

# **ATTACHMENTS**

## **Emergency Management Committee Meeting**

**4 August 2025**

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Emergency Management Committee Meeting Minutes

12 May 2025

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, LEVEL 1, 67 HOROMĀTANGI STREET, TAUPŌ  
ON MONDAY, 12 MAY 2025 AT 1.30PM**

**PRESENT:** Cr Danny Loughlin (in the Chair), Mr Tyrone (Bubs) Smith, Cr Sandra Greenslade

**IN ATTENDANCE:** General Manager People and Community Partnerships (H Tattle), General Manager Strategy and Environment (W Zander), Senior Emergency Management Advisor (H Nicholson), Committee Advisor (D Periam)

**MEDIA AND PUBLIC:** Mr Aaron Tregoweth (Waikato Civil Defence Emergency Management Group Team Leader Operational Readiness)

- Notes:
- (i) All present recited Taupō District Council's opening karakia, led by Committee Chairperson Cr Danny Loughlin.
  - (ii) Cr Danny Loughlin acknowledged the Chair Cr Anna Park who had resigned earlier in the year. He acknowledged all the work she had done for the Emergency Management Committee and her work completed at both regional and national levels.
  - (iii) Cr Danny Loughlin acknowledged Mr Tyrone (Bubs) Smith for his award received at the New Zealand Search and Rescue Awards in Wellington.

**1 KARAKIA**

**2 WHAKAPĀHA | APOLOGIES**

**EM202505/01 RESOLUTION**

Moved: Cr Danny Loughlin

Seconded: Cr Sandra Greenslade

That apologies from Cr Kirsty Trueman and Mayor David Trewavas be received and accepted.

**CARRIED**

*Note: All members present at the Emergency Management Committee meeting voted in favour of resolution EM202505/01 above.*

**3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST**

Nil

**4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES**

**4.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 18 NOVEMBER 2024**

A member raised that the previous General Manager People and Community Partnerships had been completing recovery training and had since resigned. The General Manager People and Community Partnerships explained the Chief Executive was the assigned Recovery Manager which was not an ideal situation and there was a plan in place to get a new Recovery Manager.

**EM202505/02 RESOLUTION**

Moved: Cr Sandra Greenslade

Seconded: Cr Danny Loughlin

That the minutes of the Emergency Management Committee meeting held on Monday 18 November 2024 be approved and adopted as a true and correct record.

**CARRIED**

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*Note: All members present at the Emergency Management Committee meeting voted in favour of resolution EM202505/02 above.*

## 5 NGĀ RIPOATA | REPORTS

### 5.1 UPDATE ON RECENT ACTIVITIES

The Senior Emergency Management Advisor provided an update on recent activities. She explained a table top exercise had been conducted in April. This was a follow on from the one in November 2024. The scenario was a landslide and was an all agency exercise. The second exercise was completed after some feedback had been received from the first. This exercise focused on a welfare response with a particular focus on psychosocial impacts. The transition from Police and/or Fire and Emergency New Zealand (FENZ) being the lead agency to Civil Defence Emergency Management (CDEM) becoming the lead was discussed and challenges identified. They were looking to strengthen relationships between Council's leaders and leaders of relevant agencies.

The annual exercise was scheduled for the upcoming Thursday. Committee members were welcomed to attend and observe the exercise but in particular for the governance briefing which would take place between 10.00am – 12.00pm. The Council Chambers was being used for this exercise. A member explained that it would be good to include councillors in information coming in as the public often contact them during an emergency. The General Manager People and Community Partnerships explained that Cyclone Gabrielle in 2023 provided a lot of learnings and council would continue to enforce the message that people needed to be prepared for the first 3-5 days of an emergency. A member had read the Hawkes Bay review and Government review from Cyclone Gabrielle and developed a 10 page report with information from both reviews, he was happy to share his report with the committee.

In answer to questions, the following was clarified:

- The public had not been notified of this exercise and no staff were being sent out into the field. One of the challenges faced was ensuring that the public did not think it was a real scenario.
- A Public Information Management (PIM) for governance members would be included in the resource and there was also resources for elected officials available on the NEMA website.
- In the case of an emergency in relation to the hazard being exercised it was possible that emergency services would be the first agencies providing information to the public.

Opawa Rangitoto 2C Incorporation had submitted an application to the National Emergency Management Agency (NEMA) Resilience Fund to help support development of a marae resiliency plan but this was unfortunately declined. They would continue to work on their plan and include the wider community. In answer to a question it was explained that they were seeing what other funding was available and it was believed they had made an application to one of Council's funding options available.

In the event of a major fire, Paul Glanville, Group Manager, FENZ had suggested having an officer from CDEM come observe alongside a duty officer and then provide information back to the duty controller. FENZ was required to notify the local council if they had a level three fire which was determined by the size of it and potential for loss of life. CDEM could activate to support FENZ in particular in the welfare and PIM functions. FENZ would continue to be the lead with CDEM there to support. Local lead agencies representatives were looking to meet more often to strengthen the relationships and have an understanding of each of their duties.

The Waikato CDEM Strategic Group Plan 2025-2030 consultation period had closed on 9 May 2025.

