

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

Date:	Monday, 18 November 2024
Time:	11.00am
Location:	Council Chamber 107 Heuheu Street Taupō

AGENDA

MEMBERSHIP

Chairperson	Cr Anna Park
Deputy Chairperson	Cr Danny Loughlin
Members	Mr Tyronne (Bubs) Smith Mayor David Trewavas Cr Sandra Greenslade Cr Kirsty Trueman
Quorum	3

**Julie Gardyne
Chief Executive**

Order Of Business

- 1 **Karakia**
- 2 **Whakapāha | Apologies**
- 3 **Ngā Whakapānga Tukituki | Conflicts of Interest**
- 4 **Whakamanatanga O Ngā Meneti | Confirmation of Minutes**
 - 4.1 Emergency Management Committee Meeting - 13 May 20243
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- 6 **Ngā Kōrero Tūmataiti | Confidential Business**

Nil

4.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 13 MAY 2024

Author: Nicole Turnbull, Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Emergency Management Committee meeting held on Monday 13 May 2024 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 13 May 2024

5.1 UPDATE ON RECENT ACTIVITIES

Author: Hayley Nicholson, Emergency Management Advisor - Community Resilience
Authorised by: Hadley Tattle, Community Engagement and Development Manager

TE PŪTAKE | PURPOSE

To provide the Committee with an update on recent activities.

NGĀ TŪTOHUNGA | RECOMMENDATION

That the Emergency Management Committee receives the update on recent activities.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.2 TAUPŌ DISTRICT EMERGENCY MANAGEMENT STRATEGIC ROADMAP UPDATE

Author: Hayley Nicholson, Senior Emergency Management Advisor

Authorised by: Hadley Tattle, Community Engagement and Development Manager

TE PŪTAKE | PURPOSE

To provide the Emergency Management Committee with an update on the progression of the priority action tasks in the Strategic Roadmap.

NGĀ KŌRERORERO | DISCUSSION**Background:**

At the 5 December 2023 Emergency Management Committee (the committee) meeting Jane Rollin presented the Capability Assessment Report and associated Taupō District Emergency Management Strategic Roadmap (the roadmap). The purpose of the roadmap is to inform a prioritised and sequenced (Now, Next, Later) ongoing work plan.

The work plan is divided into five pillars: Response Capability, Community, Understanding Risk, Planning for Recovery, and Governance and Leadership. The plan is sectioned into priority actions, mid-term actions and longer-term actions.

This report provides an update on progress of the priority actions for the pillars Response Capability, Community and Planning for Recovery.

Pillar 1: Response Capability**Priority action 1: Resourcing key positions**

1. Controllers - the third nominee continues to progress through the controller training process.
2. Welfare Manager – Jacalyn Later, Executive Manager to the Mayor has been appointed.
3. Appointment of additional pou ārahi. This is at the discretion of Ngāti Tūwharetoa, and pou ārahi Bubs Smith is leading on progression and discussion with the iwi.

Priority actions 2 and 5: Identifying response staff and training and development

The Waikato CDEM Group Capability Development Strategy (the strategy), approved December 2023 and associated Waikato Civil Defence Emergency Management (CDEM) Annual Training and Exercise Plan 2023 sets target staff training levels for local authorities to achieve. It recommends that the target levels are achieved over the next three years. Reporting on targets must be provided for the Coordinating Executive Group (CEG).

These targets also reflect the recommended Emergency Operations Centre (EOC) staffing levels for each of the four activation levels (monitoring, supporting, coordinating and directing).

The below table outlines progression towards meeting the target levels for seven of the eight groups (as described in the strategy). Noting that 11 staff were enrolled to complete Advanced level training in September but the course was cancelled, hence the lack of increase in Advanced staffing levels between May and November. These staff will complete the training in early 2025.

Level	Percentage of target level achieved as at 13 May 2024	Percentage of target level achieved as at 18 November 2024	Target as a percentage of total TDC head count	Target of trained TDC staff
Foundation	Not reported at this time	35%	100%	350
Intermediate	83%	95%	25%	87
Function Specialisation	60%	111%	15%	52
Advanced	37%	37%	10%	35
Controllers	100%	100%	1	3
Recovery Manager	100%	100%	1	1
Welfare Manager	Vacant	1	1	1
Welfare Support Staff	0%	60%	As per appointment of required welfare staff	37

Timeframe for completion = 2026

Local training programme

In addition to the training offered under the Integrated Training Framework (delivered by the Waikato CDEM Group Office), a local training programme has been developed and is being delivered for Taupō District Council (TDC) staff. The aim of local training is to provide continuing capability development opportunities and comprises of four components:

1. Incident Management Team (IMT) quarterly meetings;
2. Hot topics training;
3. Exercises; and
4. EOC standard operating procedures familiarity and practice sessions.

Training session	Status	Attendance as a percentage of CDEM trained staff
Hot topic 1 – Logs	Delivered	60%
Hot topic 2 – MS Teams	Delivered	41%
Hot topic 3 – What the GECC	Delivered	Unknown – delivered by external
Hot topic 4 – Volcanoes	Delivered	60%
Hot topic 5 – Deployment	Delivered	55%
Hot topic 6 – What the GECC	Delivered	Unknown – delivered by external
Hot topic 7 - Rivers	On target	
IMT meeting 1	Delivered	90%
IMT meeting 2	Delivered	90%
IMT meeting 3	On target	A verbal update will be provided at the meeting
Annual exercise	Delivered	100%
Tabletop exercise	On target	A verbal update will be provided at the meeting
EOC SOPs	On target	A verbal update will be provided at the meeting

Timeframe for completion = November 2024

Annual Exercise

An annual exercise assessment is a performance measure of the Long-term Plan 2021-2031. Scoring is now available for the annual exercise held Friday 10 May 2024. TDC scored in the “Late Developing” category with a score of 60%. Corrective actions will be incorporated into the work programme for 2024-2025. The results of the assessment serve as a feedback loop to continuously improve the CDEM training provided by the Waikato CDEM Group, and in turn improve the response capability locally and as a group.

