

## Russ Watts

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**From:** Steve Giles  
**Sent:** Wednesday, 19 April 2023 5:53 pm  
**To:** [REDACTED]; [REDACTED]  
**Cc:** Alice Mellow; Michelle McGill; Julie Gardyne; Libby OBrien; Sarah Matthews  
**Subject:** SCG update - Monday meeting with client

Hi all,

Apologies for delay in getting this too you.

I have managed to speak to most of you following a meeting with the local reps for the Stop Cogovernance tour on Monday afternoon. Please find below a written overview of that meeting and where things currently stand.

[REDACTED], I know [REDACTED] is on leave and [REDACTED] is acting for [REDACTED] Julie has been in contact with [REDACTED] but please feel free to share

### Monday 3pm, Green Room, GLC

Attendees – [REDACTED] [REDACTED] ?? (Surname maybe wrong) (SCG), Alice Mellow, Michelle McGill, Steve Giles (TDC) and [REDACTED] (Senjo)

### SG lead conversation

- Client advised in discussion with police 4 security guards was too light for the prospect of 1000 attendees (as mentioned in media for taupo meeting). Client rejected likelihood of 1000 attendees. Within their safety questionnaire supplied to council 200pax was stated and TDC reiterated max capacity of a seated event in the theatre was 358pax. TDC requested client to state what their expected attendees would be. Client stated 200pax max and that they would have 4 security guards on site.
- Senjo not in position to provide 10 guards. Did not confirm or decline request for 4 guards. Said they would review. Client told to discuss security plan with senjo and guard requirements
- TDC shared position of the police and council – it was not the role of police or council to provide security. Polices role was to respond to emergencies and council events team was to make sure there was a robust and independently approved security plan in place for the users, staff and venue to remain safe
- Security guards must to be licensed – [REDACTED] stated this in answer to client asking if they could use any security guards
- Client challenged TDC on high risk nature of event. TDC stated we were using the info supplied by client which had been self assessed as high. [REDACTED] wanted to fill out the assessment again due to the numbers now being confirmed at 200pax. Risk dropped to MEDIUM as no longer a full house (358 pax)
- Event assessed by client and TDC in meeting (using risk form) – MEDIUM risk assessment that requires op and security plan to be submitted by client for approval by ELT member (TDC). Security to be on site, security plan to be independently assessed.
- Client used GLC map to identify location of security and SCG personal on night. Client discussed ability to move security and SCG personal around during the evening. TDC and security said that was quite normal for the client. TDC said client needed to work with Senjo to confirm security role.
- Client asked when Security plan needed to be submitted. TDC stated “by the weekend” for review. TDC mentioned Tuesday 25 April was a public holiday.
- Client asked who could assess – TDC stated any independent in the H&S or security space. Client asked if police could. We said yes most probably and that police had previously told us they would require this plan (Friday meeting in The Base with [REDACTED])
- TDC stated there is potential risk with this event. Media reports, social media and evidence from 2 previously held events in Dargaville and Orewa and a growing number of cancelled events reinforces this risk. [REDACTED] commented on media misrepresenting previous events.
- Client advised by TDC there is a second booking in the GLC on the same night – a Waiata group

- Client requested whether waiata group where being asked to provide the same security plan. TDC stated we were working with them and based on what their risk assessment had identified would be following the same process. LOW, MEDIUM and HIGH RISK Events have differing levels of review.
- TDC would have custodial staff on site on the evening but its staff were not security.
- TDC would set the GLC venue up with signage to direct the 2 groups to separate entrances
- TDC would set up a dividing wall in the lower foyer to separate groups
- TDC would continue to review any other events held as part of the tour and note any further cancelled events – this would be included in our own risk assessment
- Client [REDACTED] challenged TDC on not returning emails – Alice provided list of emails sent and responded too. Each email had been responded to.
- Client [REDACTED] said he would take responsibility of filling out the security plan and return. TDC to provide [REDACTED] with templates and venue specific info (Alice has sent)

Meeting concluded 4.15pm

On Tuesday the below email was sent by [REDACTED] to Alice. No reply has been sent as yet but does require a response. I will respond tomorrow as we have only received further information back from the waiata group today (Wednesday).

**From:** [REDACTED]  
**Sent:** Tuesday, 18 April 2023 7:42 am  
**To:** Alice Mellow <[amellow@taupo.govt.nz](mailto:amellow@taupo.govt.nz)>  
**Subject:** Co Governance meeting 26 April 2023 - new risk

**Caution:** This email originated from outside of the organisation. Do not click links, open attachments, or respond unless you recognise the sender and know the content is safe.

Dear Alice,

At the meeting yesterday you and Steve Giles advised that Council has leased the East Wing area of the Great Lake Centre to a Waiata Group on Wednesday 26 April 2023 from 6.30 to 9.30 pm.

This is on the same evening of the private Co Governance meeting in the Theatre.

On reflection I must advise I have a concern that needs to be addressed as I see a risk to the safety of the Co Governance meeting the needs to now be added to our Security Plan.

Steve explained his view of previous public meetings held up north as being of 'high risk'. He then revised that risk based on our explanation that the meetings are now being 'private', in accord with advice from Police.

That said, Council has allowed the Waiata Group to use your space in the knowledge of the 'high risk' potential..

You have leased the East Wing also in the knowledge that the Waiata Group will be singing and performing, as they have every right to do. Please confirm how you will ensure they remain in the East Wing room.

Presumably you have also advised the Police and they are happy that the two events can be managed by Council on the night. Please confirm the Police have been advised by you or the Waiata Group and that they will be signing off their Security Plan.

In the event Senjo confirmed they can only provide four guards on the 26 April, who then will the controlling and monitoring the East Wing and foyer?

There is now a low risk that the foyer will be used as an overflow and become very noisy after 6.30 pm. Please confirm.

In the event there is a problem on the night, how will you manage an issue that could affect the peace and quiet that our meeting must expect.

I accept that the Council will take full responsibility for any undue incident that may affect the peace and quiet of a meeting in the Theatre at the Great Lake Centre on Wednesday 26 April. Please confirm.

Your response will be sent to [REDACTED] and other Co Governance people.

Yours sincerely,

[REDACTED]

Cheers  
Steve

**Steve Giles**

Kaiwhakahaere Papa Ngahau – Events and Venues Manager

**Belief – Responsibility – Developer – Learner - Relator**

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