

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ
ON MONDAY, 13 AUGUST 2018 AT 11.00AM**

- PRESENT:** Cr Anna Park (in the Chair), Mr Andy Hema, Cr Tangonui Kingi, Mrs Tina Jakes, Cr Kirsty Trueman, Mr Douglas Wilcox
- IN ATTENDANCE:** Chief Executive, Head Of Risk & Regulatory, Emergency Manager, Recovery Manager, Local Welfare Manager, Democratic Services Support Officer
- MEDIA AND PUBLIC:** Jane Rollin (CDEM), Tim Syme and Ian Stabler (Mercury Energy)

The Chair welcomed everyone, especially Mark Bang (Waikato CDEM), Doug Wilcox (first meeting as Taupō District Council local controller), and CDEM and Mercury Energy representatives in attendance. Cr Tangonui Kingi then opened the meeting with a karakia.

1 APOLOGIES

EM201808/01 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Mrs Tina Jakes

That the apology received from Mayor David Trewavas be accepted.

CARRIED

Apologies were also noted from the Lifelines Coordinator and Mr Lee Hazelwood (WCDEM).

2 CONFLICTS OF INTEREST

Nil

3 CONFIRMATION OF MINUTES

3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 7 MAY 2018

Minutes of a meeting of the Emergency Management Committee held on Monday, 7 May 2018 had been circulated (A2256874).

COMMITTEE RECOMMENDATION

Moved: Cr Tangonui Kingi
Seconded: Mr Andy Hema

That the minutes of the Emergency Management Committee meeting held on Monday 7 May 2018 be confirmed as a true and correct record.

4 REPORTS

4.1 PRESENTATION: MERCURY ENERGY EMERGENCY MANAGEMENT AND BINARY PLANT SAFETY CASES

Mercury Energy representatives Tim Syme, Process Safety Programme Manager and Ian Stabler, Field Manager were in attendance to provide a presentation on binary safety cases at the Mokai, Ngatamariki and Rotokawa geothermal stations. A powerpoint was used to highlight key points as follows:

- Major hazard facilities regulations that came out in April 2016 looked at industries that carried a large amount of hazardous material, and how to manage risk for major incidents. Output from those regulations was a safety case.
- Mercury's safety case was a substantial document. Three cases had been submitted to Worksafe for approval. The document explained what Mercury had done in relation to understanding the safety aspects of each station; how risk had been assessed and managed; and how any incidents that occurred would be managed.
- The three stations were subject to the regulations as they carried pentane and hydro carbon.
- Rotokawa was situated three kilometres north of Taupō. Land access was well controlled with nearest residents 2km away. Ngatamariki was the largest station situated in the middle of pastoral land owned by Wairakei Pastoral Ltd. There were several farmhouses within 650m of this station - nearest milking station was 1.5km away. Mokai was 25 minutes north west of Taupō, with nearest residents being 1km away. The Miraka plant was also nearby.
- The regulations were complex. Wanted to ensure they worked through them thoroughly. Also used that process as an opportunity to embed cultural changes. Understood what could go wrong and the controls in place to mitigate risk - binaries ensured controls were working effectively.
- The management structure not only met regulations but ensured Mercury had the right culture going forward eg management systems, quality engagement and leadership.
- Had engaged other organisations and industries that used pentane. Identified threats and put barriers in place to address those eg range of physical barriers through plant design, activities and procedures, maintenance, training for operators, etc. Undertook analysis and were satisfied that cumulative effect of those barriers met the requirements. Monitoring effectiveness of barriers would be ongoing.
- Proved that management systems were effective and reflected good practice. Were also implementing additional controls over and above requirements.
- Relied on alarm systems to avoid impact in the event that a containment of pentane was lost. Engaged Worley Parsons to undertake consequence management. Looked at three major scenarios – pentane fire, leaking pentane, and fire outside of station. Ran models based on all conditions eg weather, ambient temperatures, and wind direction. Came up with an exhaustive view of what could go wrong on stations, then concentrated on worst case scenario. As an example, showed an image of a fire on Rotokawa plant, and the contours and energy of fire radiating out from the start point. Although there was some impact around the outside of the station, the overall impact was fairly well contained though would need to consider any people working within a 250m radius.
- Emergency planning was about keeping people safe, plant safe, ensuring help was on the way, and escalating the situation up through the appropriate channels.

