



AGENDA

Taranaki Civil Defence

Joint Committee Meeting

Thursday 18 May 2023, 10.00am

CDEM - Joint Committee

18 May 2023 10:00 AM - 02:00 PM



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Whakataka te hau

Karakia to open and close meetings

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
Kia hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air
He tio, he huka, he hauhu	A touch of frost, a promise of glorious day
Tūturu o whiti whakamaua kia tina.	Let there be certainty
Tina!	Secure it!
Hui ē! Tāiki ē!	Draw together! Affirm!

Nau mai e ngā hua

Karakia for kai

Nau mai e ngā hua	Welcome the gifts of food
o te wao	from the sacred forests
o te ngakina	from the cultivated gardens
o te wai tai	from the sea
o te wai Māori	from the fresh waters
Nā Tāne	The food of Tāne
Nā Rongo	of Rongo
Nā Tangaroa	of Tangaroa
Nā Maru	of Maru
Ko Ranginui e tū iho nei	I acknowledge Ranginui above and
Ko Papatūānuku e takoto ake nei	Papatūānuku below
Tūturu o whiti whakamaua kia	Let there be certainty
tina	Secure it!
Tina! Hui e! Taiki e!	Draw together! Affirm!



Date 18 May 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Confirmation of Minutes Joint Committee – 8 March 2023**

Approved by: S J Ruru, Chief Executive

Document: 3171227

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford 8 March 2023 at 1.00pm
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford on 8 March at 1.00pm, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Matters arising

Appendices/Attachments

Document 3153328: Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 8 March 2023.



Committee: CDEM Joint committee
Date: 8 March 2023
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3153328

Members

Mr	N Walker	Chairperson
Mr	N Holdom	Mayor New Plymouth District Council (zoom)
Mr	P Nixon	Mayor South Taranaki District Council
Mr	N Volzke	Mayor Stratford District Council

Attending

Ms	L Poutu	Iwi Representative
Ms	C Littlewood	Chairperson Taranaki Regional Council
Mr	S Hanne	Stratford District Council
Ms	F Aitken	South Taranaki District Council
Miss	S Ruru	Taranaki Regional Council
Mr	T Velvin	Taranaki CDEM (Regional Manager)
Mrs	M Jones	Governance Administrator
Miss	N Chadwick	Executive Assistant
Miss	O Conley	Marketing and Communication Advisor CDEM
Ms	P Johnson	CDEM Administrator

Apologies Apologies were received K Lawson - CDEM, Mr C Whitehead - Operation Lead CDEM, R Rae - Iwi Representative, and J King - Iwi Representative.

1. Appointment of Chair CDEM Joint Committee

- 1.1 Mr T Cloke spoke to the Committee requesting that they appoint a Chairperson for the 2022-2025 Triennium.
- 1.2 Mayor N Volzke – SDC, nominated Mr N Walker as Chair. Mayor P Nixon seconded.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) receives this memorandum *Appointment of Taranaki Civil Defence Emergency Management Group Joint Committee Chairperson*
- b) appoints Mr N Walker as Chairperson of the Taranaki Civil Defence Emergency Management Group Joint Committee
- c) agrees that the term of the appointment of the Chairperson of the Taranaki Civil Defence Emergency Management Group Joint Committee be until the October 2025 local authority elections unless resolved otherwise or section 30(9) of the Local Government Act 2002 applies.

Cloke/Nixon

2. Confirmation of Joint Committee Minutes 12 August 2022

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) takes as read and confirmed the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford 12 August 2022 at 10.30am
- d) noted that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford on 12 August 2022 at 10.30am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Nixon/Holdom

3. Confirmation of CDEM CEG Minutes 9 February 2023

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) takes as read and received the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group CEG meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford 9 February 2023, at 10.30am
- e) noted that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management CEG held at the Taranaki Regional Council, 47 Cloten Road, Stratford on 9 February 2023 at 10.30am, have been circulated to the New

Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Nixon/Holdom

4. Quarterly 2 Performance Report 2022/2023

- 4.1 Mr T Velvin, Group Controller TEMO, spoke to the memorandum to present the 2022/2023 Quarterly Performance Reports for the CDEM Group.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum *Quarterly Performance Report 1 & 2022/23*

Walker/Nixon

5. Budget Amendments

- 5.1 Mr Todd Velvin – Group Controller TEMO, Spoke to the Memorandum to propose an amendment to the budget of the Taranaki CDEM Group.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Memorandum *Budget Amendments*
b) noted the contents of the Budget Amendment as attached in Appendix A
c) noted Options A through to C
d) noted option A is the preferred outcome
e) approved option A Amendments for the Taranaki CDEM Group subject to individual Council approval.

Volzke/Nixon

6. NEMA Resilience Fund Assessment Application, Registration and Needs Assessment

- 6.1 Mr Todd Velvin – Group Controller TEMO, spoke to the Memorandum to provide an update with the proposed NEMA Resilience Fund Application for a Registration & Needs Assessment solution for Taranaki.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum *NEMA Resilience Fund Application, Registration & Needs Assessment*
b) notes and approves the content of this memorandum.

Nixon/Walker

7. Approval to commence an interim review of the Taranaki Civil Defence Emergency Management Group Plan (2018- 2023)

- 7.1 Mr Todd Velvin, Spoke to the Memorandum to seek endorsement from the Taranaki Emergency Joint Committee (JC)), to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum '*Endorsement to commence an interim review of Taranaki Civil Defence Emergency Management Group Plan (2018-2023)*'
- b) noted the content of this memorandum
- c) approved *Option 3* – A limited interim review and update of the current Group Plan (inclusive of the updated risk assessment process) commencing in March 2023
- d) approved public notification of the planned interim review as outlined in the communications plan (appendix 'D')
- e) noted TEMO's intention to commence a full review and update to the Group Plan once the proposed CDEM legislation is enacted.

Nixon/Volzke

8. Website Replacement for Taranaki CDEM Group

- 8.1 Todd Velvin – Group Controller TEMO, spoke to the memorandum to present a proposal to replace and upgrade the website for the Taranaki Emergency Management Office to the Co-Ordinating Executive Group for endorsement to Joint Committee.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Memorandum *Website Replacement Project for CDEM Group*
- b) received and noted options 1-3 in Website Project report, page 6 to 7
- c) approved option 2 the Website Project for Taranaki CDEM Group.

Holdom/Nixon

9. Approval to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)

- 9.1 Todd Velvin Spoke to the memorandum to seek endorsement from Taranaki Emergency Management Co-ordinating Executive Group to update the Security Classification Protocols for information and data managed by the Taranaki Emergency Management Office (TEMO).

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum "*Endorsement to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)*".
- b) noted TEMO's intention to apply the updated security classification protocols
- c) endorsed the updated security classification protocols outlined in appendix 'A'

Walker/Volzke

10. Taranaki Maunga volcanic planning – Endorsement sort for NEMA Resilience Fund application

- 10.1 Mr Todd Velvin, spoke to the memorandum to seek endorsement from the Taranaki Emergency Management Co-ordinating Executive Group (CEG), for TEMO to apply to the NEMA Resilience Fund in February 2023 for \$335,000 (excl GST).
- 10.2 The funding will be used to support a line of enquiry phase delivered by an independent contractor in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of the 'Investment Management Standards' (IMS) process.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum *Taranaki Maunga volcanic planning – Endorsement sort for NEMA Resilience Fund application*
- b) noted the content
- c) agreed the emergency response and recovery planning for Mt Taranaki is of primary importance given the scale of the volcanic hazards present
- d) agreed the best planning approach will require inter-regional collaboration and coordination in the interests of building community, regional, and national disaster resilience
- e) agreed it is necessary that the investment logic, benefits, and options analysis associated with a Taranaki eruption are well understood before a volcanic planning programme business case can be developed
- f) noted and approved the application to NEWA resilience fund for \$335,000(excl GST). The funding will be used for full outsource of an 'Investment Management Standards process'.

Nixon/Holdom

11. Recovery Manager Appointments and Resignation

- 11.1 Mr Todd Velvin, spoke to the memorandum to seek approval to the appointment of two persons to Recovery Manager Roles (Group and Local) to provide alternates for primary role holders and acknowledge the resignation of Mr Ben Ingram from the role of Local Recovery Manager by the Taranaki Civil Defence Emergency Management (CDEM) Group.

Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum
- b) approved the appointment of Mr Callum Williamson to the role of Group Recovery Manager, as per the contents of the report
- c) approved the appointment of Chade Julie to the role of Local Recovery Manager for Stratford District Council, as per the contents of the report
- d) noted the resignation of Mr Ben Ingram from the role of Local Recovery Manager to Taranaki CDEM Group Joint Committee.

