



# MINUTES

## Taranaki Emergency Management



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

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**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 – Stratford District Council, 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)**