



# **AGENDA**

# Taranaki Civil Defence

Joint Committee Meeting  
Thursday 6 June 2024, 9.00am

# Civil Defence Emergency Management - Joint Committee



06 June 2024 09:00 AM

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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 te 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 Papatūānuku
Ko Papatūānuku e takoto ake nei	below
Tūturu o whiti whakamaua kia	Let there be certainty
tina	Secure it!
Tina! Hui e! Taiki e!	Draw together! Affirm!



**Date:** 6 June 2024

**Subject:** Confirmation of CDEM Joint Committee Minutes – 14 March 2024

**Author:** M Jones, Governance Administrator

**Approved by:** S J Ruru, Chief Executive – Taranaki Regional Council

**Document:** 3278611

### Recommendations

That the Taranaki Civil Defence Emergency Management 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 Stratford District Council, 63 Miranda Street, Stratford 14 March 2024
- 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 14 March 2024, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

### Appendices/Attachments

Document 3254917: [Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 14 March 2024.](#)



<b>Date:</b>	14 March 2024	
<b>Venue:</b>	Stratford District Council, 63 Miranda Street, Stratford	
<b>Document:</b>	3254917	
<b>Present:</b>	N Walker	Chairperson
	S Hanne	Stratford District Council
	F Aitken	South Taranaki District Council
	G Green	New Plymouth District Council
<b>Attending:</b>	T Velvin	Taranaki CDEM (Regional Manager)
	N Chadwick	Governance Administrator
	P Johnson	TEMO (Senior Office Manager)

The meeting opened with a group Karakia at 9.04am

**Apologies:** An apology was received and sustained from S Ruru – Taranaki Regional Council.

Holdom/Volzke

## 1. Confirmation of Joint Committee Minutes – 21 September 2023

### Resolved

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) took 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 21 September 2023
- b) 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 21 September 2023, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Nixon/Walker

## 2. Confirmation of CDEM – CEG Minutes – 26 February 2024

### Resolved

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held Taranaki Regional Council, 47 Cloten Road, Stratford on 26 February 2024
- b) adopted the recommendations therein.

Volzke/Holdom

### 3. Appointment of members to the Taranaki Civil Defence Emergency Management Co-Ordinating Executive Group (CEG)

#### **Resolved**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Appointment of members to the Taranaki Civil Defence Emergency Management Co-Ordinating Executive Group (CEG) memorandum
- b) discharged all current co-opted members of the Co-Ordinating Executive Group
- c) selected and approved Option 1 being to appoint a representative from Hato Hone St John Ambulance Services and the Ministry of Social Development
- d) agreed that an invitation be extended to the Taranaki Iwi Chairs Forum to appoint up to 3 iwi representatives to the Co-Ordinating Executive Group should they so desire.
- e) determined that this decision be recognised not significant in terms of section 76 of the Local Government Act 2002
- f) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Holdom/Nixon

### 4. Risk Assessment for Adoption

4.1 T Velvin gave an update on the recent risk assessment report.

#### **Resolved**

That the Taranaki Civil Defence Emergency Management – Joint Committee:

- a) received the memorandum Risk Assessment Adoption
- b) approved the Risk Assessment Report attached in the memorandum, and accepts that a full assessment to moderate risk through a full stakeholder engagement process and determine hazard impact and consequences more fully will be facilitated by TEMO staff as resources allow
- c) approved the signing and notifying by letter to the Director, National Emergency Management Agency of commencement of the Taranaki Civil Defence Emergency Management Group Plan Review
- d) determined that this decision be recognised not significant in terms of section 76 of the Local Government Act 2002
- e) determined that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with section 79 of the Act, determined that it does not require further information, further assessment of options or

further analysis of costs and benefits, or advantages and disadvantages prior to making a decision on this matter.

Volzke/Holdom

## 5. Resignation of CDEM Appointments

- 5.1 T Velvin updated members of Mr Walkinshaw and Ms Karen Lawson's resignations from their statutory appointments.

### Resolved

That the Taranaki Civil Defence Emergency Management - Joint Committee:

- a) received the memorandum *Resignations of Statutory Civil Defence Emergency Management Appointments*
- b) accepted the resignations of Mr Simon Walkinshaw from the role of Local Controller and Ms Karen Lawson as the Group Welfare Manager
- c) acknowledged the services that both Mr Simon Walkinshaw and Ms Karen Lawson have provided for the Taranaki Civil Defence Emergency Management Group.

Nixon/Holdom

## 6. Appointment of Statutory Positions for the Taranaki CDEM Group

- 6.1 T Velvin updated members of the statutory appointments of Mr Rob Haveswood, Mr Damien Clark and Mrs Sandra Boardman.

