice boards
- ▶ Notice or articles in community newsletters
- ▶ Training exercises

Appendix 1 Hazard Map

This aerial map could include but not be limited to listing:

- ▶ police stations
- ▶ ambulance stations
- ▶ fire stations
- ▶ schools, community and club buildings
- ▶ water sources
- ▶ water courses
- ▶ roads
- ▶ bridges
- ▶ power transfer points
- ▶ gas lines
- ▶ water lines
- ▶ flood zone areas
- ▶ other hazard areas
- ▶ Transit high risk points
- ▶ Cemetery
- ▶ Slip areas on roads
- ▶ Walking tracks
- ▶ Vehicle tracks

Appendix 2 Hazards

Significant threats to [INSERT COMMUNITY] include but are not limited to:

Threat	Probability	Impact to [INSERT COMMUNITY]
Flooding	High	<ul style="list-style-type: none"> ▶ Road Access denied ▶ Caused land-slips ▶ Most areas in [COMMUNITY] are affected ▶ Community cut-off from outside ▶ Community may have to be self-sustainable
Land Slips	High	<ul style="list-style-type: none"> ▶ Road access denied ▶ Damage to property or homes ▶ Community may have to be self-sustainable
Cyclones	High	<ul style="list-style-type: none"> ▶ Can be life-threatening ▶ Cause of panic & fear - in particular to elderly ▶ Loss of power affecting water pumps & appliances ▶ Telephones not working properly ▶ Damage to property or homes ▶ [INSERT Welfare Centre location] ▶ Community may have to be self-sustainable
Forest Fires	High	<ul style="list-style-type: none"> ▶ Can be life-threatening ▶ Extreme risk at peak season due to dry weather ▶ Risk increased due to arrival of visitors in the area ▶ No Fire Service, equipment or resources at hand ▶ Road Access could be denied ▶ Damage to property or homes ▶ [INSERT Welfare Centre location] ▶ Community may have to be self-sustainable
Tidal Surges	Medium	<ul style="list-style-type: none"> ▶ Becoming more frequent ▶ Cause of flooding in some areas ▶ Road access could be denied ▶ Coastal erosion - foreshore damage ▶ Damage to property or homes
Tsunami	Low	<ul style="list-style-type: none"> ▶ Definitely life-threatening ▶ Total evacuation of residents & visitors necessary ▶ Various options identified: ▶ Head for higher ground ▶ [INSERT best route out of community] ▶ [INSERT Welfare Centre location] ▶ Evacuees have to be self-sustainable
Earthquake	Low	<ul style="list-style-type: none"> ▶ Can be life-threatening ▶ Damage to property or homes ▶ Could cause tsunami ▶ Road access could be denied ▶ Community may have to be self-sustainable

Hazard identification determines which hazards threaten areas of the community and the probability identifies how likely it is that the disaster will occur.

Appendix 3 Warnings for New Zealand

The following table outlines risks and the monitoring agency responsible for issuing warnings:

Particular Risk or Hazard	Monitoring Agency	Comment
Severe Weather Outlook Watch or Warnings <ul style="list-style-type: none"> – Storms – Cyclones – Flooding – Wind 	Meteorological Service of New Zealand (Met Service). www.metconnect.co.nz	National Weather Services (NWS), A division of the Met Service collects and analyses meteorological data from around New Zealand and the world, from which the many different types of weather forecasts are made. The NWS is responsible for the safeguarding of New Zealand lives and property through the issuing of Severe Weather Watches and Warnings.
Tsunami	Ministry of Civil Defence Emergency Management from the Pacific Tsunami Warning Centre.	Monitored by the Pacific Tsunami Warning Centre and reported to MCDEM. Within New Zealand MCDEM are responsible for the issue of any Tsunami Warning.
Earthquake	Institute of Geological and Nuclear Sciences	Monitored by the Institute of Geological and Nuclear Sciences who are responsible for alert bulletins issued to MCDEM and CDEM Groups.
Volcanic Eruption	Institute of Geological and Nuclear Sciences	Monitored by the Institute of Geological and Nuclear Sciences who are responsible for alert bulletins issued to MCDEM and CDEM Groups.
Public Health Warnings	Ministry of Health and District Health Boards	Develop and disseminate alerts and warnings to CDEM Groups and the general public.
Flood Warnings for major rivers	Horizons Regional Council	Develop and disseminate river flood warnings to the public, emergency responders and pre-arranged landowners.
Wildfire	[INSERT DISTRICT]	Adverse weather conditions likely to increase the possibility of wildfire are monitored by the rural fire authority, which will institute appropriate fire bans and if necessary disseminate warnings.
Animal Disease Outbreaks	Ministry of Agriculture and Forestry	Dissemination alerts and warnings to CDEM Groups and public.

Appendix 4 Plan activation process

The [INSERT COMMUNITY] Response Group is responsible for the activation of this plan in the lead up to an event that is known to be likely to occur due to advance warning, or as a result of a sudden event. The community may also be asked to activate the plan as part of a local, regional or national exercise to test its capability.

Initial actions

Where advance warning of an event is received by Civil Defence or the responsible agency then:

DO THIS

Notify the Police, Fire Service, Ambulance and a response group member.

Police-	[NAME]	[INSERT PHONE NUMBER]
Fire-	[NAME]	[INSERT PHONE NUMBER]
St John-	[NAME]	[INSERT PHONE NUMBER]
Response Group Member-	[NAME]	[INSERT PHONE NUMBER]

[DELETE or INSERT AS REQUIRED]

Once the above group receives advice of the event, they should:

DO THIS

- ▶ Liaise to determine what actions should be taken
- ▶ Notify all other members of the response group
- ▶ Brief them on the warning that has been received and current situation
- ▶ Consider who will be affected and where
- ▶ Consider a suitable location for an control centre if required
- ▶ Consider initial actions for the establishment of a Welfare Centre if required
- ▶ Notify the Civil Defence Controller with actions taken

Where an unexpected sudden event occurs:

REMEMBER

The person in charge of the lead agency or the community should activate this plan if required or at all possible.