Timeframe for completion of the exercise = June 2024, target met.

District Hazard Tour

After the successful pilot of a hazard tour in May 2024, an annual tour will become a fixture in the local training programme. The 2025 tour is tentatively scheduled for February. Members of the committee and the IMT will be invited to the February tour.

Timeframe for completion = ongoing

Deployment

The Waikato CDEM Group Deployment Policy was socialised with CDEM trained staff in July. Staff were asked to indicate their availability to deploy regionally and nationally. 35% of staff have confirmed they are available to deploy.

Priority action 3: Response systems and processes

Hazard response plans

The development of response plans for the district's top natural hazards began in 2022 and is ongoing.

The below provides a progress report for the top three identified hazards.

Operational plan	Status percentage completion
Flooding	75% - awaiting partner agency input and subject matter expert verification of the credible scenario
Volcanic activity – Central Plateau and distal volcanoes	85% - awaiting partner agency input
Hipaua Steaming Cliffs landslide	85% - awaiting partner agency input

TDC is also participating in the operational planning for earthquake, being led by the Waikato CDEM Group office and the Caldera Advisory Group (CAG) action plan, which is in response to Taupō volcano activity.

Timeframe for completion for top three hazards = 2025

Standard Operating Procedures (SOPs)

EOC procedures that require a SOP have been identified. Three SOPs were prioritised for development. They have been finalised and staff familiarity training continues to be delivered.

Timeframe for completion = December 2024

Hikurangi Subduction Zone Consequence Planning Project

At the August 2024 Coordinating Executive Group meeting the Hikurangi Subduction Zone Consequence Planning Project report was presented to the members. The report is to be used to assist with identifying the potential severity of impacts across the four-environments at different scales across the district.

More research is scoped as part of the next phase of the project. The information provided in the report can be used to start scoping area specific planning at the local level to address the impacts on reduction, readiness, response and recovery, and response planning to an Hikurangi Subduction Zone event.

Provisioning for the EOC at the new building to be occupied by Council in March 2025 (Te Whare)

Communications system requirements have been finalised for radios and are in progress for Starlink. The Waikato CDEM Group radio interoperability programme is completed, with a new radio issued for TDC.

Priority action 5: Response relationships

A stakeholder/relationship map has been developed which identifies who Taupō District Emergency Management should hold a relationship with. Based on this map, officers continue to work to build relationships.

Timeframe for completion = ongoing

Pillar 2: Community**Priority action 1: Community capability development**

Kinloch and Mangakino have completed and released their community response plans. The groups are now seeking more members. Training for how to run a community led centre will be provided in early 2025.

Tūrangi, Motuoapa and River Road continue to progress their planning. Officers will provide a verbal update for each community at the meeting.

Preliminary work has commenced with Hatepe, Omori Kuratau, and Rangitaiki.

Timeframe for completion for interested communities = 2026

Marae preparedness and involvement in response

Discussion is ongoing with the following marae regarding both marae preparedness and involvement in welfare delivery in response. In 2025 council officers will work to deliver a structured marae readiness programme.

1. Pouakani marae
2. Hatepe marae

School education sessions

School education sessions have finished for 2025. Of the 16 schools approached, five requested sessions and three completed them. 480 students attended a session.

School/kura	No response to initial offer or follow up offer	Booking in progress for T3 or T4	Booked	Completed
Taupō School				
Taupō Intermediate				
St Patrick's School				
Hilltop School				
Taupō Nui A Tia College				
Tauhara College				
Tongariro School				
Kuratau School				
Tirohanga School				
Marotiri School				
Wairakei School				
Tauhara Primary				
Mangakino School				
Mountview School				
Rangitaiki School				

Waipahihi School				
Whakamaru School				
Te Kura o Hirangi				
Te Kura o Waitahanui				
Te Kura Kaupapa Māori o Whakarewa				

Timeframe for completion = December 2024

General public education

1. Emergency Planning Guide

The emergency planning guide was released in September, both online and available in hardcopy at libraries and customer service centres. Targeted drops were done to community service providers to distribute to their members/customers.

2. Education sessions were delivered to the following groups:

Liston Heights Village, Summerset Village, REAP and Taupō Scouts.

3 ShakeOut 2024

Council staff and the community were encouraged to participate in ShakeOut with a social media campaign running in the two weeks prior.

Rural resiliency education

Officers will give a verbal update.

Pillar 4: Planning for Recovery

Priority action 1: Resourcing key positions

The nominee continues to progress through the recovery manager training process.

WHAKAKAPINGA | CONCLUSION

The roadmap informs the priority and sequence of delivery of the Taupō District Emergency Management work plan. Priority tasks are being progressed by the officers for the pillars Response Capability, Community and Planning for Recovery.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Emergency Management Committee receives the update on the Taupō District Emergency Management Strategic Roadmap.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil

5.3 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP UPDATE

Author: Hayley Nicholson, Senior Emergency Management Advisor

Authorised by: Hadley Tattle, Community Engagement and Development Manager

TE PŪTAKE | PURPOSE

The Waikato Civil Defence and Emergency Management Group to provide an update to the committee.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Emergency Management Committee receives the update from the Waikato Civil Defence and Emergency Management Group.

NGĀ TĀPIRIHANGA | ATTACHMENTS

Nil