

# **ATTACHMENTS**

## **Emergency Management Committee Meeting**

**13 May 2024**

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Emergency Management Committee Meeting Minutes

5 December 2023

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 107 TE HEUHEU STREET, TAUPŌ  
ON TUESDAY, 5 DECEMBER 2023 AT 10.30AM**

- PRESENT:** Cr Anna Park (in the Chair), Mr Tyronne (Bubs) Smith, Cr Sandra Greenslade, Cr Danny Loughlin, Cr Kirsty Trueman (via MS Teams)
- IN ATTENDANCE:** Deputy Mayor Kevin Taylor, Chief Executive (J Gardyne), General Manager People and Community Partnerships (L O'Brien), Acting General Manager Strategy and Environment (J Rollin), Community Engagement and Development Manager (H Tattle), Emergency Management Advisor Community Resilience (H Nicholson), Executive Assistant People, Community and Performance (M Bennett), Community Development and Emergency Management Advisor (P Lawson), Governance Quality Manager (S James), Committee Advisor (D Periam)
- MEDIA AND PUBLIC:** *Mr Julian Snowball (Waikato Civil Defence Emergency Management Group Manager) and Aaron Tregoweth (Waikato Civil Defence Emergency Management Group Team Leader Operational Readiness)*

- Notes: (i) Chairperson Cr Anna Park opened and closed the meeting with a karakia.  
(ii) Jane Rollin acted for Simplexity and not in her role as Acting General Manager Strategy and Environment, for items 5.5 and 5.6.

- 1 **KARAKIA**
- 2 **WHAKAPĀHA | APOLOGIES**

**EM202312/01 RESOLUTION**

Moved: Cr Danny Loughlin  
Seconded: Cr Sandra Greenslade

That the apology received from Mayor David Trewavas be accepted.

**CARRIED**

Note: All members present at the meeting voted in favour of resolution EM202312/01 above.

- 3 **NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST**
- Nil
- 4 **WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES**
- 4.1 **EMERGENCY MANAGEMENT COMMITTEE MEETING - 3 APRIL 2023**

**EM202312/02 RESOLUTION**

Moved: Mr Tyronne (Bubs) Smith  
Seconded: Cr Danny Loughlin

That the minutes of the Emergency Management Committee meeting held on Monday 3 April 2023 be confirmed as a true and correct record.

**CARRIED**

Note: All members present at the meeting voted in favour of resolution EM202312/02 above.

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**5 NGĀ RIPOATA | REPORTS****5.1 UPDATE ON RECENT ACTIVITIES**

The Emergency Management Advisor - Community Resilience advised that the natural hazards had been quiet in the previous months, the lake was at a good level and there had been no volcanic activity. The Community Engagement and Development Manager added that the moisture level had gone down and the district was not getting as much rain as it was previously and it was likely that a hot summer was on the way. He explained that Fire and Emergency New Zealand were scheduled to come speak to Council in public forum before the Council meeting on 12 December 2023. Members noted that there was concerns about bailing, also pruning under forests as it was dry and very high and asked about the process with the forest companies as they used to clear it away.

**EM202312/03 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Danny Loughlin

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

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/03 above.*

**5.2 ANNUAL EMERGENCY MANAGEMENT EXERCISE**

The Emergency Management Advisor - Community Resilience explained that there was a requirement for the Long-term Plan 2021-31 to conduct and host an annual Emergency Management exercise and this was done on 30 June 2023. The Community Engagement and Development Manager explained that the scenario was an eruption at Te Maari Crater with ashfall across the Taupō District, a full function exercise with an Emergency Operations Centre (EOC) activated. There was improvement on the previous years score and staff were supported to improve skill. In answer to a question he explained that there was improvement in the public capability team, the Events and Venues Manager was the trainee controller and he was well supported by the incident team. The plan for the 2024 Emergency Management exercise was to work with partnerships. Committee Chairperson Cr Anna Park explained that she was able to observe the exercise and she said it was good to see everyone in action.

**EM202312/04 RESOLUTION**

Moved: Cr Sandra Greenslade  
Seconded: Mr Tyrone (Bubs) Smith

That the Emergency Management Committee receives the information about the annual Emergency Management exercise.

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/04 above.*

**5.3 WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP UPDATE**

Mr Julian Snowball provided the Committee with an update on the following:

**Emergency Management Bill**

He explained that the Emergency Management Bill was still with the Select Committee and they had been given the longest possible time to review the Bill in order for there to be discussions about previous severe weather events across the country, the covid response and the central government reviews.

He clarified that there was nothing in the Bill that suggested a change of structure, systems or structural overview. The Bill's focus was on the local approach. The Select Committee might ask that the Bill goes

through more editing, or it might get pulled to then review later or get pulled completely.