Appendix 5 Evacuation Process

Evacuation Priorities- [INSERT COMMUNITY]

Civil Defence warnings to this area will be by the following methods [INSERT or DELETE AS REQUIRED]:

- ▶ Warnings via radio
- ▶ PA systems on emergency services vehicles
- ▶ Local procedures

If this happens

Do this:

- ▶ Listen to your local radio station and follow instructions Refer to the back of your telephone book as a guide on what to do
- ▶ Activate your pre-determined telephone tree to warn others
- ▶ Prepare to activate your household emergency plan

If you required to EVACUATE

Do this:

Tsunami Warning

- ▶ Activate community phone tree and alert residents on all low lying area first
- ▶ Move to ground higher than 35 meters above sea level a pre-determined safe areas away from the coast and up as high as possible

For all other emergencies

Assemble with your emergency survival kit as directed in other of priority to:

- ▶ [INSERT LOCATIONS]

THE CIVIL DEFENCE CONTROLLER HAS ABSOLUTE AUTHORITY OVER ALL PERSONNEL.

All instructions given by the Emergency Services and the Police must be followed without exception.

Appendix 6 Priority Contacts

Fire	All emergencies	Dial 111
	? Fire Station	[INSERT NUMBER]
Police	All emergencies	Dial 111
	? Police Station	[INSERT NUMBER]
Ambulance	All emergencies	Dial 111
	? Ambulance Station	[INSERT NUMBER]
? Coast Guard Radio	? – VHF Channel ?	
	[INSERT NAME]	[INSERT NUMBER]
	[INSERT NUMBER]	[INSERT NUMBER]
Local Civil Defence Contacts	[INSERT NAME]	[INSERT NUMBER]
	[INSERT NAME]	[INSERT NUMBER]
	[INSERT NUMBER]	[INSERT NUMBER]
Department of Conservation	Emergencies only	0800 DOCHOT 0800 362 468
[INSERT COUNCIL]	Call Centre	[INSERT NUMBER]
Elected Council Member	[INSERT NAME]	[INSERT NUMBER]
[INSERT WELFARE CENTRE NAME]	[INSERT CONTACT]	[INSERT NUMBER]
[INSERT ?]	[INSERT CONTACT]	[INSERT NUMBER]
[INSERT ?]	[INSERT CONTACT]	[INSERT NUMBER]
[INSERT ?]	[INSERT CONTACT]	[INSERT NUMBER]
Horizons Regional Council	Regional Information and updates	www.horizons.govt.nz
[INSERT COUNCIL] LOCAL	Local area information	[INSERT WEBSITE]

Appendix 7 Local Resources

Medical Assistance	St John	Emergencies only Dial 111	
	Clinic?	[INSERT NUMBER]	
Bus and coach transport	All emergencies	Dial 111	
	? Police Station	[INSERT NUMBER]	
Ambulance	[NAME]	[INSERT NUMBER]	
	[NAME]	[INSERT NUMBER]	
? Coast Guard Radio	? – VHF Channel ?		
	[INSERT NAME]	[INSERT NUMBER]	
	[INSERT NAME]	[INSERT NUMBER]	
Local radio station	[INSERT NAME]	[INSERT NUMBER]	
	[FREQUENCY]		
Generators	[NAME NAME/ORG]	[INSERT NUMBER]	
	[NAME NAME/ORG]	[INSERT NUMBER]	
Radio Comms	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
IRBs	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
Cool Storage	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]
	[INSERT ORG]	[INSERT NAME]	[INSERT NUMBER]

Appendix 8 Welfare Centre Information

[INSERT CENTRE NAME]	
Location	
Access	
Coordinator	
Centre Phone Number	
To open as a welfare centre contact	
Cater facilities	
Toilet facilities	
Parking	
Building capacity	
Alternative power supply	
Water supply	
Resources available	
Welfare kit on site?	
Notes	

[INSERT CENTRE NAME]	
Location	
Access	
Coordinator	
Centre Phone Number	
To open as a welfare centre contact	
Cater facilities	
Toilet facilities	
Parking	
Building capacity	
Alternative power supply	
Water supply	
Resources available	
Welfare kit on site?	
Notes	

[INSERT CENTRE NAME]	
Location	
Access	
Coordinator	
Centre Phone Number	
To open as a welfare centre contact	
Cater facilities	
Toilet facilities	
Parking	
Building capacity	
Alternative power supply	
Water supply	
Resources available	
Welfare kit on site?	
Notes	



Community Activated Emergency Centre Guide

This guide is to be reviewed before and then utilised in the event of a Disaster to assist the community to establish an Emergency Centre.

Objectives of the Community Activated Emergency Centre

- ✓ Collate information so your community knows how to help each other and stay safe
- ✓ Provide a safe place for the members of the community to support one another
- ✓ Coordinate the welfare response to the community through the use of community members



Contents

- HOW TO USE THIS GUIDE
- RAPID BUILDING ASSESMENT FOR COMMUNITY EMERGENCY CENTRES
- OPENING THE CENTRE AFTER CONTACTING THE COUNCIL
- OPENING THE CENTRE WITHOUT CONTACTING COUNCIL
- COMMUNITY ACTIVATED EMERGENCY CENTRE KIT
- ROLES AND RESPONSIBILITIES WITHIN THE CENTRE
- LAYOUT OF THE CENTRE
- COMMUNICATING WITH THE COUNCIL'S EMERGENCY OPERATIONS CENTRE
- EMERGENCY RADIO OPERATION
- PAYMENT OF OR REQUESTS FOR GOODS OR SERVICES
- UNACCOMPANIED MINORS (CHILDREN WITHOUT PARENTS OR CAREGIVERS)
- INFORMATION CO-ORDINATION
- COMMUNITY ACTIVATED EMERGENCY CENTRE SET UP CHECKLIST



HOW TO USE THIS GUIDE

NOTE: Unless designated by the Rangitikei District Council Controller, people working under the direction of this document or at the Emergency Centre have no legal powers to force anyone to do anything. In a Declaration of Emergency there are however emergency powers that can be exercised by the Emergency Operations Centre (EOC) Incident Controller if needed.

When considering the emergency use of this document contact with Rangitikei District Council needs to be attempted on 06 327 0074, or via the Councils radio system.

If contact cannot be made with the Council or EOC there are instructions contained in this guide as to how to respond at a community level until such time assistance from the EOC is available. Once assistance from the EOC is available the EOC will take over control of the response.

Please do not separate the pages from this guide, relevant documents are contained in the toolkit bin.