Nixon/Walker

12. General Business

12.1 Mayoral Fund donations to cyclone Gabrielle relief.

12.2 Members discussed options for the allocation of the donated funds. Members requested Mr Velvin to collect options and circulate these to members.

There being no further business the Committee Chairperson N Walker, declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 2.45pm.

Confirmed

Chairperson: _____

Neil Walker

(Date of next meeting 18 May 2023)



Date 18 May 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – 11 May 2023**

Approved by: S J Ruru, Chief Executive

Document: 3171231

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held Stratford District Council Chambers, 63 Miranda street, Stratford at 1.00pm 11 May 2023.
- b) adopts the recommendations therein.

Matters arising

Appendices/Attachments

Document 3169332: Minutes Taranaki Civil Defence CEG 11 May 2023.



Committee: Co-ordinating Executive Group
Date: 11 May 2023
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3169332

Members

Mr	S Hanne	Stratford District Council (Chairperson)
Ms	F Aitken	South Taranaki District Council
Mr	G Green	New Plymouth District Council <i>zoom</i>
Mr	S Ruru	Taranaki Regional Council Representative
Mr	D Utumapu	FENZ <i>zoom</i>
Mr	K Davie	New Zealand Police

Attending

Mrs	M Jones	Governance Administrator
Miss	N Chadwick	Executive Assistant

Zoom

Mr	T Velvin	Taranaki CDEM (Regional Manager)
Mr	C Campbell-Smart	Taranaki CDEM (Group Recovery Manager)
Ms	I Chamberlain	Te Whatu Ora
Ms	M Stewart	St Johns
Mr	D Hall	Ministry for Social Development <i>Zoom</i>
Ms	K Lawson	Taranaki CDEM (Group Welfare Manager)
Mr	S Corbett	Lifeline Advisory Group
Ms	K Knowles	Rural Coordination Group
Mr	S Tiatia	National Emergency Management Agency
Ms	P Johnson	CDEM Administrator

Apologies Apologies were received and sustained from G Simmons - Te Whatu Ora, G Roper and Belinda Dewar - NZ Police, V Araba - Risk Reduction Advisory Group Chair and Ms G Campbell MSD.

1. Confirmation of Minutes – CDEM Coordinating Executive Group 9 February 2023

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) Took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Co-Ordinating Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 9 February 2023 at 10.30am.

Aitken/Ruru

2. Confirmation of Advisory Group Minutes

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the unconfirmed minutes of the Lifelines Advisory Group (LAG) meeting held on 28 February 2023
- b) received the unconfirmed minutes of the Readiness & Response Advisory Group (RARAG) meeting held on 1 March 2023
- c) received the unconfirmed minutes of the Risk Reduction Advisory Group (RRAG) meeting held on 8 March 2023
- d) received the unconfirmed minutes of the Geospatial Innovation Advisory group (CIAG) meeting held on 11 April 2023
- e) received the unconfirmed minutes of the Rural Co-ordination Group (RCG) meeting held on 21 March 2023.

Ruru/Aitken

3. CDEM Quarterly Performance Report 2022/23

- 3.1 Mr T Velvin, Taranaki CDEM Group Manager, spoke to the memorandum to provide the CDEM Coordinating Executive Group with an update on the *Quarterly Performance Report 2022/23*.
- 3.2 The members were advised that Mr B Ingram has been appointed as Operations Team lead.
- 3.3 Mr S Ruru, CEO – Taranaki Regional Council has requested a report from TEMO to the next CDEM Coordinating Executive Group Agenda relating to learnings/lessons and the impacts/effects specifically relating to Taranaki- local context.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum Quarterly Performance Report 3 2022/23

Davie/Aitken

- b) endorsed the report to the Taranaki Civil Defence Emergency Group Joint Committee.

Hanne/Green

4. TEMO Launch Code

- 4.1 Mr T Velvin – CDEM, spoke to the memorandum to inform the members of the updates to the TEMO Launch code.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum, *Launch Code*

Hanne/Chamberlain

- b) noted the contents of Launch Code

- c) endorsed the *Launch Code* to the Taranaki CDEM Joint Committee for adoption.

Hanne/Aitken

5. Regional Public Service Commissioner Update April 2023

- 5.1 Mr D Hall – MSD Representative, Spoke to the Memorandum to provide an update on the MSD support of weather impacted areas.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the *memorandum* Regional Public Service Commissioner update April 2023

Hanne/Ruru

- b) noted the content of the report.

Hanne/ Tiatia

There being no further business the Committee Chairman, Sven Hanne SDC, declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 1.58pm.

Confirmed

Chairperson: _____

Sven Hanne

(Date of next meeting 20 July 2023)



Date 18 May 2023
Committee: Taranaki Emergency Management Joint Committee
Subject: **Discussion for TEMO Launch Code**
Approved by: Todd Velvin, CDEM Regional Manager

Purpose

1. The purpose of this memorandum is to present the TEMO Launch Code to the Taranaki Civil Defence Emergency Management Group.

Executive summary

2. TEMO has workshopped and reset its vision and purpose providing a simple and clear direction to provide better outcomes for Taranaki Communities.

Recommendations

That the Taranaki Emergency Management Joint Committee

- a) receives the Memorandum, *Launch Code*
- b) notes the contents of the *Launch Code*
- c) endorses the *Launch Code*.

Discussion

3. Clarity of direction for Emergency Management in Taranaki until the new Group Plan is introduced.

Decision-making considerations

4. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—LTP/Annual Plan

5. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies and its members' adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

6. The memorandum is consistent with the *Taranaki CDEM Group Plan* and the *Group Financial Policy*.
7. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

8. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Appendix A: Launch Code

Launch Code



He Wawata | Our Vision

The centre of innovation and excellence in emergency management for Taranaki.



He Kaupapa | Our Purpose

We lead, influence, and empower people to take accountability which builds resilience across Taranaki.

We do this by driving good disaster risk practices so people take actions.

He Whai Tikanga | Our Priorities

Enhance collective awareness and knowledge of Taranaki hazards across communities and partners.

Partner with Taranaki Communities to prepare, respond to, and recover from adverse events.

Strengthen emergency management practice in response and recovery through capability and capacity development.

Strengthen and maintain strong governance and management processes.

He Huanui | Our Workstreams



Partnership



Risk Management



Operational Excellence



Community



Date 18 May 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Quarterly Performance Report 2022/23**

Approved by: Todd Velvin, Group Manager,
Taranaki Emergency Management Office

Purpose

1. The purpose of this memorandum is to present the 2022/23 Quarterly Performance Report for the Taranaki Civil Defence Emergency Management Group.

Executive summary

2. Performance reporting for the Taranaki Civil Defence Emergency Management Group (the Group) considers the statutory responsibilities under the Civil Defence Emergency Management Act (2002), the Taranaki CDEM Group Plan, strategic priorities, and available resources.
3. The Quarterly Performance Report 3 for financial year 2022/23 has been prepared for the Taranaki Civil Defence Emergency Management Group and is presented for information to the Co-ordinating Executive Group.
4. The Quarterly Performance Report is attached in Appendix A.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives memorandum, *Quarterly Performance Report 3 2022/23*
- b) endorses the report to the Taranaki Civil Defence Emergency Management Group Joint Committee.

Discussion

5. This is the third instalment of performance reporting for 2022/23 financial year for the Taranaki Civil Defence Emergency Management Group (the Group).
6. Taranaki CDEM website project has been started after last quarters budget approval.

7. Group Plan

TEMO has started the risk and hazards assessment workshops as stage one of the Group Plan review.