He explained that they had made a submission with feedback regarding the clause 147 Director's power to make rules. Their concern was that if rules would be made for the local areas that would impact local government's budgets, it was important to have local government involved in these decisions. There was also a concern about emergency funding which the Bill did not address and he explained that people who could not afford emergency management were the ones most at risk.

#### **Taupō District Council's Capability Assessment**

Mr Julian Snowball encouraged Taupō District Council (TDC) to celebrate the work they had put into the capability assessment exercise. There was no legal requirement to complete the exercise but it gave TDC a place to improve on. He reiterated that the Waikato Civil Defence Emergency Management Group were there to help at any level required to improve on the recommendations. He recommended that TDC remained consistent as this would help with overall consistency throughout the 11 councils, if the same systems were in place than this allowed for greater communication throughout the Waikato region in the case of an emergency but also for more consistent training throughout the region with a greater ability to send staff to the Taupō district to facilitate different trainings. In answer to a question he explained that there was a level of consistency with the platform Whispir. He clarified that this did not stop councils from using their own software but it was important to have a secondary tool that linked everyone as a nation.

#### **EM202312/05 RESOLUTION**

Moved: Cr Danny Loughlin  
Seconded: Mr Tyrone (Bubs) Smith

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

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/05 above.*

#### **5.4 COMMUNITY RESPONSE PLANS**

The Emergency Management Advisor Community Resilience summarised the report and advised there had been conversations with her counterpart at Thames-Coromandel District Council regarding what they had achieved so far. The Community Engagement and Development Manager explained that there would be more community response plans (CRP) started next year to focus on the other areas in the district that would likely be cut off in an emergency. In answer to a question he explained that they would send holiday makers home during an emergency if they are able to, in order to reduce the burden on the district. The approach for the CRPs was to make the areas aware of the district's hazards and also the local ones for that area for example one of Tūrangi's concerns would be flooding but Mangakino could be different. A member commented that it was a great start and there was a better understanding of what the area's hazards were compared to the past.

#### **EM202312/06 RESOLUTION**

Moved: Cr Sandra Greenslade  
Seconded: Cr Anna Park

That the Emergency Management Committee receives the information about Community Response Plans.

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/06 above.*

#### **5.5 EMERGENCY MANAGEMENT CAPABILITY ASSESSMENT**

The Community Engagement and Development Manager explained the report was an assessment report and introduced Ms Jane Rollin from Simplexity who would speak to the Committee about it. He confirmed that it was not a mandated thing but due to staffing changes it was a good opportunity to see where they

were currently at and where they could improve over time. Ms Rollin summarised the report and showed the committee a presentation (A3469019). In answer to questions from members, Ms Rollin clarified the following:

- If Taupō District Council (TDC) completed the 13 recommendations then their score would like be 75% and above
- She was not aware of how Rotorua Lakes Council scored as she had not completed their assessment.
- The assessment was not shared nationally and was for TDC to improve on emergency management

Cr Anna Park explained that it would be worthwhile to review the current structure of the Emergency Management Committee. It needed to more than receive reports from staff and needed a stronger focus on resilience and there was no current place to discuss climate change. She was looking forward to having these discussions and working with TDC staff to achieve this. She explained that Julie Gardyne was the Recovery Manager but now that she was the Chief Executive, a replacement was needed and a replacement Welfare Manager was also needed. The Community Engagement and Development manager confirmed that there was a plan in place to find these replacements. He also confirmed that there was opportunity to speak with other councils surrounding Taupō to have discussions about how they can all support each other in the event on an emergency.

#### **EM202312/07 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Danny Loughlin

That the Emergency Management Committee receives the Taupō District Council Civil Defence Emergency Management Capability Assessment Report October 2023.

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/07 above.*

#### **5.6 EMERGENCY MANAGEMENT ROADMAP**

The Community and Engagement Manager explained the purpose of the roadmap. Ms Rollin added that this was a piece of work that Taupō District Council (TDC) and Simplexity collaborated on together. The roadmap was not timebound as some items would take longer to be completed. The purpose of the roadmap was to inform a workplan. He confirmed that if this committee was to change, there was a need to ensure it did not become the same as the Risk and Assurance Committee but instead the two committees complement each other. Mr Julian Snowball explained that there would be more intergrated regional and local training and they would continue to be in contact with TDC to ensure no double ups of training.

#### **EM202312/08 RESOLUTION**

Moved: Mr Tyrone (Bubs) Smith  
Seconded: Cr Danny Loughlin

That the Emergency Management Committee receives the Emergency Management roadmap.