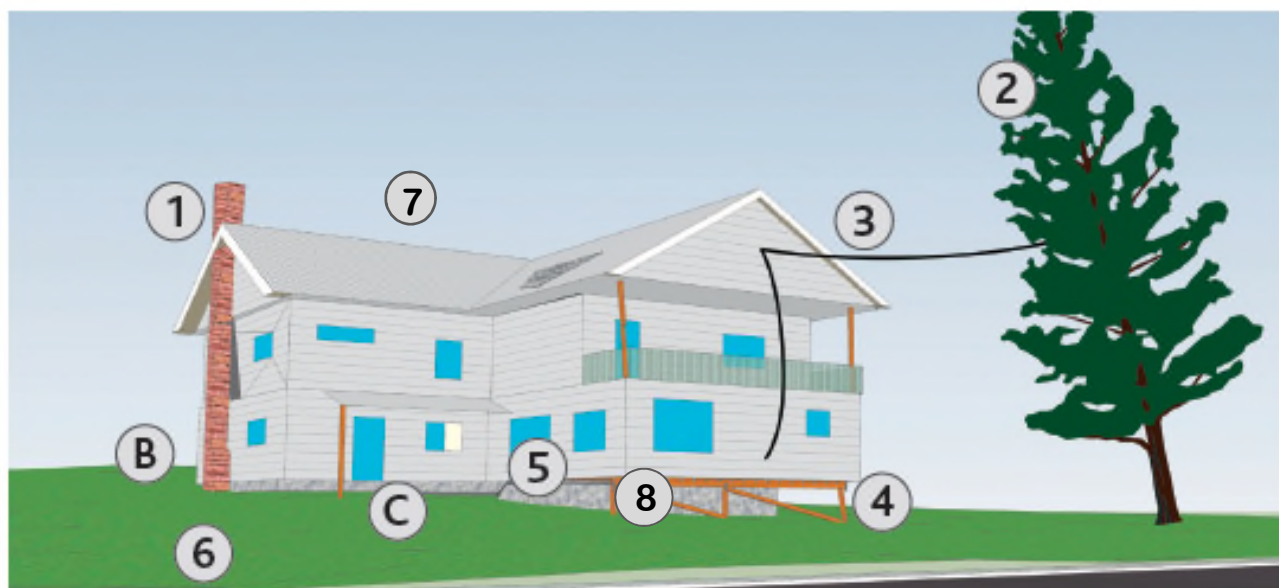
Adapt the guide contents according to the emergency and building selected by the community for use as an Emergency Centre.

This guide is to be used alongside the Civil Defence Centre activation guide and your community response plan, if the Community response plan is still in development please utilise this document alone.

RAPID BUILDING ASSESMENT FOR COMMUNITY EMERGENCY CENTRES

NOTE: THIS SHOULD BE UNDERTAKEN BY A MEMBER OF THE COMMUNITY THAT IS EITHER A BUILDER OR STRUCTURAL ENGINEER

- A) Observe the exterior of the building from the street access.
- 1) Look out for falling hazards from above, in particular roof tiles, broken windows or brick chimneys.
 - 2) Inspect whether neighbouring buildings or natural features such as hills, dams or trees pose a hazard.
 - 3) Identify non-structural hazards such as chemical spills, ripped power lines or gas leaks and any broken water lines or sewage leaks.
 - 4) Inspect street level damage to the building structure.
 - 5) Where possible, look into the building through windows to identify interior damage.
 - 6) Inspect the ground around the building for slopes or fissures.
 - 7) Inspect the roof of the building from the ground level.
 - 8) Inspect the foundations of the building without going underneath.
- B) Walk around the building as far as possible and inspect each elevation.
- C) Enter the building for a closer inspection, if entry is safe.



The key criteria (or observed conditions) to look for are:

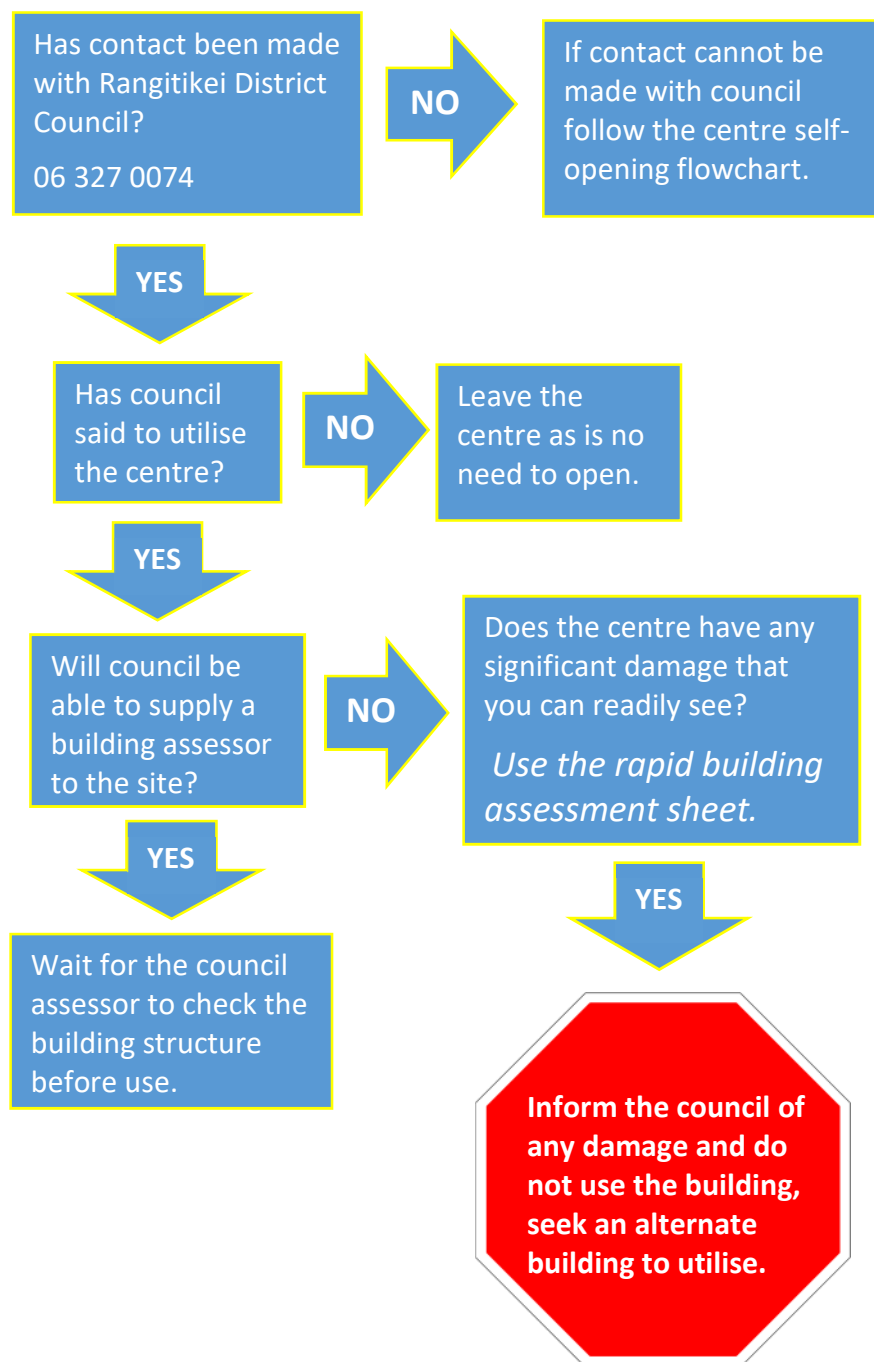
1. Collapse, partial collapse, off foundation
2. Building or storey leaning
3. Structural damage to vertical system – look for damage to posts, joists, beams and columns
4. Structural damage to lateral system – look for racking of sheet or strip cladding and disconnections at the top and bottom of studs and posts, and at the base of walls; buckling of steel braces; racking of timber linings; buckling of roof peak lines.
5. Observe whether significant interstorey movement has occurred.
6. Falling hazards – for example, chimneys, overhanging canopies, broken windows, pergolas and balconies
7. Ground slope movement or cracking – look for ground displacement under or next to the building, or foundation damage
8. Other hazards present – gas, electricity, sanitary sewer, stormwater or hazardous materials/processes.