Decision-making considerations

8. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations

9. The annual budget was included in the TEMO Annual Business Plan 2022-23. Reporting against this budget is included in the quarterly report.
10. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies and its members' adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

11. The Performance Report has been prepared against existing work plan activities and measures in the Taranaki CDEM Group Plan, adopted under the Civil Defence Emergency Management Act 2002.
12. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by Taranaki CDEM under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

13. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002*

Appendices/Attachments

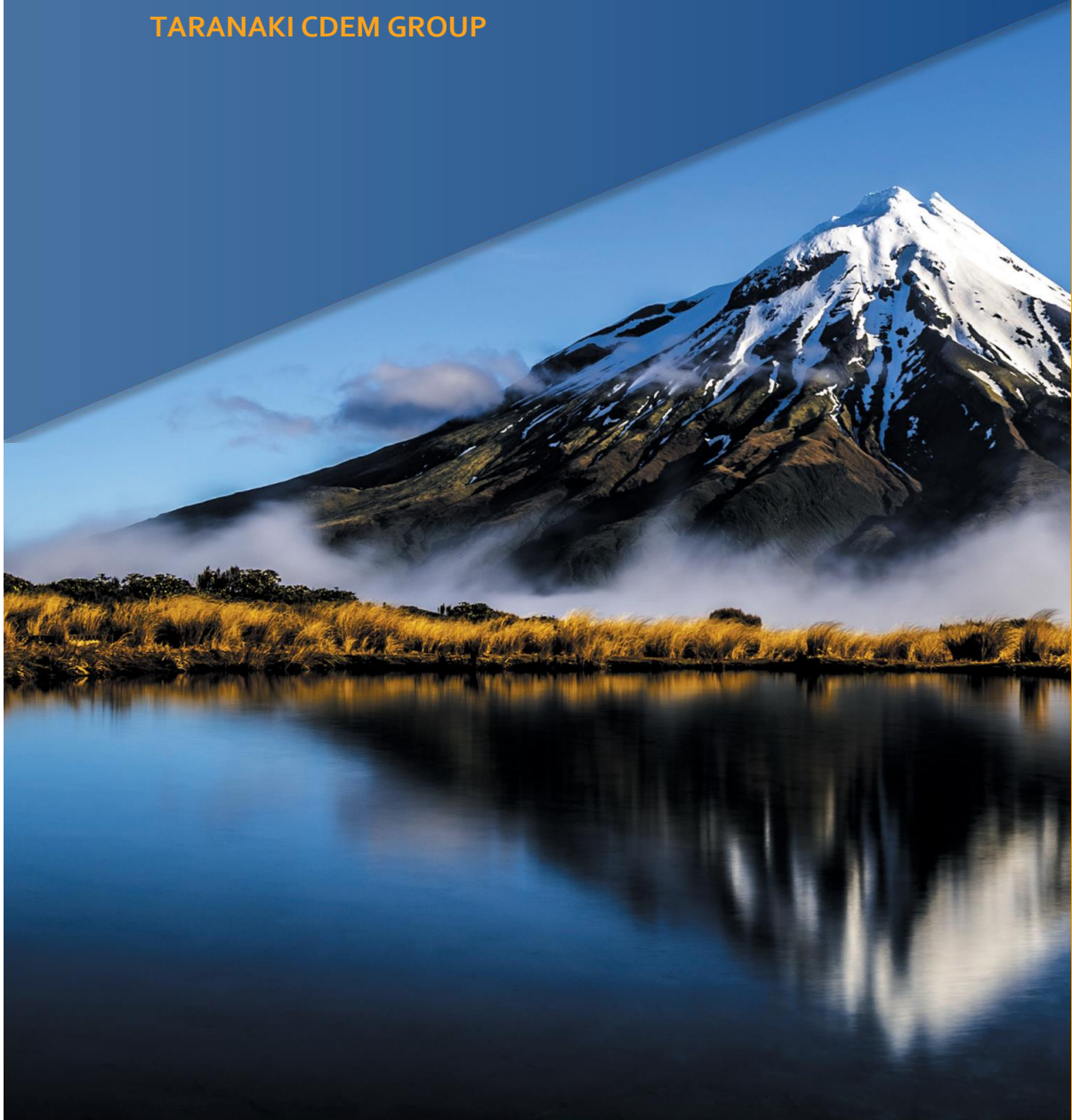
Appendix A: Quarterly Performance Report 3 2022/23



DRAFT Performance Report

Quarterly Report Q3
For Financial Year 2022/23

TARANAKI CDEM GROUP



Document management

Author Leadership Team comprising.
 Todd Velvin – Group Manager
 Chris Whiteherad – Operations Lead
 Kaz Lawson – Community Resilience Lead

Date April 2023

Reviewer Todd Velvin

Title CDEM Regional Manager

Date April 2023

Endorsed by Taranaki Coordinating Executive Group

Date May 2023

Authoriser Taranaki CDEM Group Joint Committee

Date May 2023

Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	April 2023

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Taranaki CDEM Group Vision 2025



Vision Statement

Where we're going

Our Taranaki community shows resilience through periods of disaster, crisis and change



Core Purpose

Why we exist

We deliver professional disaster risk and emergency management for Taranaki



Core Values

What we stand for

Collective responsibility: Shared between National, Group and District level

Unified approach: CDEM partners work for the overall benefit of the Taranaki Community

Organisational resilience: Any part of the system can lend support seamlessly

Strong relationships: Strong effective coordination and integration

Strategic goals

The fulfilment of our vision is underpinned by delivering on our six strategic goals, under the leadership and accountability of the CDEM Joint Committee

	Goal	Strategic measures	Responsibility
1	Governance Our expectations from CDEM partners is clear and met through strong governance arrangements and accountability for delivery	Performance monitoring	CDEM Joint Committee Coordinating Executive Group
2	Disaster risk reduction The risks from hazards, their likelihood and impacts, are understood and managed to reduce our risk exposure	Risk priorities and reduction activities	Group Office Local Councils
3	Organisational resilience <i>Readiness</i> We build resilience into organisations and plan for the impacts from disaster and ensure our systems and arrangements are fit for purpose	Capability assessment	Group Office Local Councils CDEM Partners
4	Community resilience <i>Readiness</i> Community resilience is strengthened so that the impacts from disasters are reduced	Community engagement	Group Office Local Councils Community
5	Capability development <i>Readiness, response and recovery</i> We develop the capability of staff and volunteers to effectively carry out their roles in a disaster	Training completion	Group Office Local Councils
6	Response and recovery We enable well managed effective responses, and we support the community's journey of moving on from the impacts of disasters	Activity performance	Group Office Local Councils Emergency Services Community

Note:

The vision of the Taranaki CDEM Group reflects the importance of integrated effort, partnership and cooperation within the CDEM sector agencies, so that we can work together with resilience and function at a high level during a disaster or emergency. The term 'resilience' means literally to 'spring back'. In the Civil Defence and Emergency Management sector resilience is described as the capacity to withstand and recover from the occurrence of a hazardous event

Executive Summary

This performance report is for the 2022-2023 financial year for the Taranaki Emergency Management Office (TEMO). Outlines the progress of the Annual Plan 2022-2023 for the Taranaki Emergency Management Group as outlined in the Group Plan 2018 – 2023.

Highlights for Quarter Three

Response to Cyclone Gabrielle – Taranaki was affected by strong winds causing power outages and damage to the environment and properties.

Taranaki delivered and supported other regions with personnel and systems in response to several weather events.

Budget Performance

Currently, TEMO is carrying a variance of (\$773) so tracking close to budget for this financial year.

Significant Projects

Response and Recovery Plans

The Tsunami Response and Recovery Plan was exercised in February and is now released from its draft status. The Flooding Response and Recovery Plan is to be exercised in late May.

Welfare Registration and Needs Assessment (RANA) - still waiting on support and solutions to progress this system from NPDC IT team. TEMO has engaged an external contractor to complete the upgrade with offline working capabilities for the product. This ensures data collection in any environment during response and real-time information back to ECC and EOC.

Volcanic Planning – In Feb 2023, TEMO applied to the NEMA Resilience Fund to fund a line of enquiry phase in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of an independently facilitated 'Investment Management Standards' (IMS) process. If unsuccessful in this bid for funding, TEMO will be unable to meet the costs associated with the planned IMS process and will therefore need to examine alternative funding options.

Personnel

TEMO currently holds one vacancy, a Planner. Replacement will be sorted on finalization of several significant work programs focused around the Group Plan and Volcanic project. We are also recruiting to replace Chris Whitehead as Operations Team Lead, who is returning to NZ Police.

Events

Cyclone Gabrielle.

Taranaki responded locally with the Regions ECC activating alongside South Taranaki District Councils EOC. The impacts of the cyclone were felt worse, mainly in North Taranaki.

Taranaki also supported the East Coast by way of surge staff. Including staff to the NCMC and remote working to provide key services.

Auckland Flood Event.

Taranaki supported the Auckland event by providing surge staff to support the Auckland ECC

Section 1 | Budget Performance

Operational and Capital budget performance is reported for TEMO, funded under apportionment arrangements by the four Taranaki Councils as follows:

Taranaki Council	Percentage
Taranaki Regional Council	34%
New Plymouth District Council	40%
South Taranaki District Council	18%
Stratford District Council	8%

1.1 YTD Budget performance

The quarter two financial report ending 31 December 2023 (attached in Appendix B) shows a variance of \$(773).

1.2 CDEM Reserve

The TEMO current CDEM reserve sits at \$105,000.

Section 2 | Significant Projects

A significant project is defined as one that, alone or in combination with other concurrent projects, is anticipated to cause sustained work impacts greater than what is considered tolerable for delivery within existing TEMO resources.

Welfare Registration and Need Assessment (Resilience Funding)

Contributes to: Response & Recovery

Status

Some Delays

RANA was created as an interim solution, during the initial COVID response, for the short term while NEMA was developing a National solution. The development of the system was to provide a consistent regional approach to collect, analyse and manage information in order to understand individuals, whanau, and communities affected by an emergency and their associated needs.