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/08 above.*

#### **5.7 UPDATE ON THE EMERGENCY MANAGEMENT BILL**

The Community Engagement and Development Manager summarised Taupō District's submission on the Emergency Management Bill. Julian Snowball expressed his support regarding the ability to review Civil Defence Emergency Management Group/Emergency Management Committee membership and agreed that there was similarities between the Taupō District and Bay of Plenty.

Cr Anna Park congratulated the Community Engagement and Development Manager on becoming a tier

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three local controller for Taupō District Council. She thanked everyone for their hard work over the year and wished everyone a safe and enjoyable Christmas break.

**EM202312/09 RESOLUTION**

Moved: Cr Sandra Greenslade

Seconded: Cr Danny Loughlin

That the Emergency Management Committee receives the update on the Emergency Management Bill.

**CARRIED**

*Note: All members present at the meeting voted in favour of resolution EM202312/09 above.*

**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

Nil

**The meeting closed at 12.13pm.**

**The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 5 March 2024.**

.....  
**CHAIRPERSON**

# Emergency Management Strategic Roadmap



	Response Capability	Community	Understanding Risk	Planning for Recovery	Governance and Leadership
<b>Now</b> Priority actions	<ul style="list-style-type: none"> <li>Resourcing key positions</li> <li>Identifying response staff</li> <li>Response systems &amp; processes</li> <li>Training &amp; development</li> <li>Response relationships</li> </ul>	<ul style="list-style-type: none"> <li>Community capability development programme (phase 1)</li> </ul>	<ul style="list-style-type: none"> <li>Understanding hazard risk research</li> <li>Connected hazard risk planning.</li> <li>Emergency Management planning for key hazard risk</li> </ul>	<ul style="list-style-type: none"> <li>Resourcing key positions</li> </ul>	<ul style="list-style-type: none"> <li>Transforming the EM committee</li> <li>Wider organisational ownership of EM</li> <li>Cross organisational EM work plan development</li> </ul>
<b>Next</b> Mid-term actions	<ul style="list-style-type: none"> <li>Welfare planning</li> <li>Critical Resources</li> <li>Response policy &amp; practice</li> <li>Strategic communications</li> <li>Training &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>Community capability development programme (subsequent phases)</li> <li>Volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>Connected hazard risk planning and management (including Emergency Management planning)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic planning for recovery</li> <li>Planning for operational recovery</li> <li>Strategic relationships</li> </ul>	<ul style="list-style-type: none"> <li>New Committee Terms of Reference and priority setting</li> <li>Strategic relationships</li> </ul>
<b>Later</b> Longer-term actions	<ul style="list-style-type: none"> <li>Training &amp; development</li> <li>Planning</li> <li>New EOC</li> </ul>	<ul style="list-style-type: none"> <li>Community Capability development and management.</li> </ul>	<ul style="list-style-type: none"> <li>Connected hazard risk planning and management (including Emergency Management planning)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic planning for recovery</li> </ul>	<ul style="list-style-type: none"> <li>New Committee performance reporting</li> <li>Strategic relationships</li> </ul>

As as November 2023.



## Emergency Management Committee

### Standing Committee

<b>Objective</b>	To provide governance and oversight of Civil Defence Emergency Management within the Taupō District	
<b>Membership</b>	Mayor	
	One (1) Tūrangi-Tongariro Ward community representative appointed by Council	] Two of these four positions must be filled by councillors
	One (1) Mangakino Ward community representative appointed by Council	
	Two (2) other representatives appointed by Council	
	One (1) Māori representative	
	<i>Note:</i> Pursuant to s 25(5) of the Civil Defence Emergency Management Act 2002, the Chairperson of the Emergency Management Committee is designated to act on behalf of the Taupō District Mayor if the Mayor is absent, to declare a state of local emergency, or give notice of a local transition period, that covers the district.	
<b>Quorum</b>	Three (3)	
<b>Meeting frequency</b>	Quarterly	
<b>Reporting</b>	Reports to Council	

### **Scope of activity**

- To receive updates on the Emergency Management areas of activity across reduction, readiness, response, and recovery.
- To receive progress reports on how hazards and risks are managed in our district to align with the Waikato Civil Defence Emergency Management Group Plan.

### **Power to act**

- The Committee has the power to resolve only on matters relating to emergency management in a non-declared emergency.
- The Committee has the power to exercise any other powers that are necessary to give effect to the Waikato Civil Defence Emergency Management Plan.
- External representatives appointed to the Committee have full voting rights.
- If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to emergency management that:

- Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction
- Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

- Matters being related solely to emergency management.
- An overriding responsibility to ensure that its actions and decisions are always within the law, relevant Council policy and plans, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.