The following was noted during questions, answers, and related discussion:

- Mercury workforce was stable. A focus area when recruiting was to not only have suitable skills but also ensure applicants were in a critical safety space.
- The Taupō equestrian was not in the affected zone.
- The radius took into account the worst possible weather conditions.
- In summary, had given a quick view of regulations and how they affected Mercury. Noted that Mercury would have met the regulation standards even if those were in existence at the time the site was constructed. Expected an answer from Worksafe by 2019/2020 on their three safety cases. Once approved, the documents were public information. Mercury satisfied that their risk analysis had shown an extremely low risk if something happened.
- Looking to have UTI agency exercises going forward in collaboration with Contact Energy.

- Did not plan to recruit more people in the geothermal plants. Had a core maintenance team on each station, who worked rostered shifts.
- Had a business continuity team. Generally had coverage across the hydro plants. Estimated an extended rebuild of a plant would take around 18 months.

EM201808/02 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the information and thanks Messrs Tim Syme and Ian Stabler for their presentation.

CARRIED

4.2 RECEIPT OF WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE MEETING MINUTES - 14 MAY 2018 AND 25 JUNE 2018

Cr Anna Park noted an apology for these meetings due to a conflict with Long-Term Plan hearings.

EM201808/03 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the minutes of the Waikato Civil Defence Emergency Management Joint Committee meetings held on 14 May 2018 and 25 June 2018.

CARRIED

4.3 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT

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

- The army had gifted two unimogs which would be part of the response fleet; really great asset to receive.
- Council staff and volunteers had participated in a training weekend camp at Kirikau (just out of Taumarunui), which gave an indepth look at what happens out on field from a response perspective.
- Shakeout – found it was best to communicate through children as they took the message home to parents. Promotion would also be done via local radio and businesses.
- Role played a patient being rescued in a recent helicopter / coastguard rescue simulating an accident on the lake.
- The EM Support Officer had completed a SARS course at the mountain.
- Impressed how council staff and contractors had managed a burst pipe during the weekend.

EM201808/04 RESOLUTION

Moved: Cr Kirsty Trueman
Seconded: Mr Andy Hema

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

CARRIED

4.4 NOMINATION OF CIVIL DEFENCE LOCAL CONTROLLERS FOR TAUPŌ DISTRICT COUNCIL

The Head of Regulatory & Risk took the item as read noting that this was the start of the process to fill the local controller vacancy. Both nominees were endorsed by the Chief Executive, part of the Taupō District

Council senior leadership team, and had experience in previous CD events.

EM201808/05 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Kirsty Trueman

That the Emergency Management Committee approves the nominations of Mr Dylan Tahau and Mr John Ridd to the Waikato Civil Defence Emergency Management Joint Committee for approval as Local Controllers for Taupō district

CARRIED

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

Mr Mark Bang was the team leader at the WCDEM office. He lead the services team and oversaw the financial and administrative functions of GEMO including strategic planning, lifelines, community outreach and public information. Prior to this role, spent 10 years at Fonterra and had also held CD emergency manager role at Timaru District Council. Other key points noted were:

- Gave an apology on behalf of Mr Lee Hazelwood who had tendered his resignation as group controller, which he had held for 7.5 years, to undertake a position with Air New Zealand in emergency management and business continuity management. Mr Hazelwood's last day was September 28.
- Awaiting feedback from government on TAG review. Not sure of process for commenting or making submissions.
- GEMO staffing quota was complete at August 1. Some positions were six-monthly secondments.
- The Group plan had been impacted over the past 18 months because of staff and new building challenges. Key focus was rebuilding the plan and operationalising a senior group plan.
- Phase 2 of the foreign care management project – managed by Irvine Young - was completed with phases 3 and 4 underway. Would produce useful resources for Taupō District Council.
- Collaborating with others to agree national standards for deploying policy and processes.
- Central Plateau Volcanic Advisory Group met last week to discuss public information management.
- Caldera Advisory Group (CAG) had just launched a project in Rotorua to gain a greater understanding of the Taupō-Rotorua caldera complex.
- The PIM hui was well attended.