A National solution has not been realised, and therefore it is prudent that Taranaki continues to move forward in this space as Registration and needs assessment provides the basis for welfare service delivery. Needs assessment includes the provision of a system to assist with meeting the immediate and ongoing welfare needs, and coordinating the actions required to meet those needs, in an integrated and flexible way.

Needs assessment provides the means of identifying and coordinating welfare services during emergencies, and is therefore of direct benefit to people affected by emergencies and agencies with welfare service delivery responsibilities. The absence of a system within the region exposes us to real risks in being able to respond in emergency events and has been well documented during recent events in Auckland and Hawkes Bay.

To date TEMO has committed \$20,000 to resolve outstanding issues identified with the original iteration of RANA and the subsequent move, at NPDC BTG unit request, to a new platform to make the product functionally operational.

TEMO has in addition made an application to the National Resilience Fund (NEMA) for \$36,000 to upgrade and advance features into the product.

Several other CDEM Groups have expressed interest in supporting this product; with ongoing discussions being held at a National level involving all Group Managers.

The project is currently stalled due to NPDC BTG raising access concerns for the external contractor we have engaged to progress development.

Website Development

Contributes to: Community Resilience

Status

Stated

The Taranaki Emergency Management Office (TEMO) website project commenced on the week of 13 April. The project is being led by NPDC project manager supported by the marketing and communications advisor at TEMO. The website is being created by 'effect' and will be completed in two phases with projected delivery date on the 28 July.

- Design phase: 26 April - 19 May
- Development phase: 29 May - 28 July

The next steps are for branding information to be supplied by TEMO to effect and a full review of TEMO's web content will commence. The website URL will change from 'www.cdemtaranaki.govt.nz' to 'www.taranakiem.govt.nz'. A permanent redirect will be put in place accompanied by a marketing campaign increasing awareness and familiarity for our partners/community. The decision regarding the website URL has been made based on anticipated influence of the new emergency management legislation that is currently at parliament. The new legislation is aimed to modernise the emergency management system driving the move from dated 'Civil Defence' brand to 'Emergency Management'.

This is identified as a critical project for communication with our communities.

D4H Live

Contributes to: Organizational Resilience/Response Recovery

Status

On Track

TEMO is embedding D4H live as our response software to provide a common operating picture across all councils. This involves creating plays for all likely events, such as earthquakes, tsunamis, floods, etc.

Loading initial action plans and tasking into the system enables us to respond quickly to communities needs.

We migrated our system onto the Australian network for increased security measures this last quarter. This closely aligns to NZ security protocols.

Group Plan

Status

Started

A memorandum seeking endorsement to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan was approved by CEG/JC in February 2023.

With legislative change pending as part of the Trifecta programme, an interim review aims to extend the life of the current group plan past June 2023 with a focus on maintaining accuracy, practicality, coverage, and coordination in compliance with current legislative arrangements.

TEMO has engaged Toa Consulting Ltd to facilitate the risk assessment process which commenced in April and is ongoing.

Volcanic Plan

Contributes to: Disaster Risk Reduction

Status

Not Started

Investment Management Standards (IMS) NEMA resilience fund proposal.

A memorandum has been presented to the Taranaki Emergency Management Co-ordinating Executive Group (CEG) in February 2023, for TEMO to apply to the NEMA Resilience Fund for \$335,000 (excl GST). The funding will be used to support a line of enquiry phase delivered by an independent contractor in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of an 'Investment Management Standards' (IMS) process.

Mt Taranaki has a 50% chance of erupting in the next 50 years, with eruption activity likely to last for many years if not decades. The '*Transitioning Taranaki to a Volcanic Future*' (TTVF) or *He Mounga Puia research programme* (2019 – 2024) has created a wealth of information and awareness of the Taranaki volcanic hazard. Now in its final years, the research has exposed a scale and magnitude of cascading consequences for emergency response and recovery that are more complex than first anticipated.

The complexity and scale of response and recovery planning for Mt Taranaki underpins TEMO's view that a North Island wide coordinated programme of volcanic response and recovery planning is necessary to manage the likely interdependencies across the regions from what is anticipated to be a nationally significant volcanic event.

Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand with four currently in existence. These projects have proven to help strengthen stakeholder relations and improve outcomes.

Experience from the 'East Coast LAB' project identified the importance of ensuring clarity on the problem to be addressed - including assessing the scope, identifying stakeholders, resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement.

Given the complexity and potential impacts of the volcanic hazard presented by Mt Taranaki, it is important the scope and planning requirements for this hazard are identified and verified before solutions are recommended.

If the funding application is successful, the funds will be used to contract an independent facilitator and any technical experts they require to deliver a series of workshops as part of an 'Investment Management Standards' process. The workshops support a more in-depth discovery of volcanic response and recovery planning requirements. They do this by strengthening thinking and decision making around resource prioritisation and allocation and will help inform the development of a programme business case of which the contractor will deliver.

Full outsource of the IMS process is recommended. Contractual arrangements will be sought that allow TEMO to bring in technical expertise from partner agencies and research providers at their sole discretion to bring costs down where we can.

An in-depth discovery of Taranaki volcanic planning requirements upholds the intent of the National Disaster Resilience Strategy while also presenting an opportunity to align with the National CDEM plan including NEMA's catastrophic planning approach. It also provides an opportunity to enhance inter-regional CDEM relations.

Implementation of the Trifecta Programme

Status

Some Delays

In 2021 the EMSR program was replaced in 2021 by the NEMA led Regulatory Framework Review ("Trifecta") Programme to bring together three projects that have significant alignment. The projects are:

- Developing a new Emergency Management Act (the Act);
- Review the National Civil Defence Emergency Management Plan Order (the Plan Order) 2015 and the accompanying Guide to the National CDEM Plan (the Guide) 2015.
- Development of the National Disaster Resilience Strategy (NDRS) Roadmap.

Currently, the CDEM Act Bill missed its first opportunity to go through Parliament in November. However, NEMA has not updated when the bill will go to parliament.

The National Plan is currently on hold due focus on the Act changes and Bill for Parliament.

Section 3 | Personnel

The fixed-term contract for the TEMO GIS specialist is due to finish in 2024. Approval for a budget increase in 2024/25 to make this position full-time was approved at JC in February 2023.

General well-being is still a consideration for our employees and volunteers due to the past 3.5 - years of disruptions. These include the Covid response, other events CDEM we have responded to, and a changing economic landscape. Therefore, we continue to monitor and implement well-being measures to build an effective team.

Recruitment of the vacant Planning Advisor is Targeted to happen in May.

Section 4 | Work Programme

This report documents the progress of the Taranaki Emergency Management Office against the Annual Business Plan 2022/23

The current Annual Plan for CDEM Taranaki is under review due to the fast-moving pace of changes across the sector. As a result, a business plan will be presented to CEG and JC for a transitional period of 18 months while we review the Group Plan. With a goal to release a new Group Plan for the 2024/25 financial year.

TEMO is workshopping collaborative work programs alongside the three TA's to ensure a unified and structure approached to CDEM across Taranaki.

This proposed business plan will change how TEMO reports work programs within the quarterly report in the new financial year.

	Key Deliverable	Status
Capability Development	Deliver training as per the Capability and Development Plan 2020-2021	<p>Courses delivered this quarter were</p> <ul style="list-style-type: none"> • Foundation Courses • Intermediate • CIMS 4
	Deliver a continuous improvement of the CIMS Function Checklist	The All Functions Plan is now complete
	Deliver a continuous improvement of Standard Operating Procedures (SoP)	Document Control SOP has been completed
	Update and maintain the Duty Officer documentation	Duty Officer Manual is complete and signed off by Group Manager.
	Establish D4H Live as a means of creating a Common Operating Picture	D4H Live continues to be our incident management software of choice. D4h Live enhancements continue, and the development of a user guide and super user guide are in progress.
	Ensure ECC is operational	Monthly checks completed
Communications and Marketing	Upgrade the TEMO website	Project underway
	Deliver the 2020 Communications and Marketing Plan	Plan under review
	Increased engagement with communities	Ongoing support of the national campaigns, including Shakeout and COVID-19 response.
Contingency Planning	Develop and adopt the Earthquake Response and Recovery Plan	Exercise draft completed – awaiting exercising in Oct 2023
	Develop and adopt the Tsunami Response and Recovery Plan	Plan completed and exercised in Feb 2023
	Develop and adopt the Flooding Response and Recovery Plan	Exercise draft completed - awaiting exercising in May 2023.
	Support the Transitioning Taranaki to a Volcanic Future – He Mouna Puia project	Ongoing support provided; Development of the Volcanic Infographic Information poster series is complete.