If significant interior damage is suspected or visible from the outside, or if not enough of the structural components can be seen from the outside, inspect the interior of the building. Only enter the building if access and exit routes are safe.

OPENING THE CENTRE AFTER CONTACTING THE COUNCIL

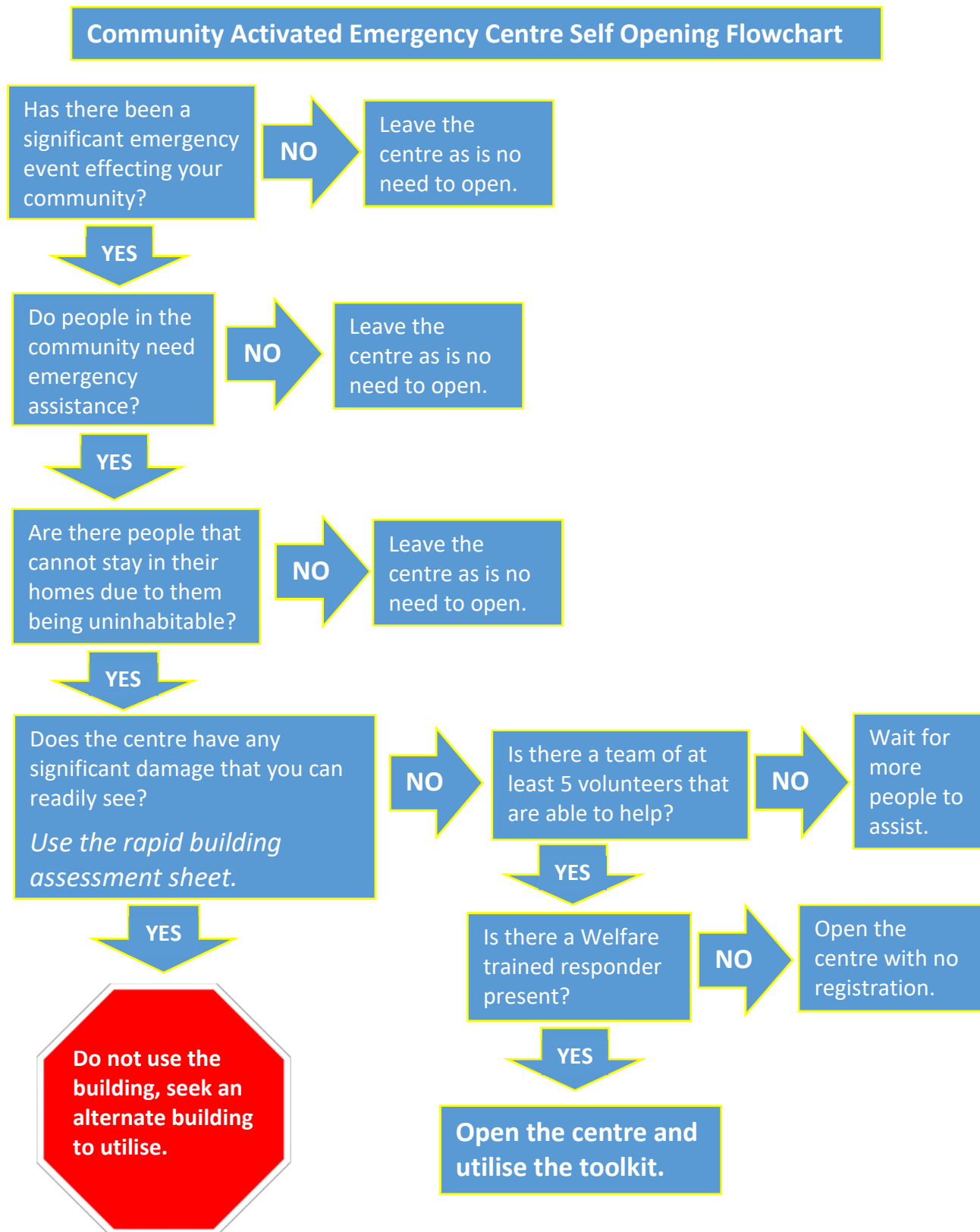
If you have been able to make contact with the Rangitikei District Council through any means, follow their guidance and use this flowchart to assist you to open the centre.

Community Activated Emergency Centre Opening Flowchart



OPENING THE CENTRE WITHOUT CONTACTING COUNCIL

If you are unable to make contact with the Rangitikei District Council because of critical infrastructure failure, use this flowchart to guide you through the process of opening. **AT ALL TIMES CONTACT WITH THE COUNCIL IS TO BE ATTEMPTED, UNTIL SUCH POINT THAT YOU ARE ABLE TO MAKE CONTACT AND INFORM THEM OF THE SITUATION.**



COMMUNITY ACTIVATED EMERGENCY CENTRE KIT

Once the building has been deemed safe to utilise and the need for the centre to be opened is established. Utilise the toolkits contents outlined below.