Cr Park noted that it would be great if the joint committee and regional transport meetings could be aligned. Also, requested that a letter of thanks signed by His Worship be sent to Mr Hazelwood.

EM201808/06 RESOLUTION

Moved: Cr Anna Park

Seconded: Cr Tangonui Kingi

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

CARRIED

4.6 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) UPDATE

Ms Jane Rollin (MCDEM) highlighted key points as follows:

- The National Disaster Resilience Strategy was a work in progress for some time due to being put on hold after the earthquakes, and was now in the final stages. Would be taken to cabinet for endorsement then out for public consultation between October 12 and December 7. The current strategy was due to expire in April 2019.
- Had held one controller and recovery managers development programme, with one currently out to tender. Expecting to have agreed who would be the final provider by end of September. In the interim, a

two day workshop (now full) would be held in Wellington on August 20-21.

- Great to see 500k people already signed up for Shakeout.
- Directors guidelines were currently out for consultation.
- National lifelines forum would be held in Wellington on October 15-16.
- Ministry of Business Innovation and Employment had released guidance for decision makers around emergency accommodation in an emergency.

EM201808/07 RESOLUTION

Moved: Mr Douglas Wilcox

Seconded: Mr Andy Hema

That the Emergency Management Committee receives the Ministry of Civil Defence and Emergency Management update and thanks Ms Rollin for attending.

CARRIED

4.7 FEEDBACK ON NATIONAL EMERGENCY MANAGEMENT CONFERENCE 2018

Councillors Anna Park, Kirsty Trueman and the Emergency Manager together attended the Emergency Management Conference 2018. Key points noted were:

Cr Park:

- Best conference (of three) attended so far. Focus was around partners of resilience.
- Great speakers, including Holly Ransom, LGNZ futurist and global strategist. Interesting discussions including the six basic human needs, approaching from pre-event rather than post, rural resilience – especially Kaikoura and more isolated areas, business resilience, insurance, etc. Mai Chen spoke about diversity in communities, and CD Minister Hon. Kris Faafoi spoke about incidents on ground.
- First time in three years that Taupō had not received a nomination at the ministerial awards.
- Had sessions on relationship with Māori and resilience. Thought Taupō was well ahead in that space and engaged with its communities of interest. Thanked the Emergency Manager and Local Welfare Manager for their work with local iwi.

Cr Trueman:

- All speakers placed an emphasis on effective communication. Important to remain relevant, not just locally but worldwide eg communicating with non-residents. Used Kaikoura as an example - 1200 people displaced, 300 rental cars abandoned.
- Be mindful when doing plans that no one template fitted all - case by case basis.
- Really good speakers. Highlight was Mai Chen's discussion on diversity, knowing your communities and the different ethnicities within them.

EM201808/08 RESOLUTION

Moved: Cr Tangonui Kingi

Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the information in relation to the National Emergency Management Conference 2018.

CARRIED

4.8 FEEDBACK ON THE EMERGENCY MANAGERS LEADERS FORUM

The Emergency Manager and Recovery Manager jointly presented their report, which was a summary of 12 presentations attended at the forum. Key points noted were:

- During fires in Victoria, observed that people were really good at giving - clothes, household equipment etc. Unfortunately, 90% of donated stuff was of no use (rubbish). Came up with the idea of a virtual

warehouse, where people could go online after an event, donate stuff and victims could choose what they wanted. The goods would then be despatched directly from the donor to the recipient. Looking at something similar for New Zealand.

- Items donated after 2009 Victoria bush fires used 40,000 pallets, 50,000 square metres of storage space, with a cost of around \$8M - a huge cost both financially and on people resource.
- Matt Dorfsaetter provided many practical solutions going forward in the digital technology space. An example was an interactive computer on an ambulance windscreen. Costs were the biggest issue however, this would be an invaluable resource to have.
- Heard from New York City PIM. The Emergency Manager was also able to visit the EOC when visiting New York recently however, due to security reasons, was unable to take any photographs. Key observation was the great working relationships within the centre.
- GEMO representatives spoke about response plans, which were already underway within the Taupō district.
- Suggested involving the whole district in a simulated emergency exercise, which had been trialled in a Queensland coastal town.

