

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

Date:	Monday, 13 May 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 - 5 December 20233
- 5 **Ngā Ripoata | Reports**
 - 5.1 National / Tier 4 Exercise – Rū Whenua.....4
 - 5.2 Taupō District Emergency Management Strategic Roadmap update5
 - 5.3 Update on Recent Activities10
 - 5.4 Waikato Civil Defence and Emergency Management group update11
 - 5.5 Strategic Roadmap Pillar - Governance and Leadership12
- 6 **Ngā Kōrero Tūmataiti | Confidential Business**

Nil

4.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 5 DECEMBER 2023

Author: Dana Periam, 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 Tuesday 5 December 2023 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Emergency Management Committee Meeting Minutes - 5 December 2023 [⇒](#)

5.1 NATIONAL / TIER 4 EXERCISE – RŪ WHENUA

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 an update on the 2024 National CDEM Exercise – Rū Whenua.

NGĀ KŌRERORERO | DISCUSSION**Background:**

Exercise Rū Whenua (earthquake) is a national (Tier 4) exercise under the National CDEM Exercise Programme. It is also a significant activity under the Interagency National Exercise Programme.

The Exercise will take place over three main days – on 12 June, 26 June, and 10 July 2024. It will be based on an Alpine Fault earthquake scenario. This will test New Zealand's arrangements for responding to and recovering from a major earthquake with widespread impacts.

The exercise uses a realistic scenario developed by the AF8 Programme (Alpine Fault rupture). It is an opportunity to practice our arrangements for a major response: particularly one that requires coordination and support from across New Zealand.

Exercise Rū Whenua will be led by the National Emergency Management Agency. All CDEM Groups nationwide will support the exercise.

WHAKAKAPINGA | CONCLUSION

Exercise Rū Whenua will enable the Waikato CDEM Group, including Taupō District Council, to practice, stress test and where necessary, adapt, those priority systems and processes that would better enable us to manage the consequences of emergencies; both within and external of the Waikato CDEM Group. Effective exercising will increase confidence of members in the readiness of the CDEM Group as a collective.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Emergency Management Committee receives the update on the National / Tier 4 Exercise – Rū Whenua.

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 meeting, Jane Rollin presented the Capability Assessment Report and associated Taupō District Emergency Management Strategic Roadmap (the roadmap; attached). 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. The pillar of Understanding Risk is a work in progress and will require cross-Council collaboration to ensure connected hazard risk planning and management (including emergency management planning). The pillar of Governance and Leadership is referenced in a separate report on this agenda.

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

1. On 25 March 2024 the Waikato CDEM Joint Committee appointed Steve Giles as a local controller. TDC now has two appointed controllers. A third nominee is progressing through the appointment process.
2. The nomination process is still ongoing for a Welfare Manager.
3. Appointment of additional pou ārahi

Ngāti Tūwharetoa pou ārahi Bubs Smith recommended that appointing additional pou ārahi would increase resilience for this role. The selection of Ngāti Tūwharetoa (the iwi) pou ārahi is at their discretion, so Mr Smith will lead on progressing the discussion with the iwi. Iwi and Co-Governance Manager, David Rameka and Senior Emergency Management Advisor Hayley Nicholson are able to support conversations the iwi may wish to have with Taupō District Emergency Management about the appointment of pou ārahi. The Emergency Management Advisors (EMAs) will work with Mr Smith to identify any emergency management capability development for the new pou ārahi.

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

The Waikato CDEM Group Capability Development Strategy, approved December 2023 and associated Waikato 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.

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

The EMAs have commenced delivering a series of targeted recruitment presentations for existing TDC team members for the purpose of recruiting staff for the roles that are vacant across the EOC and CDCs. The EMAs also present as part of Taupō District Council's (TDC) new staff induction days, held quarterly.

TDC's new start induction document now includes Foundation training as a compulsory training for all staff and is listed in the tasks the manager must ensure the employee has completed before signing off their onboarding process.

The EMAs support staff to progress through the Integrated Training Framework training pathway, monitoring completion to ensure that the required number of staff are trained for each function area.

The below table outlines progression towards meeting the target levels for seven of the eight groups (as described in the Waikato CDEM Annual Training and Exercise Plan 2023).

Level	Percentage of target level achieved
Foundation	Not reported
Intermediate	83%
Function Specialisation	60%
Advanced	37%
Controllers	100%
Recovery Manager	100%
Welfare Manager	Vacant
Welfare Support Staff	0%

Local training programme

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

1. Incident Management Team quarterly meetings/development session
2. Hot topic training
3. Exercises
4. EOC SOP familiarity and practice sessions

This report provides an update on delivery for two of the four components:

1. Hot Topics

Across the year, ten opt-in sessions focused on building skills or knowledge are offered to all CDEM trained staff. Topics are chosen for their ability to support the delivery of the work plan or address after actions from exercise debriefs. Launched in February 2023 the following have been delivered so far:

- *Log keeping in the EOC* with a 60% attendance rate
- *MS Teams as a digital response tool* with a 43% attendance rate

Future topics include hazard knowledge sessions delivered by subject matter experts and operational skill-based sessions.

2. Annual Exercise

The annual exercise is confirmed for Friday 10 May 2024. The Senior Emergency Management Advisor will provide a verbal update about the exercise at the meeting.

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. The first plan chosen for development was volcanic eruption.