Item	Quantity	Comments
Local Centre Operations Manual	1	Information for Co-ordinator & staff
Vest	1	Identifies Centre Co-ordinator
CD Yellow Jerkins	20	Plastic type for staff & volunteers
CD Centre Signage	1	To be placed outside to inform the public
Registration and Reception Signs		To be drawn up at the time
Yellow folder	1	For filing Evacuee Registration forms.
Green folder	1	General filing i.e. Message forms etc
Pack of Candles	1	Emergency Lighting
Packet of Matches	1	To light candles
Large roll of cello tape	1	
Small rolls of cello tape	2	
Pens	1 Box	Black
Pencils	1 Packet	Pencils retractable
2B8 Exercise book	1	Note taking
4B1 Note book	1	Note taking
CD Message Pad	1	Scribing messages to be sent to the EOC
Map of the Rangitikei District	1	Includes major towns
Red Cross registration forms	2 packs	100 forms
Red Cross registration poster	1	'How to' form
Pins / Tacks	1 Box	
White board pens	4	1 of each, Blue, Red, Black and Green
Ruler	1	
Stapler	1 box	Small
Clipboards	2	
Scissors	1	
Writing Pad	1	Lined A4 white
Name labels.	1 box	Stick on. First Name only
First Aid Kit	4	1 of each, Blue, Red, Black and Green
Marker pens	4	Permanent Ink
Blue tack	1 packet	
Post it notes	1 Square	Large
Post it notes	1 Square	Small

ROLES AND RESPONSIBILITIES WITHIN THE CENTRE

The roles listed here are to assist community volunteers in knowing what management structure needs to be in place in a centre. The roles on the cards will assist the centre to operate along with the help of a trained and designated Welfare responder. If a trained and designated Welfare responder is not available you can still operate as a centre but without the registration process. The cards are to be distributed between 5 community volunteers that are suitable for each role, these can be pre-determined persons in the community or they are able to be decided on the day with who is available.

CENTRE COORDINATOR (GREY CARD)

Centre Leader oversees all activities in the centre to make sure the objectives are being met and ensure the centre runs safely, smoothly and efficiently. They are a direct link to the Council Centre Co-ordinator and will pass on any messages from them.

- ✓ **Oversee the running of the centre.**
- ✓ **Make sure everyone has what they need to do their job.**
- ✓ **Organize regular team meetings.**
- ✓ **Keep records of all major decisions that are made.**
- ✓ **Look after people in the other roles to ensure they are not run down with workload.**
- ✓ **Create a roster for people in the centre.**
- ✓ **Close the building when finished.**

REGISTRATION (BLUE CARD)

People coming to the centre should be met on arrival by a friendly person who can direct them to the area which can best meet their needs. They will also get people to fill in the Welfare Registration forms.

NOTE: This person should be a trained Welfare Responder; no other person is allowed to take this position. If there is not a trained Welfare Responder on site, notify the Council as soon as possible for them to supply one.

- ✓ **Ensure that any unaccompanied minors under the age of 16 are notified to the police and are kept with you until police arrive.**
- ✓ **Register all evacuees using the registration forms, assist them to fill in the forms. Without the form they will not be able to receive assistance.**
- ✓ **Stay calm at all times - expect people that may be emotionally unstable wanting assistance. If you identify any emotional concerns direct them to the Centre Supporter, for them to be assisted to the correct service.**
- ✓ **Work with the Information Co-ordinator to ensure that people are informed that come into the centre.**

INFORMATION CO-ORDINATOR (GREEN CARD)

Gather information and advice, help community members understand what has happened and how they can look after themselves. Work alongside the Registrar to greet people as they come in the door.

- ✓ Create and maintain a situation board to keep everyone informed of the situation.
- ✓ Write down questions from the community that they want answers to.
- ✓ Monitor progress of evacuees in the Centre and ensure the needs of evacuees and the services provided are met. Ensure any sensitive or upsetting information is kept out of public view.
- ✓ Establish and maintain systems for handling pets and personal items brought into the Centre.
- ✓ Maintain a log of information reports coming in to be relayed onto the other people in the centre.
- ✓ Assist the Contact Agent to find out the official reports from the Emergency Operations Centre that are to be relayed onto public.
- ✓ Work with the Registrar to ensure correct and consistent messages are passed onto and taken from people coming into the centre.

COMMUNITY ASSISTANCE COORDINATOR (YELLOW CARD)

To know what help is needed and where, you need to know what is happening in your community. One of the objectives of the centre is to solve problems using the resources and skills the community has available – meeting people's needs with the community's offers of assistance.

- ✓ Create a board showing offers of assistance and those in need of assistance.
- ✓ Keep the board up to date by removing old information or assistance that is no longer available. (Take photos before wiping anything off the board to document).
- ✓ Allocate accommodation on the guidance from the Emergency Operations Centre (EOC).
- ✓ Brief evacuees on accommodation provisions and record accommodation allocation of evacuees, pass this record onto the Contact Agent.
- ✓ Plan and maintain follow up actions required by evacuees.
- ✓ Create a list of communal resources available for people to access, i.e. where the water tanker is located, where there is a communal generator.



CENTRE SUPPORTER (ORANGE CARD)