	Key Deliverable	Status
	Implement the GIS Strategy 2021-26	<p>Geospatial Innovation Adviosry Group (GIAG) established and terms of reference developed.</p> <p>A stakeholder analysis workshop and associated engagement plan developed.</p> <p>Engagement with stakeholders to research current geospatial systems and capability across CDEM group is underway.</p> <p>A data improvement plan is being considered with agreement still required for which datasets are to be used.</p>
Recovery	Deliver the Strategic Recovery Plan	<p>Plan consultation & development in process</p> <p>Priority actions identified</p>
Welfare and Resilience	<p>Update the Welfare and subfunction plans</p> <p>Support the council EMOs in delivery of resilience programme</p>	<p>Feedback delivered to MPI January for Animal Welfare Plan – this is a matter of urgency. Psychosocial Plan under review by TDHB – disruption due to change in staff, back on track. Accommodation & Household Goods and Services Plans about to commence.</p> <p>Awaiting details of EMO work programs and recruitment of EMO NPDC</p>
Governance	<p>Support the Coordinating Executive Group and Joint Committee</p> <p>Hold regular Advisory Group meetings</p> <p>Hold regular meetings of the CIMS Function Groups</p>	<p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Coordinating Executive Group • Joint Committee <p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Readiness & Response Advisory Group • Lifelines Advisory Group • Risk Reduction Advisory Group • Geospatial Innovation Advisory Group • Rural Coordiantion Group • Welfare Coordiantion Group <p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Nil.

CDEM - Joint Committee - Quarter 3 Performance Report

Key Deliverable	Status
Continue building relationships across the sector	Our focus this quarter has been Welfare and Iwi
Group Duty System	TEMO maintains a 24/7 duty officer roster with a duty Group Controller also rostered on. <ul style="list-style-type: none"> • A watching brief maintained • TEMO staff member sits on the TDHB's IMT as CDEM liaison
Continue to support the COVID Response	<ul style="list-style-type: none"> • Ongoing engagement and support of welfare agencies and care in the community coordination • Work has continued on concurrent event planning with a Covid controls overlay plan developed (All Hazards Overlay Plan)

Section 5 | Risks

The Group Office is committed to managing risks that may impact the delivery of the Taranaki CDEM Group activities and services and/or the ability to meet its legal obligations.

Risks

- RANA – the ability to collect and store personal details of people affected by an event.
- Website – communication to communities in business as usual and response.
- Generator Condition - the risk of failure during response which will deem the ECC not operational

Section 6 | Strategic Goals and Objectives






The CDEM Group Plan is a statutory document under the Civil Defence Emergency Management Act (2002). It is a high-level strategic document that sets out our vision, goals, principles, and objectives for action over five years (2018 -2023).

Local Authorities enable the implementation of the Group Plan through providing resources and funding for CDEM activities via their Long-Term Plans (LTP)

Forty-three objectives were identified in the 2018-2023 Group Plan, Appendix A – Group Plan Objectives.

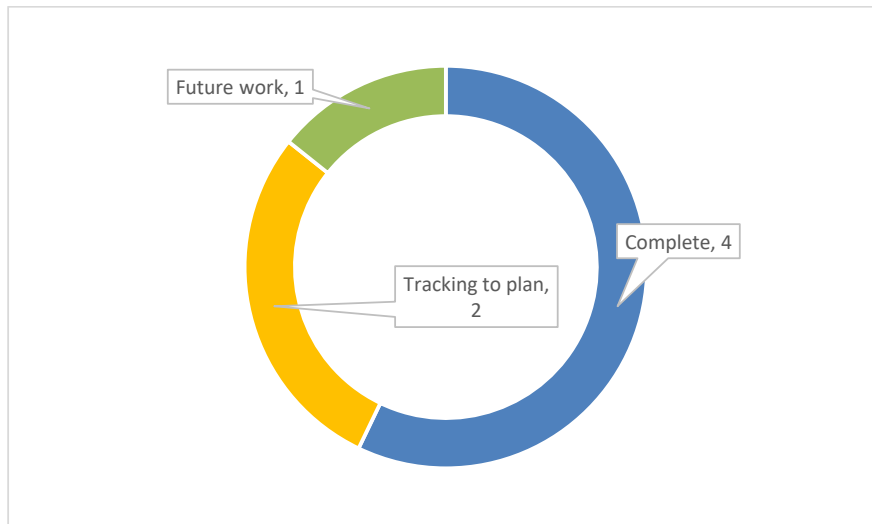
A summary of the Taranaki Group's progress on those objectives is provided below

Key

	Completed
	Tracking to Plan
	Concerns - mitigations in place
	Concerns – no mitigations in place
	Future work

6.1 Governance

Our expectations from CDEM partners are clear and met through strong governance arrangements.



Progress this quarter

- Gov 4 – Group Plan Review (scheduled to begin Q4 2022/23)

Completed

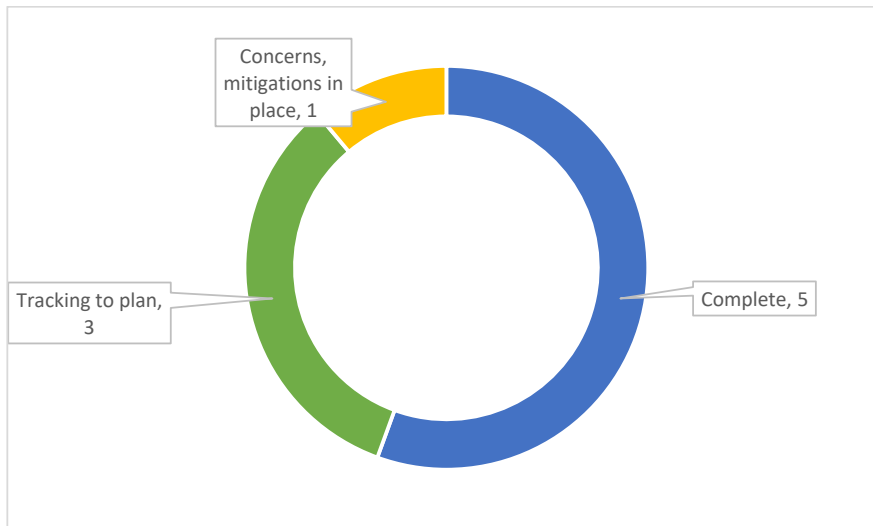
- Gov 1 – performance monitoring and evaluation framework for the CDEM Group established
- Gov 2 – Financial policy arrangements established
- Gov 6 – Performance measures in place and reported on quarterly
- Gov 7 – Governance arrangements regarding the involvement and representation of Māori has been completed and approved¹

Tracking to plan

- Gov 5 – Constituting Agreement Review (scheduled to begin Q1 2022/23)
- Gov 3 – Advisory Group TOR's and structures are being collectively reviewed

6.2 Disaster Risk Reduction

The risks from hazards, their likelihood, and impacts, are understood and managed to reduce our risk exposure.



Completed

- DRR 1 – Survey of current risk and hazard documents. – A record has been compiled of all existing plans, and highlights our next highest priorities.
- DRR 2 - Risk Reduction Advisory Group established (May 2018)
- DRR 6 - Promotion of the integration of activities and a consistent CDEM risk reduction approach
- DRR 7 - Regional Lifeline vulnerability study undertaken (December 2018).
- DRR 1 – A record has been compiled of all existing plans, and highlights our next highest priorities.

Tracking to plan

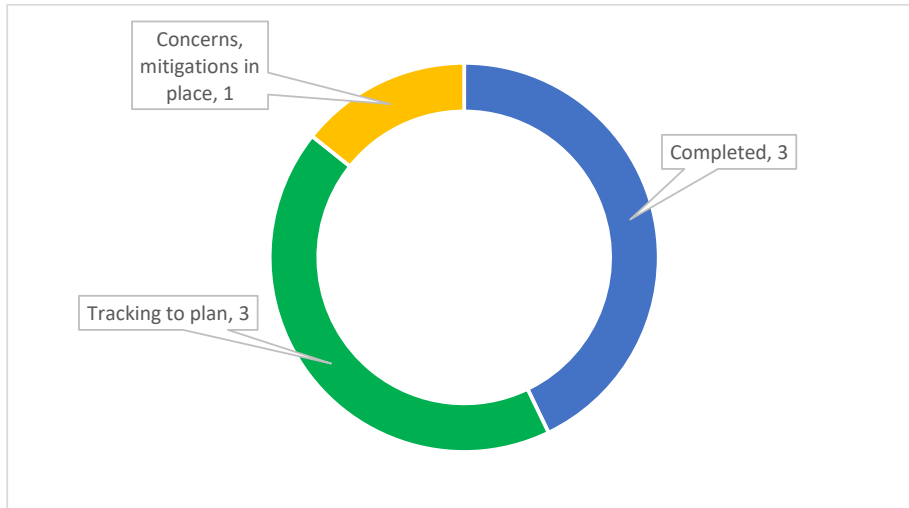
- DRR 4 - The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.
- DRR 5 – GIS strategy complete, implementation being developed
- DRR 5 – New Systems and Information Technology advisor has profiled user needs and is sourcing datasets to form data catalogue for the group

Concerns – mitigations in place

- DRR 3 – Disaster Risk Reduction strategy to be developed

6.3 Organisational resilience (readiness)

We build resilience into organisations and plan for the impacts from disaster and ensure our systems and arrangements are fit for purpose.