### EM202505/03 RESOLUTION

Moved: Cr Danny Loughlin

Seconded: Mr Tyrone (Bubs) Smith

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

**CARRIED**

*Note: All members present at the Emergency Management Committee meeting voted in favour of resolution EM202505/03 above.*

## 5.2 TAUPŌ DISTRICT EMERGENCY MANAGEMENT STRATEGIC ROADMAP UPDATE

The Senior Emergency Management Advisor summarised the report and the following points were noted:

- She congratulated the General Manager Strategy and Environment for being appointed as a local controller. Taupō District Council (TDC) now had three controllers.
- She would provide a terms of reference or job description for the additional appointment of pou ārahi to member Mr Tyronne (Bubs) Smith to assist with a discussion with iwi.
- Progress towards training targets was shown (A3766331) and it was explained that staff training was increasing, and numbers had doubled in staff trained at incident management team level with two full teams with an aim to have three.
- The Executive Manager Mayors Office had been appointed as the Welfare Manager. Welfare support staff included staff from the customer service team.
- The General Manager People and Community Partnerships congratulated the Senior Emergency Management Advisor and Community Development and Emergency Management Advisor for the huge amount of work they had put into this space. He noted that having two incident management teams was a big step in the right direction. The Community Development and Emergency Management Advisor was finishing up with TDC at the end of May and he thanked her for her commitment to the role over the past two years.
- A district hazard tour was conducted in February for 2025 and would be conducted again in 2026. The Senior Emergency Management Advisor advised members to get in touch with her if they had questions about the various hazards across the district and explained she could get members in touch with hazard subject matter experts too.
- The Caldera Advisory Group has developed a Caldera Response Plan which was slightly different to district operational plans for other hazards, it focused on work streams across agencies from the local to national level. The plan was able to be used from 12 May 2025.
- The Senior Emergency Management Advisor was working with the Iwi and Co-Governance team to work with maraes across the district. There was two aspects to working with maraes, the first was supporting maraes with their readiness planning and secondly asking maraes if they would be able to open their doors for the community and what this would look like. It was explained that it was important that people were prepared at home for an emergency rather than solely relying on the local marae. The level of support that marae offered was up to them to decide, this work allowed officers to have a better understanding of maraes intentions and aspirations.
- Officers were in the process of identifying what staff would be best to step into the Recovery Manager role however this would not be a quick process.

In answer to questions, the following was explained:

- The Foundation course was now online and this could be something that elected members in the new triennium completed.
- The community response plans for Kinloch, Mangakino and River Road were on TDC's website. Motuoapa's would be added to the website soon.
- The Motuoapa Fishing and Boating Club in Motuoapa had been identified as the community led centre where the public would go during an emergency.
- Tūrangi was going well with its community response plan with a strong community champion keeping people on task. The Senior Emergency Management Advisor attended the first two meetings and then the group worked on their own with the information provided.
- It would be most appropriate that the Recovery Manager was a staff member as they would have financial delegations and also the requirements that would be put on them.

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**EM202505/04 RESOLUTION**

Moved: Cr Sandra Greenslade

Seconded: Cr Danny Loughlin

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

**CARRIED**

*Note: All members present at the Emergency Management Committee meeting voted in favour of resolution*

*EM202505/04 above.*

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

Mr Aaron Tregoweth provided an update from the Waikato CDEM group. The following key points were noted:

- The Waikato CDEM Strategic Group Plan 2025-2030 had finished the consultation phase. This plan was with National Emergency Management Agency for comment and that was expected to be finished in the next couple of weeks. The next step would be a workshop with the Waikato CDEM joint committee. A gant chart would show what resources were available.
- There was an Emergency Management System Improvement Programme which was looking to improve the emergency management system, Waikato CDEM joint committee and working group would get the information.
- The current operational plan was being completed and this should be done by the end of 2025.
- A third party plan for logistics was being developed. It would focus on how logistics would be handled with third parties like Mainfreight and Big Freeze. It would be critical for when there were multiple communities impacted in a disaster.
- A Geographic Information System specialist was looking at local implementation and focusing on the end user experience. This was starting in a few weeks and Taupō would be one of the first.
- A business case was being developed regarding an operational tasking tool by D4H. A meeting with the IT team was being held so they could bring their questions regarding the impact on security and privacy.
- Integrated training courses were continuing and the group found that there was great attendance rates in Taupō.

**EM202505/05 RESOLUTION**

Moved: Mr Tyrone (Bubs) Smith

Seconded: Cr Sandra Greenslade

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

**CARRIED**

*Note: All members present at the Emergency Management Committee meeting voted in favour of resolution EM202505/05 above.*

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**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

Nil

The meeting closed at 2.40pm with all present reciting Taupō District Council's closing karakia.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 4 August 2025.

.....  
**CHAIRPERSON**

## 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>	<p>Mayor</p> <p>One (1) Tūrangi-Tongariro Ward community representative appointed by Council ]</p> <p>One (1) Mangakino Ward community representative appointed by Council ]</p> <p>Two (2) other representatives appointed by Council ]</p> <p>One (1) Māori representative</p> <p><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.</p>		
	Two of these four positions must be filled by councillors		
<b>Quorum</b>	Three (3)		
<b>Meeting frequency</b>	Quarterly		
<b>Reporting</b>	Reports to Council		

### **Scope of activity**

1. To receive updates on the Emergency Management areas of activity across reduction, readiness, response, and recovery.
2. 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**

1. The Committee has the power to resolve only on matters relating to emergency management in a non-declared emergency.
2. The Committee has the power to exercise any other powers that are necessary to give effect to the Waikato Civil Defence Emergency Management Plan.
3. External representatives appointed to the Committee have full voting rights.
1. 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:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction
2. 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:

1. Matters being related solely to emergency management.
2. 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.