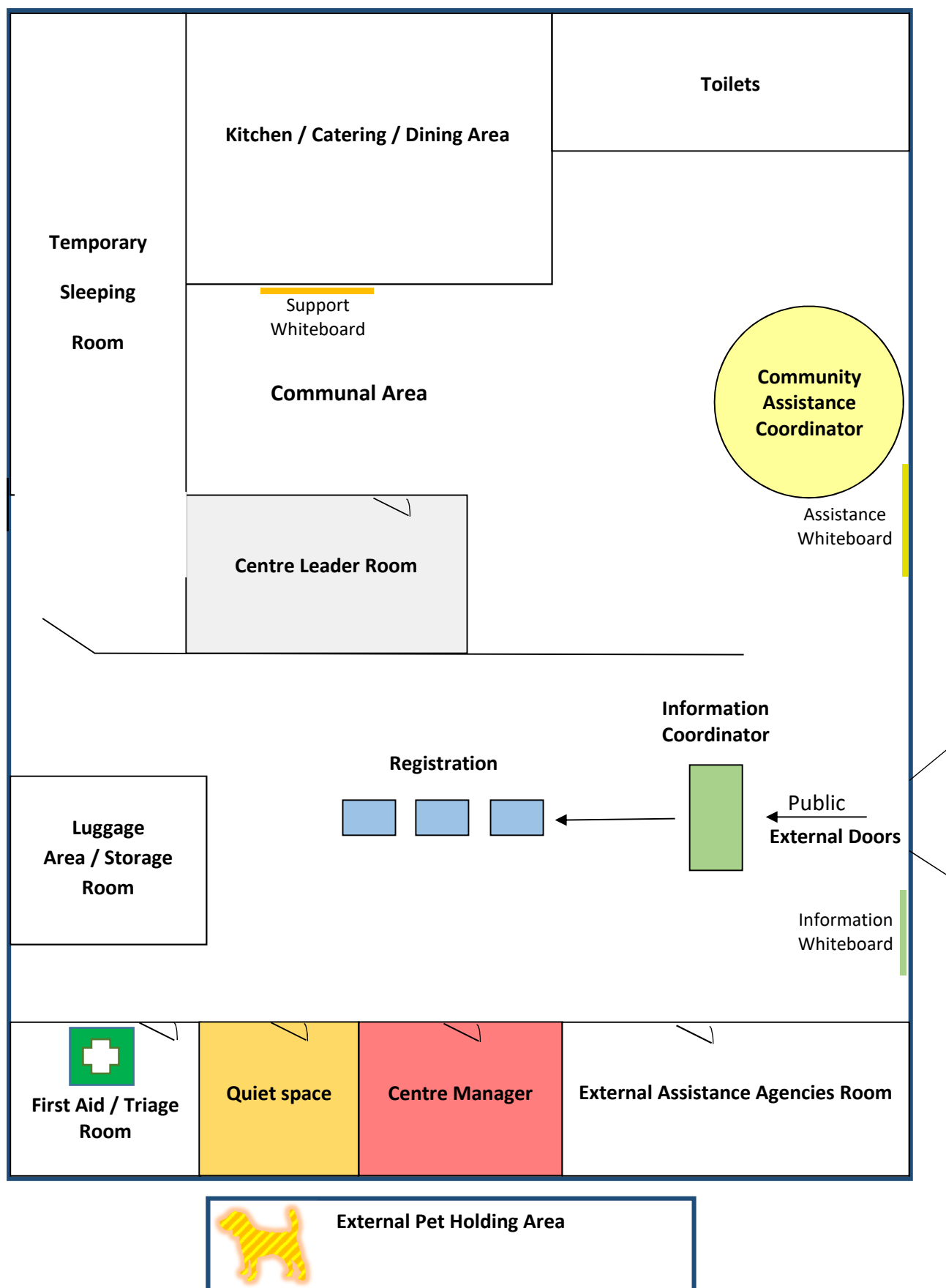
People may want to be at the centre for many reasons. People will be there because they have a specific need, can offer assistance, or want information; others may just want general support, comfort or company at a time of stress. The centre is a dedicated place where people can seek company, wait for help or resources, or hang out until needed.

NOTE: This person must hold a current first aid certificate or be medically trained (nurse, doctor, paramedic, etc.).

- ✓ Link up people needing emotional assistance with people that can help them.
- ✓ Manage the provision of first aid treatment of injured persons.
- ✓ Identify any potential needs either immediate or ongoing, particularly loss of personal medication.
- ✓ Identify other agencies or systems that can assist them either immediately or ongoing.
- ✓ Manage the provision of recreational activities.
- ✓ Manage the support system for special needs groups in the centre.
- ✓ Language Interpretation provision through Language Line available 0900 to 1800 Mon-Fri, Sat 0900 to 1400, on 0800 656 656 other times contact the Council to provide an interpreter.

LAYOUT OF THE CENTRE

Guide only: The facility being used will determine how the centre is to be set-up. What is listed are areas to be considered during set up and establishment of a centre.



COMMUNICATING WITH THE COUNCIL'S EMERGENCY OPERATIONS CENTRE

Communications with the EOC are through various means, the primary form of contact is through the Rangitikei District Council's phone number of 06 327 0074.

The Council also maintains a radio system that can be adopted for use by communities in the time of Civil Defence Emergencies. The graphic below shows the radio network that is maintained and where radio handsets are placed. There is also a bank of handheld radios that can be taken to Community Emergency Centre sites from Rangitikei District Council if there is not a radio already available there.

Radio Call Sign	Operators	Physical location
Kauangaroa	Mike / Cathy Cranstone	814 Kauangaroa Road, Fordell
Turakina	Julie Macleay	2261 Turakina Valley Road, Hunterville
Scotts Ferry	Colin Jeffree	1919 Parewanui Road, Scotts Ferry
Mill St	Stan / Alison Dilieu	Mill Street, Marton
Hunterville	Judy / Barry Klue	3551 State Highway 1, Hunterville
Kawhatau	Grant / Diana Baird	133 Auputa Road, Mangaweka
Pukeokahu	Geoff / Maryanne Mallalieu	Otuarei Road, Pukeokahu
Okirae	Steve Costelloe	413 Okirae Road, Mangamahu

EMERGENCY RADIO OPERATION



- Only one station can operate on a channel at a time. It is not like a telephone where two people can speak at the same time.
- The Push To Talk (PTT) button must be pushed for a couple of seconds before you start to talk and then held for a couple of seconds when finished, so as to avoid cutting the message off.
- Make sure you are on the correct Channel which is MDC 1 or MDC.
- Listen for any radio traffic to ensure that you are not going to cut over anybody else.
- Prepare your message beforehand.
- Keep messages brief and to the point.
- Do not make decisions or issue instructions beyond your authority.

PROHIBITED TRANSMISSIONS

Operators must **NOT**

- Hold the microphone approximately 5cm from your mouth.
- If possible stand out of the wind or shield the microphone from the wind.
- Adjust your speed to enable the receiver to write your message down if necessary.
- Use normal volume while talking.
- Impersonate any other person or use the call sign of another station.
- Transmit false or misleading information, or deceptive distress messages.
- Pass on to any unauthorized person any communication not intended for them.
- Interfere with the use of the radio frequency in any way.
- Use profane language over the radio.

EMERGENCY OR URGENT MESSAGES

There are times when the radio operator needs to transmit an urgent message that reflects risk to life or property. These messages take precedence over all other messages of lesser importance. The prescribed way of indicating that someone has an emergency message is to transmit using, "RANGITIKI, RANGITIKI this is _____, Priority message, over". To anyone listening or on the radio this is to signal that you must wait for the Priority message to be passed on.