Completed

- OR 1 – Implementation of an information management system
- OR 2 – ECC's/EOC's audited
- OR 3 - Workplans being developed for EMO's to align with TEMO workplans.

Tracking to plan

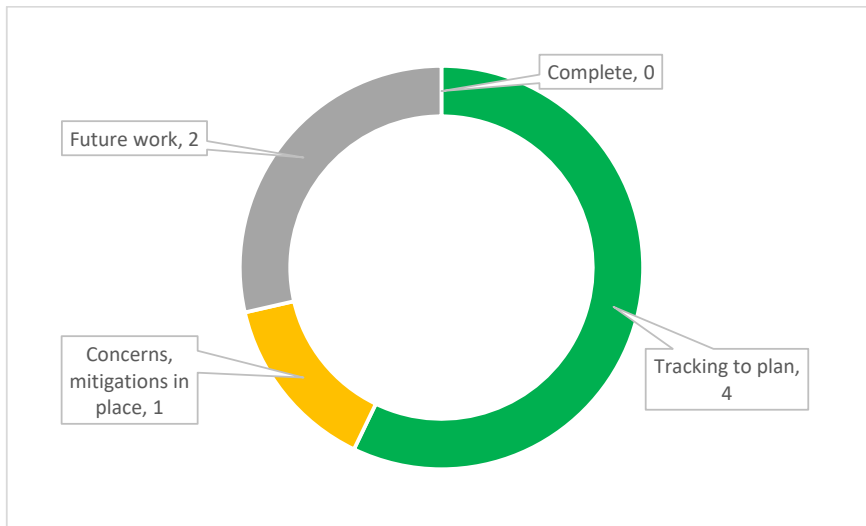
- OR 5 – Recovery Programme Performance Measures
- OR 6 - Corrective action planning currently in review
- OR 3 - Capability development plan in review. Workplans being developed for EMO's to align these to TEMO workplans.

Concerns – mitigations in place

- OR 4 - CDEM Group partner business continuity plans tested

6.4 Community resilience (readiness)

Community resilience is strengthened so that the impacts from disasters are reduced, and communities are equipped to adapt to change.



Tracking to plan

- CR 2 – Review and rationalise civil defence centres – being considered as part of a larger risk/vulnerability project
- CR 4 – Development of a public education and community engagement strategy
- CR 4 – Communications Strategy being developed
- CR 1 – Volunteer Management Strategy – has required integration with TA workplans. This is now underway.

Concerns – mitigations in place

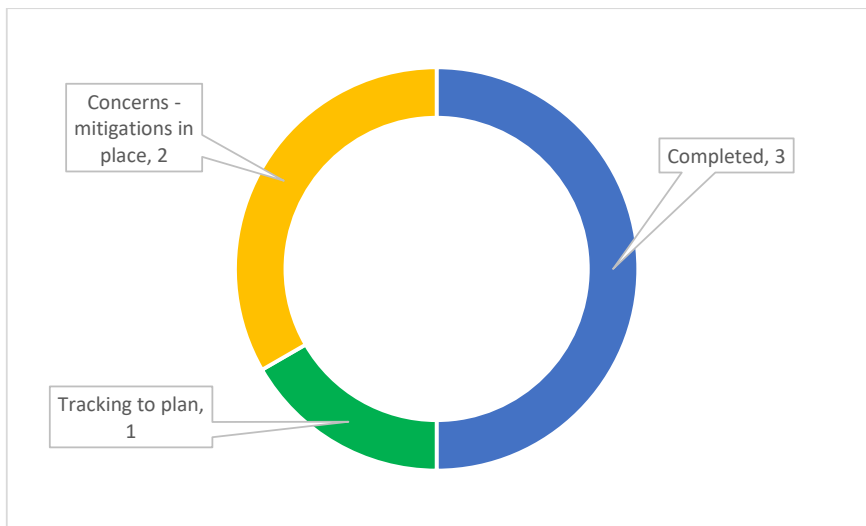
- CR 5 – 500 community volunteers – may be reviewed as part of the next Group Plan

Future work

- CR 3 – Community Resilience Strategy – The document does not currently exist.
- CR 6 - 10 Community Emergency Plans – may be reviewed as part of the next Group Plan

6.5 Capability development (readiness, response, and recovery)

We develop the capability of staff and volunteers to effectively carry out their roles in readiness, response, and recovery.



Completed

- CD 1 – NEMA Capability Development fund accessed for ongoing training
- CD 5 – 500 centre staff trained to Integrated Training Framework (ITF) Intermediate – This will likely be reviewed in the next Group Plan
- CD 2 – Training records managed and continues to be managed
- CD 5 – Successful delivery of pilot ITF Welfare Function Course

Tracking to plan

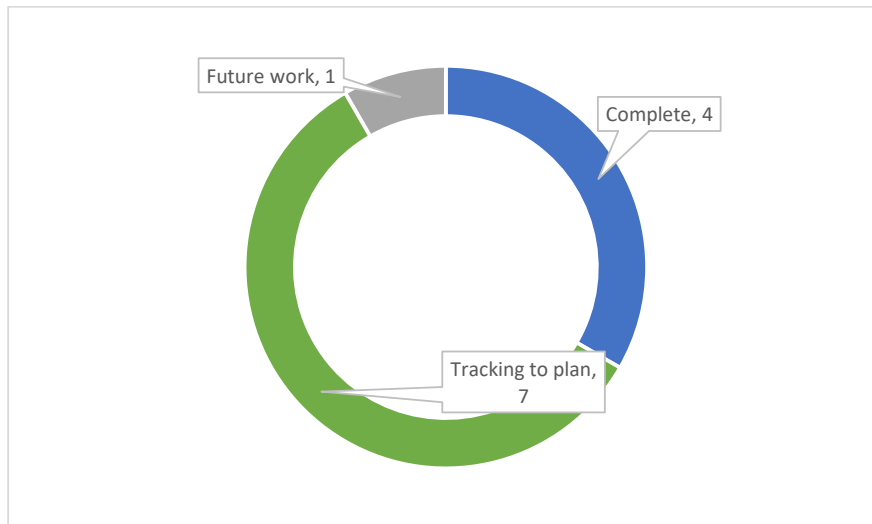
- CD 3 – Exercise schedule constructed, Response and Recovery plans being exercise. Three scheduled for 2023

Concerns – mitigations in place

- CD 4 – Participate in tier 4 exercise. Has not occurred, due to no training at the national level with Covid.
- CD 6 – 85% of CIMS Function Managers trained in ITF. - Ongoing delays in the delivery of national CIMS function course suite (some do not yet exist).

6.6 Response and recovery

We enable well-managed effective responses, and we support the community's journey of moving on from the impacts of disasters.



Progress this quarter

- RR4 - Earthquake Response and Recovery plan to be exercised.