On 19 March 2024 in partnership with the Waikato Group duty staff, Waikato Regional Council's Senior Regional Hazard Advisor, members of the Taupō Emergency Services Coordinating Committee (ESCC) and TDC's IMT, the Initial Response Plan section of Volcanic Eruption Response Plan was exercised.

This section of the Response Plan describes the timings and process to follow from receipt of confirmation of an eruption through to the first IMT meeting in the EOC.

The objective was to test the feasibility of the timings and the effectiveness of the procedure. A hot debrief was held and work on the corrective actions will commence in June 2024.

As much of the initial response plan procedure is hazard agnostic it is envisaged that once finalised it should be suitable for use for all of the top hazards in the Taupō district.

A limited amount of work has commenced on the Hipaua Steaming Cliffs Response Plan and Tauranga Taupō and Tongariro River Flood Response Plan. TDC is also participating in the operational planning for earthquake, being led by the Group Emergency Management Office.

Standard Operating Procedures (SOPs)

EOC procedures that require an SOP have been identified. Three SOPs were prioritised for development in 2024. They have been drafted and are currently being reviewed by relevant function staff. Once finalised familiarity training will be delivered to staff who will action the SOPs.

1. EOC induction for staff, deployees, agencies representatives and visitors
2. EOC activation stand up/establishment
3. Notification for staff to report to the EOC (back up to Whispir)

EOC materials

A resource requirement audit was undertaken, and materials have been ordered for the EOC.

Microsoft Teams (MS Teams)

MS Teams is the digital response tool used by Taupō District Emergency Management. The environment has been reviewed and adjusted to align with the Waikato Group's recommended configuration.

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 the EMAs continue to work to build relationships. The map continues to be built and refined to reflect the changes to agency structures.

During response many of these relationships would need to be handed to a function manager or specialist role. It would be beneficial if staff occupying these roles were supported to have the time in their business-as-usual role to meet with the representative from the relevant agency and build a relationship in readiness.

The controllers and trainee controller have been added as members of the ESCC.

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

Work continues with Kinloch, Mangakino, Tūrangi and Motuoapa. Kinloch and Mangakino have finalised their Community Response Plans (CRPs) and are working to refine the group's action plan. Kinloch and Mangakino CRPs are awaiting the development of a CRP webpage within the CDEM section of the TDC website and will be uploaded to that page. The plans will be promoted to the respective community once they are published.

Tūrangi and Motuoapa continue to work on their plans.

It is envisaged that the development of a CRP for all communities interested in having one will take two to three years.

Marae preparedness and involvement in response

The Senior Emergency Management Advisor has been in discussion with the following marae regarding both marae preparedness and involvement in welfare delivery in response. The Senior EMA has encouraged a representative from each marae to join the Local Welfare Committee.

1. Pouakani marae
2. Waipahīhī marae
3. Hatepe marae

Discussion with other marae is drafted in the work plan for later in the year.

School education sessions

School education sessions continue to be delivered, with many schools preferring and booking for a Term Three or Four session.

General public education**1. Emergency Management Guide**

The district guide has been updated and is progressing through final proofing. The Senior Emergency Management Advisor will provide a verbal update as to the progress of the guide at the meeting.

2. Taupō Seniors Expo, March

The Community Development and Emergency Management Advisor attended the March expo to share hazard information and promote readiness to older adults.

3. Mangakino Easter Festival, April

The Senior Emergency Management Advisor and members of the Mangakino Community Response Group had a presence at the community-run festival, sharing hazard information and promoting readiness activities.

4. Safe Tūrangi Day, April

A member of the welfare team represented Taupō District Emergency Management at the community day, sharing hazard information and promoting readiness activities.

Pillar 4: Planning for Recovery**Priority action 1: Resourcing key positions**

Following a nomination and interview process Ms Libby O'Brien has been selected to complete training for Local Recovery Manager. Ms O'Brien is currently Taupō District Council's General Manager People and Community Partnerships. On successful completion of the training a recommendation will be made to the Waikato Civil Defence Emergency Management Joint Committee to appoint Ms O'Brien as a Local Recovery Manager.

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 EMAs 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

1. Taupō District Emergency Management Strategic Roadmap [⇒](#)

5.3 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

5.4 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

5.5 STRATEGIC ROADMAP PILLAR - GOVERNANCE AND LEADERSHIP

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 within the pillar of Governance and Leadership in the Strategic Roadmap.

NGĀ KŌRERORERO | DISCUSSION

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 the pillar of Governance and Leadership.

One of the priority actions within the pillar was transforming the committee, by considering how the scope and purpose of the committee could be adjusted to reflect cross-Council activity that focuses more on resilience and enables better outcomes for communities when an emergency occurs. At a workshop on 4 March 2024, members of the committee considered the scope and purpose, and discussed whether the committee could have a broader focus on cross-Council service delivery to acknowledge the potential impact of hazard risk.

The roadmap recommends reshaping the scope and purpose of the committee, however members have two options: maintain the status quo and leave the terms of reference unchanged or amend the terms of reference, which would require a recommendation outlining the proposed changes to be made to Council.

WHAKAKAPINGA | CONCLUSION

The roadmap informs the priority and sequence of delivery of the Taupō District Emergency Management work plan. The committee can consider the scope and purpose of the committee on the pillar of Governance and Leadership.

NGĀ TŪTOHUNGA | RECOMMENDATION

That the Emergency Management Committee receives the update on the pillar of Governance and Leadership in the Strategic Roadmap.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. Terms of Reference (TOR) and Delegations for the Emergency Management Committee