PAYMENT OF OR REQUESTS FOR GOODS OR SERVICES

Resource requirements are always co-ordinated through the Emergency Operations Centre (EOC). There will be a priority classification placed on these resources based on factors of availability and urgency of need.

ONLY TRAINED WELFARE RESPONDERS MAY MAKE PURCHASES FOR THE CENTRE.

If contact cannot be made with the EOC or Centre Manager and resources are required urgently for the purpose of preservation of human life, reasonable costs of obtaining these can be reimbursed after critical infrastructure is restored and contact can be made with the Centre Manager or EOC.

Centre volunteers must ensure that detailed records of the resources used and procured are kept.

Please note that only resources that are essential to preservation of life are covered in the reasonable costs, for example cigarettes and alcohol are not considered essential resources and will not be covered for reimbursement.

UNACCOMPANIED MINORS (CHILDREN WITHOUT PARENTS OR CAREGIVERS)

Any person under the age of 16 is considered to be an unaccompanied minor. If anyone in the community is unsure of where the parents are of that child, they will need to be cared for by an approved person until police are able to come and collect the child.

Steps to be followed for unaccompanied minors:

1. Child identified as not knowing where their parents are and is under the age of 16.
2. Call EOC immediately inform them that there is an unaccompanied minor at the centre.
3. If EOC is not able to be contacted, try to inform police directly that there is an unaccompanied minor at the centre.
4. If police or EOC are not able to be contacted, find a community member that is a current teacher or early childhood educator to stay with the child.
5. If the child's parents are to come along and want to collect them, verify this with other members of the community that know the family and can confirm this.

INFORMATION CO-ORDINATION

Any information that is sensitive or distressing to others, record this separately out of public view.

Ensure that you record the following details when capturing information to be reported to the EOC:

Date and Time x 2	When did the event occur and when did you find out about the information?
Location	Where is the information occurring? Try to be as specific as possible.
Details	Whats happening? A brief summary of information.
Response	What is planned or has been done about it so far and by who?
Priority / Completion	Prioritise by urgency of completion and record time when it was completed.

COMMUNITY ACTIVATED EMERGENCY CENTRE SET UP CHECKLIST



At all times continue to attempt to contact the EOC to let them know that the community intend to open a centre.

	Gain access to the centre via use of the community emergency phone list in your Community Response Plan. Retrieve the centre kit from the appointed storage location according to the CRP.
	If access to the kit has been compromised by damage to the building, use the list in this guide to attempt to source the materials from within the community.
	If an alternate building is to be used and does not have a point of contact listed in the CRP use the local emergency network list in the CRP to source access to the building.
	Tidy up the building's rooms to be used and make sure any objects are safely secured and will not harm anyone in the ongoing event if the fall.
	Set up the centre according to the floor plan provided in this guide.
	Appoint the positions as per the role cards with whoever has come to assist as a volunteer. Talk about your individual tasks and how you will work in together to make the system work.
	Priority is to be given to assisting the Information Co-ordinator role as there will be a large amount of information at the start that will need to be recorded.
	Create 'open' signage and spread word in the community of where people can go to gather together as a community and assist each other.
	Check everyone knows their roles and is happy to continue in their chosen role.
	Gather any first aid supplies available in the community for the Centre to utilise. Injured or sick people should be referred to the nearest medical centre if possible.
	If available in the community, a defibrillator should be brought to the centre.
	Begin to set up a roster with other volunteers that come in to the centre from the community that are willing to help to give the first team a break. Try to keep shifts to 8 hours maximum for anyone working in the centre.
	If contact with emergency services or the EOC is not available and access to the area is cut off set up a team of people to check on the wider community by doing door to door checks using the CRP hazards check as a guide with how to approach homes.
	If people HAVE to evacuate their homes with nowhere else to go. Ensure that they bring any bedding with them to the centre to assist them to stay until other accommodation can be found. ALWAYS ENCOURAGE PEOPLE TO STAY AT HOME IF POSSIBLE.



INSERT MAP OF DISTRICT HERE

Attachment 3

Creative Communities Scheme

Assessor Nomination Form

The Creative Communities Scheme (CCS) assessment committee allocates CCS funding for our district. The committee is made up of councillors and community representatives who are familiar with the broad range of local arts activity. Assessors who are community representatives can sit on the committee for a maximum of 2 x 3-year terms.

Name of nominee	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Please mark the artforms that you have expertise in with an X:

<input type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Ngā toi Māori
<input type="checkbox"/> Pacific arts	<input type="checkbox"/> Multi-artform (including film)	<input type="checkbox"/> Theatre
<input type="checkbox"/> Visual arts		

What other skills or knowledge would you bring to the assessment committee eg assessment skills, knowledge of a particular community, etc?

Name of person making nomination	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Date	<input type="text"/>

Please return this nomination form to info@rangitikei.govt.nz

Attachment 4



Memorandum

To: Marton Community Committee

From: Nardia Gower, Strategic Advisor for Rangitahi

Date: 5 February 2019

Subject: **Youth Development Programme Update – February 2019**

File: 4-EN-12-4

1 The Rangitikei District Council is in top gear and amped up for a year full of opportunities for our youth starting off with the establishment of our very first **YOUTH COUNCIL**. Applications NOW OPEN with the closing date 15th February. The Youth Council will kick off the year on the 16th and 17th March with a weekend of team building and fun at River Valley along with setting the 2019 Workplan. Six other meetings will take place through out the year along with a July trip to Wellington for the two day Festival for the Future, an action-packed weekend of inspiring speakers, future-focused panels, workshops and a marketplace for great ideas. Youth Council is fully sponsored by the Rangitikei District Council at no cost to the youth participants. Youth Council is open to Rangitikei residents aged 13-24 years. Support youth in your network to get applications in TODAY!!!

2 November kicked off with an on-air interview with Taihape's Gumboot TV on Facebook sharing with the community all the great news that Council is doing in the youth space. <https://www.facebook.com/195874977787347/videos/335980117188528/>

The end of 2018 saw the the schools celebrate the acheivements of their students and Nardia attended both Rangitikei College and Taihape Area School prize giving events where the following recipients were awarded Rangitikei District Council Scholarships for future education:

- John Geraghty -Taihape Area School
- Jodie Daines – Rangitikei College
- Finlay Carlyon – Rangitikei College

TRYB increased its instagram presence through community engagement at both the Bulls and Marton Christams Parades in December. With the use of an oversized Instagram frame young and old jumped at the opportunity to get there face online. Photos can viewed using the instagram hashtag #tryb_nz.