Complete

- RR 3 - Three district-based EOCs and one regional ECC established
- RR4 – Tsunami Response and Recovery Plan Exercised
- RR1 - Readiness and Response Advisory Group Established
- RR 5 - Standard Operating Procedures established

Tracking to plan

- RR 2 – All controllers complete the national training program.
- RR 4 – Review of all Response Plans and Standard Operating Procedures
- RR6a – Significant progress on the recovery program - appointment Local Recovery Managers
- RR6b – Engagement with priority communities – as part of the risk/vulnerability project
- RR6c – Identifying and addressing gaps in recovery preparedness - as part of the risk/vulnerability project.
- RR 7 – Hazard specific recovery planning in hazard contingency plans – sections added to Response and Recovery Plans
- RR 8 – Recovery framework under development

Section 7 | Appendices

Appendix A: Group Plan Objectives

Strategic Goal	No.	Objective
Governance	Gov 1	A performance monitoring and evaluation framework for the CDEM Group (based on this Group Plan and other planning documents) will be established and implemented to ensure that the work of the Group remains on track to achieve the strategic goals outlined in this Plan, and to identify risks and issues that emerge over the course of the Plan that will need to be addressed.
	Gov 2	CDEM Group Financial Policy arrangements implemented to ensure accountability for delivery.
	Gov 3	Advisory Group work plans and priorities are established, implemented, and contribute towards the 4 Rs
	Gov 4	Group Plan and annex documents review commenced 12 months prior to expiry to comply with legislative requirements.
	Gov 5	Review the Constituting Agreement within five years to ensure governance and delivery arrangements are fit for purpose.
	Gov 6	An annual report will be submitted by member councils to CEG and the CDEM Joint committee regarding actions undertaken to improve their preparedness and readiness to respond to and recover from emergencies.
	Gov 7	Governance arrangements across the full range of Taranaki CDEM activities will be reviewed by 1 July 2020 regarding the involvement and representation of Māori.
Disaster Risk Reduction	DRR 1	A survey of all current risk and hazard documents completed to create a better understanding of the hazardscape for Taranaki.
	DRR 2	Disaster Risk Reduction Advisory Group established to create a focal point for ensuring the implementation of risk reduction measures across the region.
	DRR 3	Disaster Risk Reduction priorities developed into a Disaster Risk Reduction Strategy to address priority hazards.
	DRR 4	The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.
	DRR 5	Regional GIS (Geospatial Information System) system established for the CDEM Group to improve the understanding of risk exposure and to enable better situational awareness during a response and recovery.
	DRR 6	The CDEM Group will promote the integration of activities and a consistent CDEM risk reduction approach within work programmes such as Councils' Long-Term Plans, Resource Management Plans, and other stakeholder agency work plans, to ensure they are informed by the likely post-event consequences on communities.

	DRR 7	Regional Lifeline vulnerability study undertaken to improve the understanding of lifeline utility exposure to natural hazards and to create a basis for a work programme for risk reduction measures.
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Strategic Goal	No.	Objective
Organisational resilience (readiness)	OR 1	Implement EMIS (Emergency Management Information System), or another suitable CDEM Group information system to improve the communications and record keeping of decisions made during emergency activations.
	OR 2	Audits of existing and proposed EOCs/ECC conducted to assess their capacity for response.
	OR 3	Training capability development plan developed and implemented to increase the number and capability of civil defence emergency management staff and volunteers.
	OR 4	CDEM Group partner business continuity plans tested based on hazardscape and likely impact scenarios to improve the capacity and capability of organisations to cope with and recover from emergencies
	OR 5	Development and implementation of performance measures by 2020 to monitor the progress against the recovery programme of work, and ensure the actions are achieving the required outcomes.
	OR 6	Continuous improvement practices are adopted, and corrective action planning established and implemented following exercises and activations.
Community Resilience	CR 1	Develop and commence delivery of a Volunteer Management Strategy to increase the numbers and capability of volunteers.
	CR 2	Review and rationalise Civil Defence Centres to ensure they are fit for purpose.
	CR 3	Refine and continue delivery of our Community Resilience Strategy to ensure that its objectives of engaged, connected, resource and empowered communities is being achieved.
	CR 4	Develop and implement a public education and community engagement strategy focused on improving community preparedness to act in a coordinated and collaborative way during an emergency, and to strengthen their ability to adapt to change following an emergency.
	CR 5	500 community volunteers registered and trained in CIMS and other relevant topics to improve the level of skills in the sector.
	CR 6	10 Community Emergency Plans (including marae based) established and functioning to create local groups of prepared and skilled community volunteers to support communities to respond to and recover from emergencies.

Strategic Goal	No.	Objective
Capability development (readiness, response and recovery)	CD 1	Adult Community Education (ACE) funds and other funding sources for volunteer training investigated and accessed to increase the number of people able to be trained.
	CD 2	Training records managed to record staff and volunteer training for both currency and proficiency to create better knowledge about the community's capacity to respond to and recover from emergencies.
	CD 3	Plan and run at least one Tier 2 Exercise (whole of Group) to test and increase the capacity and capability of staff and volunteers.
	CD 4	Participate in all Tier 4 national exercises to test and increase the capacity and capability of staff and volunteers.
	CD 5	500 CDEM centre staff trained to Integrated Training Framework (ITF) Intermediate CIMS to provide a sufficient pool of trained staff within the region.
	CD 6	85% of CIMS function leads trained in relevant ITF Function Lead courses to ensure a sufficient skill level of critical staff.
Response and Recovery	RR 1	A Readiness and Response Advisory Group will be established (fulfilling Section 8 Guide to the National Plan requirement for and emergency services coordination committee) to improve the quality of communication and cooperation both between first responders and with Civil Defence Emergency Management.
	RR 2	All Group and Local Controllers complete National Controller Training Programme to improve decision making and emergency management skills.
	RR 3	Three district based EOCs and one regional ECC established to increase the capacity for response at a local level.
	RR 4	The accuracy and currency of all response plans and Standard Operating Procedures is assessed (and takes into account the response principles in this Plan) and a programme for review developed.
	RR 5	Standard Operating Procedures established and kept up to date to ensure consistency of decision making and actions in an emergency.
	RR 6	<p>The Recovery programme of work to be completed by 2020 will guide the activities of the Group to prepare for recovery ahead of an emergency and enable the Group and partner agencies to achieve the recovery principles and policies. This work will include (but is not limited to):</p> <p>Engagement with priority communities likely to be affected by specific hazards to understand their values and priorities, the likely consequences and the support needed. This will allow the necessary capabilities, processes, and arrangements to be identified.</p> <p>Identification of key recovery partners needed to support recovery activities, including across local, regional, and central government, non-government organisations, private sector, and within communities.</p> <p>Identification and prioritisation of actions to address gaps in recovery preparedness</p>
	RR 7	Hazard specific strategic recovery planning will be undertaken at the same time as hazard response contingency planning for the 15 Group Plan priority hazards over the life of this Group Plan to enable comprehensive emergency management.
	RR 8	A framework for the coordination of recovery activities and collaboration post emergency will be established by 2021.

Appendix B: TEMO 2022/23 Financial Report

Profit and Loss Summary Report to 31 Decemeber 2023

	TEMO		
	23GENA	23GENR	
	Actual YTD March	Budget YTD March	Variance YTD March
Revenue			
Other revenue			
Other Operating incl Rebates & Recoveries			
1691 - Expenses Recovered	(45,462)	(46,875)	(1,413)
Total Other Operating incl Rebates & Recoveries	(45,462)	(46,875)	(1,413)
Total Other revenue	(45,462)	(46,875)	(1,413)
Subsidies and grants			
Operating Grants & Subsidies			
1801 - Grants - operating	(1,131,773)	(1,131,773)	0
1803 - Donations - operating	17	0	(17)
Total Operating Grants & Subsidies	(1,131,755)	(1,131,773)	(17)
Total Subsidies and grants	(1,131,755)	(1,131,773)	(17)
Total Revenue	(1,177,217)	(1,178,648)	(1,431)
Expenses			
Personnel costs			
Salaries and wages - Payroll Only			
2200 - Salaries and wages - permanent	620,333	680,561	60,228
2202 - Salaries and wages - Statutory Holiday Pay	15,712	0	(15,712)
2203 - Salaries and wages - Training Time	0	3,012	3,012
2220 - Salaries and wages - Annual leave	62,165	51,282	(10,883)
2222 - Salaries and wages - Sick leave	21,195	0	(21,195)
2229 - Salaries and wages - Other Leave	3,968	0	(3,968)
Total Salaries and wages - Payroll Only	723,373	734,855	11,482
Other employee benefits - Payroll Only			

2235 - Allowances	15,969	24,879	8,910
2239 - FBT	445	0	(445)
Total Other employee benefits - Payroll Only	16,414	24,879	8,465
Employee Development & Education			
2240 - Training Travel & Expenses	1,825	17,810	15,985
2241 - Corporate Training Allocation	1,804	0	(1,804)
2243 - Course & Conference Fees	18,069	0	(18,069)
2244 - Corporate Training Allocation HR	3,375	0	(3,375)
Total Employee Development & Education	25,072	17,810	(7,262)
Employer contributions - Payroll Only			
2250 - Kiwisaver	22,466	16,216	(6,251)
Total Employer contributions - Payroll Only	22,466	16,216	(6,251)
Other personnel costs			
2290 - Gifts and incentives	196	0	(196)
2291 - Uniforms	3,654	0	(3,654)
2293 - Agency & Contract Personnel	13,106	0	(13,106)
2294 - Health & Safety Equipment	1,159	0	(1,159)
Total Other personnel costs	18,115	0	(18,115)
Total Personnel costs	805,440	793,759	(11,681)
General operating expenditure			
Insurances			
2313 - All Risks Insurance	0	6,279	6,279
2315 - Material Damage Insurance	3,863	0	(3,863)
Total Insurances	3,863	6,279	2,416
Legal and professional fees			
2323 - Commission Paid	255	0	(255)
2327 - Professional & Technical Services	3,908	50,959	47,050
Total Legal and professional fees	4,163	50,959	46,795
Occupancy and utilities			
2330 - Electricity	6,732	0	(6,732)
2331 - Natural gas	219	0	(219)
2333 - Security	3,714	0	(3,714)
2334 - Cleaning	4,309	15,576	11,268
2335 - Rates - council owned properties	2,989	2,903	(86)
Total Occupancy and utilities	17,962	18,479	518
Property Maintenance			