EM201808/09 RESOLUTION

Moved: Mrs Tina Jakes

Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the information in relation to the Emergency Managers Leaders Forum.

CARRIED

4.9 TAUPŌ LOCAL RECOVERY PLAN - DECEMBER 2013

The Head of Risk & Regulatory advised that he and the Local Welfare Manager had recently attended a Group recovery forum in Hamilton. The Group plan was also due for review. A lot had happened since the plans were developed five years ago, including many legislative changes. Had hoped to bring a programme of works to the meeting however, given the Group's planning and implementation programme considered best to work in synergy with that. However, could continue to review and update Taupō CDEM plan, where appropriate, eg look at partners, etc. Also had a presentation from Rotorua about their flooding event, which reminded that a small event could have a lot of impact in terms of recovery.

The following was noted during questions, answers, and related discussion:

- There were minor changes that could be done immediately eg insert Garreth Robinson in Recovery Manager space, FENZ rural fire, etc.
- Risk appetite differed amongst councils; Taupō plan was based on risk appetite at that time.
- Include preschools in 'our community' and children that travelled to school.
- Suggested workshop for different members to feed into the plan, eg PIMS, lifeline coordinator, etc.
- New plan would not be done in isolation – include Turangi and Mangakino.

EM201808/10 RESOLUTION

Moved: Cr Anna Park

Seconded: Mr Andy Hema

That the Emergency Management Committee receives the information on the Taupō Local Recovery Plan – December 2013.

CARRIED

4.10 CONTROLLERS' UPDATE

Controller Tina Jakes gave the following verbal report:

- Attended controllers meeting previous Wednesday.
- SIMS level 5 (100 hours) course was being reviewed and expected to be finalised by the new ITO by end of October 2018.
- 35-40 people completed the PIMS course.
- Presentation on Survey123 for ArcGis - the future in terms of real live information eg integrating live data, looking at a map and seeing where an event was happening. Needed to front foot and develop a good understanding of the technology to utilise to its fullest potential.
- Under health and safety legislation were responsible for any volunteer groups. Had been correspondence between Christchurch and Worksafe to try and ascertain the level of responsibility, which was not finite in terms of obligations.
- Thanked the Emergency Manager for producing a powerpoint of Taupō District Council response team for the meeting.
- Debrief on Thames floods – interesting reviewing information that came through as a result of that.

Controller Doug Wilcox advised that he was unable to attend the meeting due to attending a (two day) course at the same time. Some key learnings were putting recovery to the forefront at the same time as response, EOC operations and the exceptional level of skill sets of people working within centres. Looked forward to controller development programme in the upcoming week. Noted that the Thames/Coromandel controller had extended an open invite to shadow him if that area had any events.

EM201808/11 RESOLUTION

Moved: Cr Tangonui Kingi
Seconded: Cr Kirsty Trueman

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

CARRIED

4.11 PUBLIC INFORMATION MANAGER'S UPDATE

PIMS advised that two staff within her team were undertaking EOC training, and that the communications team was currently working alongside the emergency management team on the Shakeout event. Taupō did well last time so hoped to equal or better this result.

EM201808/12 RESOLUTION

Moved: Cr Anna Park
Seconded: Mr Andy Hema

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

CARRIED

4.12 WAIKATO LIFELINES UPDATE

Roger Stokes presented the lifelines update in the absence of the Lifelines Coordinator, noting that he had also attended a lifelines group meeting. He highlighted some key points of the Critical Fuel Supply Plan and Waikato generator scoping document. Stations with generators were Whakamaru Gas, and Challenge and Caltex at Tauranga-Taupō.

EM201808/13 RESOLUTION

Moved: Mrs Tina Jakes
Seconded: Cr Kirsty Trueman

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

CARRIED

4.13 LOCAL WELFARE MANAGER'S UPDATE

The Local Welfare Manager took the report as read, highlighting that there was a good rollout of upcoming training opportunities.

EM201808/14 RESOLUTION

Moved: Mr Andy Hema
Seconded: Cr Tangonui Kingi

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

CARRIED

5 CONFIDENTIAL BUSINESS

Nil

The Meeting closed with a karakia from Cr Tangonui Kingi at 12.30pm.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 12 November 2018.

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CHAIRPERSON