Nardia Gower

Attachment 5

Checklist for CE approval of Place-making projects

Health and Safety	Y/N
A risk assessment has been undertaken before any project begins and mitigation/preventative measures put in place before a project begins	
Installations are allowed on the footpath providing	
A clear, continuous walkway is left, unencumbered.	
The installation is safe and does not constitute a danger to the general public.	
Installations that are easily moved or removed have automatic approval as long as they meet all other conditions. The landowner, business or resident, whose property the installation is in front of, should be consulted about the installation.	
Installations that are more permanent must have the approval of the landowner, business, or resident whose property the installation is in front of.	
After the makeover, the Council has the right to remove any installation that it deems does not meet safety or aesthetic standards.	
Installations in road reserves controlled by Council	
The appropriate person in Council has been approved of any planned activity in the road reserve, before it takes place.	
No impediments to traffic may be placed in the carriage way.	
Installations can be potentially placed in parking bays, provided they have written approval of the landowner, business or resident, whose property the installation is in front of, and providing they are easy to remove.	
Installations can be potentially placed on verges, bulb-outs, or roundabouts provided they do not constitute a danger, and are easy to remove	
Any activity in parking bays or the carriage way must have a traffic management plan.	
No installations in road reserves or parking spaces controlled by NZTA	
Installations on private property	
Any installation on private property must have the approval of the property owner.	
Existing assets	
Maintenance of existing assets is allowed.	
Alteration or destruction of existing assets requires approval.	
Alteration or destruction of lawns and gardens requires approval.	

Place-making Project Plan Template

This template is to help Council establish what your project is, who is involved and where your resources that are needed, are coming from. That is are the necessary resources will be sourced e.g. Council funding, self/group funding or donation.

Name of your Group	
Name of your Project	
Location of your Project	
What is the vision of your project	
How did it come to be agreed upon?	
Is it a new concept or has it been worked on previously?	
Does it relate to the Town Centre Plan? If so, how?	
What individuals have been involved in the planning process?	
What individuals are going to be involved in carrying the project out?	
What businesses are involved?	

So we clearly understand your concept and plan please include photos of the location of the Place-making project, drawings, photo-shop etc. from your brainstorming sessions and any photos of items you plan to incorporate.

The below template is for you to highlight and describe each sub project that is involved in creating the overall project and the budget allocated for each. Note in budget if resources and/or materials are Council funded, self/group funded or donated. You may have multiple sub-projects for larger projects or only a few for a small one. Reproduce as necessary.

Sub Project 1.	
Resources/Materials needed:	Budget
Sub Project 2.	
Resources/Materials needed:	Budget
Sub Project 3.	
Resources/Materials needed:	Budget

Finally, to meet the requirements of Health and Safety legislation, the following risk assessment needs to be completed (Council staff can help with this provided enough lead-in time is provided).

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Carrying Out Makeover					
NAME OF PROJECT:					
COMMENCEMENT DATE:					
ACTIVITY STEPS	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE
<i>List required steps in performing the project</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i> <i>What is the time frame, if any?</i>

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Final Product						
NAME OF PROJECT:						
COMPLETION DATE:						
FINAL PRODUCT FEATURES	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE	TIME FRAME
<i>List features of final product</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i>	<i>Is there a date of completion associated with person responsible</i>

Attachment 6

MEMORANDUM

TO: Bulls Community Committee

FROM: Christin Ritchie, Governance Administrator

DATE: 28 January 2019

SUBJECT: **Small Projects Grant Scheme Update –February 2019**

FILE: 3-CC-1-1

1 Allocation

- 1.1 The amount of the 2018-19 Small Projects Grant Scheme for Bulls Ward is \$1,254.00.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2017-2018 year the Committee resolved to carry-over 100% of the annual allocation for the Scheme; \$1,254.00. This gives a total allocation for the 2018-2019 year of \$2,508.00.

2 Breakdown

- 2.1 \$150.00 has been awarded to the Bulls and Districts Community Trust for the purchase of stain for the picnic tables at the river reserve. *This was paid on 10/10/2018.*
- 2.2 \$110.50 has been awarded to Cr Jane Dunn and Carter Upholstery for repairs to the townships outdoor beanbags. *This was paid on 07/01/2019.*

\$150.00 has been awarded to Matthew Holden to purchase Buxus plants for the township. *This has not yet been paid.*

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2018-2019 financial year of \$2,097.50.

4 Recommendation:

- 4.1 That the memorandum 'Small Projects Grant Scheme Update – February 2019' be received.

Christin Ritchie,

Governance Administrator

Attachment 7

STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Project Marton

Period under review: Work Plan 2019/2020

Group of Activities: Community Well-being

- Attracting people to the Rangitikei to live (or to stay living here)
- Contribution to community outcomes: A buoyant District economy, Enjoying life in the Rangitikei

Activity: Four Well-being's – Development & Promotion

Council's intended Level of Service is to:	Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District.	
Deliverables	Activities Undertaken	Outcomes
Design, lead and project manage 2 large scale events annually within the Marton Ward.		
Support and collaborate on place making activities within the Marton Ward.		

Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Marton.		
Collaborate with other organisations and businesses to support the aspirations of the business community and an After 5 networking group.		
Support and collaborate with Council on the 'Four Well-being' development activities being undertaken in the Marton Ward.		

Council's intended Level of Service is to:	Contract with local organisations to provide a range of information, such as: * Up-to-date calendar of events, and * Community newsletters	
Deliverables	Activities Undertaken	Outcomes
Design, produce and manage a regular community newsletter within the Marton Ward.		

Council's intended Level of Service is to:	Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, and social media opportunities.	
Deliverables	Activities Undertaken	Outcomes
Facilitate and manage an online and social media presence that integrates all the 'intended level of service' deliverables within the workplan.		

Activity: Community Partnerships

Council's intended Level of Service is to:	Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District	
Deliverables	Activities Undertaken	Outcomes
Support and refer (to the Strategy & Community Planning Manager) the needs and aspirations of Youth within the Marton Ward.		

Council's intended Level of Service is to:	Develop high trust contracts with agencies in each of the three main towns to undertake community development	
Deliverables	Activities Undertaken	Outcomes
Support and refer (to the Strategy & Community Planning Manager) the needs and aspirations of our NZ European, Māori, and Pacifica Communities and Groups within the Marton Ward.		