2340 - Maintenance - Building Repairs and Maintenance	12,052	0	(12,052)
2344 - Maintenance - Buildings Other	675	0	(675)
Total Property Maintenance	12,727	0	(12,727)
Communications			
2350 - Landline call costs/line rental	0	0	0
2355 - Radio Telephones	9,203	0	(9,203)
Total Communications	9,203	0	(9,203)
Advertising and Marketing			
2360 - Advertising	0	29,910	29,910
2361 - Marketing	16,524	0	(16,524)
Total Advertising and Marketing	16,524	29,910	13,386
Hardware & Software			
2370 - Software Licences & Maintenance	430	0	(430)
Total Hardware & Software	430	0	(430)
Travel and accommodation			
2380 - Airfares	6,256	0	(6,256)
2381 - Accommodation	4,414	0	(4,414)
2382 - Taxis, transfers and rental cars	153	0	(153)
2383 - Travel incidentals - meals, chargebacks etc.	391	0	(391)
Total Travel and accommodation	11,215	0	(11,215)
Other general costs			
2453 - Stationery	9,285	12,434	3,149
2454 - Postage	27	0	(27)
2456 - Minor equipment purchases - under \$1,000	1,119	0	(1,119)
2458 - Catering	14,704	6,279	(8,424)
2462 - Venue Hire	334	0	(334)
Total Other general costs	25,468	18,713	(6,755)
Total General operating expenditure	101,554	124,340	22,786
Direct costs of activities			
Contracts			
2500 - Maintenance contracts	0	16,319	16,319
2502 - Goods & Services Contracts	0	11,589	11,589
Total Contracts	0	27,908	27,908
Services			

2531 - Printing, Imaging & Reproduction	160	0	(160)
2532 - Online Services & Subscriptions	1,893	0	(1,893)
2533 - Rubbish & Waste Removal	1,124	0	(1,124)
2536 - Equipment Repairs & Maintenance	3,682	0	(3,682)
Total Services	6,859	0	(6,859)
Materials			
2542 - Signage	1,010	0	(1,010)
2547 - Consumables - Cleaning	618	0	(618)
2548 - Biosolids disposal	152	0	(152)
Total Materials	1,780	0	(1,780)
Fleet & Plant Consumables & Maintenance			
2550 - Petrol	767	768	1
2551 - Diesel	3,573	1,920	(1,653)
2553 - Road user charges	0	1,152	1,152
2554 - Registration & Licences	273	845	571
2555 - Plant Repairs & Maintenance	4,949	2,304	(2,645)
Total Fleet & Plant Consumables & Maintenance	9,563	6,989	(2,574)
Horticulture Supplies			
2572 - Pesticides	135	0	(135)
Total Horticulture Supplies	135	0	(135)
Total Direct costs of activities	18,337	34,897	16,559
10 - Depreciation - operational assets	67,783	28,277	(39,506)
Total Expenses	993,114	981,273	(11,841)
EXTERNAL OPERATING (PROFIT)/LOSS	(184,103)	(197,375)	(13,272)
INTERNAL CHARGES			
300 - Pass thru from Shared Services expense	453	0	(453)
310 - Labour allocation expense	0	3,840	3,840
315 - Fixed Amount Charge of Shared Services	98,903	98,903	0
320 - On-charges expense	1,877	3,318	1,441
330 - Interest allocation expense	32,014	0	(32,014)
INTERNAL RECOVERIES			
360 - Labour allocation recoveries	(188)	0	188
APPROPRIATIONS			
391 - Depreciation funding/ (unfunded)	(67,783)	(28,285)	39,498
395 - Capital Appropriations	0	0	0
TOTAL NET RESULT	(118,826)	(119,599)	(773)



Date 18 May 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Regional Public Service Commissioner Update
April 2023**

Approved by: Todd Velvin, CDEM Regional Manager

Purpose

1. The purpose of this memorandum is to present the Regional Public Service Commissioner Update 2023.

Executive summary

2. The attached report provides an update on the Ministry of Social Development (MSD) support for weather event impacted areas and raises questions for this CEG from lessons that have been learned.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the Memorandum *Regional Public Service Commissioner Update April 2023*
- b) notes the content of the report.

Decision-making considerations

3. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—LTP/Annual Plan

4. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies and its members' adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

5. The memorandum is consistent with the *Taranaki CDEM Group Plan* and the *Group Financial Policy*.
6. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

7. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Appendix A: Regional Public Service Commissioner Update April 2023

Regional Public Service Commissioner Update April 2023

Author: Christina Scott, Director COVID Response MSD Taranaki

On behalf of Gloria Campbell – Regional Public Service Commissioner Taranaki and
MSD Regional Commissioner Taranaki King Country Whanganui

Purpose

This report provides an update on MSD support for weather event impacted areas.
Raise questions for this CEG from lessons learned.

Weather Events – Summer 2023

Auckland Anniversary Weekend - Flooding

MSD Taranaki supported this event through the provision of staff to person the MSD contact centre queues. Our systems are such that this is easily done from one's home location be that a site or actual home. We deployed ten staff to support the demands that occurred due to this weather event.

Cyclone Gabrielle

With the scale of this event, we pivoted up to 28 staff to the MSD 0800 contact centre lines. When the Civil Defence payment line and the Cyclone Flood Line were opened, this was where our people were predominantly working. This pivot was approximately 10% of our staff for the region.

People who had frontline experience but worked in other roles were repositioned into frontline roles to ensure our local people were not disadvantaged. Our hardship and urgent appointment service levels were maintained throughout. Our national office staff with frontline experience were also pivoted into the civil defence queues.

Civil Defence payment queues were supported by our teams until they closed on Saturday 15 April. The Cyclone Flood Line also closed that day at 1pm.

Civil Defence Payments – over 91,000 people granted support from end January to around 18 April

Additionally, we provided staff on the ground in the affected areas where this was requested. Most weeks between four or five staff were sent to either Tairāwhiti or Hawkes Bay to support frontline staff on the ground at civil defence centres, marae, and local sites.

Our staff also contributed to the mayoral relief fund. They raised over \$3,000 over a one week period to support the cause.

We continue to support our colleagues and the communities in the affected region.

Civil Defence Payments – over 91,000 people granted support

Funding

There were several funding streams provided into the affected areas to support the response.

- For providers who were/are supporting displaced whanau- Provider Support Fund
- For community groups – Community Support Fund

Food – additional funding into the food banks, providers, and New Zealand Food Network. They send pallets of food that has been rescued from manufacturers. The impact on our local food hubs is less food and more non-food items being received in their MSD pallets (cat food, hygiene items, cleaning products etc).

Funding remains available for people needing respite from the affected areas. This is accessed through MSD.

COVID-19

With the welfare settings closely linked to the health settings, provision of welfare support for people who are self-isolating continues through foodbanks and Community Connection Service continues. Funding for this support is confirmed through to 30 June with an announcement expected about the future of these services in May.

Lessons learned

There have been a range of online hui and debriefs during the response to these large scale concurrent weather events. Lessons are continuing to be learned and will roll into local Business Continuity Planning for businesses. These've also raised some questions for us.

1. The public service was not as joined up as it should have been in supporting the response. The information on who was local, out of region and key decision makers for agencies was not well known.

Is this something this group believes would be beneficial when needing to engage across government? Would you like my office to prepare something in consultation with TEMO to support and test the benefit of central government joined up at a local level?

2. Given the speed and effectiveness of marae to stand up to support whanau, we believe a much closer relationship between Emergency Management with iwi/Māori in the emergency management space in Taranaki.

We are aware this is being worked through, what is the progress being made and is there any help we can provide in this space?

3. The high number of infrastructure failures in a short period of time stretched and impacted the response.

Do we have a good handle on all the likely infrastructure fail points and impacts therein for Taranaki? Has this been shared widely and are we confident we are ready for a wider scale event?

AGENDA AUTHORISATION

Agenda for the Taranaki CDEM Joint Committee meeting held on Wednesday 18 May, 10.00am

Approved:

A handwritten signature in blue ink, appearing to read 'S J Ruru', is positioned above the timestamp.

12 May, 2023 12:37:17 PM GMT+12

S J Ruru
Chief Executive