### Resolved

That the Taranaki Civil Defence Emergency Management – Joint Committee:

- a) received the memorandum Appointments of Statutory Positions for the Taranaki Civil Defence Emergency Management Group
- b) approved the applications of:
  1. Mr Rob Haveswood to the role of Local Controller, South Taranaki District Council
  2. Mr Damien Clark to the role of Local Recovery Manager to New Plymouth District
  3. Mrs Sandra Boardman to the role of Group Controller to the Taranaki Civil Defence Emergency Management (CDEM) Group.

Nixon/Holdom

## 7. Quarterly Performance Report Q2 2023/24

- 7.1 T Velvin provided members with an update on performance of the CDEM Group for the second quarter of 2023/24.

### Resolved

That the Taranaki Regional Council:

- a) received the memorandum, *Quarterly Performance Report Q2 2023/24*.

Volzke/Holdom

There being no further business the Civil Defence Emergency Management – Joint Committee Chair N W Walker, declared the Civil Defence Emergency Management – Joint Committee meeting closed with a group Karakia at 9.50am.

**Civil Defence Emergency Management**

– Joint Committee Chairperson: \_\_\_\_\_

**N W Walker**





**Date:** 6 June 2024

**Subject:** CDEM - CEG Minutes – 27 May 2024

**Author:** M Jones, Governance Administrator

**Approved by:** S J Ruru, Chief Executive – Taranaki Regional Council

**Document:** 3278603

### Recommendations

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held Taranaki Regional Council, 47 Cloten Road, Stratford on 27 May 2024
- b) adopts the recommendations therein.

### Appendices/Attachments

Document 3277499: [CDEM – CEG Minutes 27 May 2024](#)



**Date:** 27 May 2024

**Venue:** Taranaki Regional Council, 47 Cloten Road, Stratford

**Document:** 327499

**Present:**

S Hanne	Stratford District Council
F Aiken	South Taranaki District Council
S Ruru	Taranaki Regional Council
G Simmons	Health New Zealand/Te Whatu Ora
M Stewart	Hatu Hone/St John
C Lennox	Fire and Emergency New Zealand
K Davies	New Zealand Police
G Campbell	Ministry of Social Development (zoom)

**Attending:**

T Velvin	Taranaki CDEM (Regional Manager)
P Waters	National Emergency Management Agency
B Cowper	Fire and Emergency NZ
S Kelly	Alternate Group Controller
S Boardman	TEMO
S Corbett	TEMO
V Araba	Stratford District Council
M Jones	Governance Administrator
N Chadwick	Executive Assistant

The meeting opened with a group Karakia at 10.30am

**Apologies:** Were received and sustained from G Green New Plymouth District Council, B Dewar NZ Police, D Utumapu Fire and Emergency NZ.

Hanne/Stewart

## 1. Confirmation of CDEM – CEG Minutes 26 February 2024

### Resolved

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 Taranaki Regional Council, 47 Cloten Road, Stratford on 26 February 2024.

Hanne/Ruru

## 2. Advisory Group Minutes

### Resolved

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 5 March 2024
- b) received the unconfirmed minutes of the Readiness and Response Advisory Group (RARAG) meeting held on 13 March 2024
- c) received the unconfirmed minutes of the Rural Co-ordination Group (RCG) meeting held on 19 March 2024
- d) received the unconfirmed minutes of the Risk Reduction Advisory Group (RRAG) meeting held on 27 March 2024
- e) received the unconfirmed minutes of the Welfare Coordination Group (WCG) meeting held on 10 April 2024.

Hanne/Aitken

## 3. National Emergency Management Agency Update

- 3.1 P Waters – National Emergency Management Agency (NEMA), provided an update to the members.

### Resolved

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

- a) received the memorandum National Emergency Management Agency Update.

Hanne/Aitken

## 4. Quarterly Performance Report Q3 – 2023/24

- 4.1 T Velvin provided an update on the Q3 Quarterly Performance Report 2023/24.

### Resolved

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

- a) received the memorandum, Quarterly Performance Report Q3 2023/24.

Davies/Hanne

## 5. Adoption of the TEMO Business Plan 2024-25

5.1 T Velvin provided an update on the TEMO Business Plan 2024-25.

### **Resolved**

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

- a) received the Memorandum, Adoption of the TEMO Business Plan 2023-24
- b) noted the contents of the TEMO Business 2023-24.

Hanne/Aitken

There being no further business the Civil Defence Emergency Management – CEG Chair, S Hanne, declared the Civil Defence Emergency Management – CEG meeting closed with a group Karakia at 11.26am

**Civil Defence Emergency**

**Management – CEG Chairperson:** \_\_\_\_\_

**S Hanne**



**Date:** 6 June 2024

**Subject:** Quarterly Performance Report Q3 - 2023/24

**Author:** T Velvin, Group Controller/Regional Manager – Taranaki Emergency Management Office

**Approved by:** T Velvin, Group Controller/Regional Manager – Taranaki Emergency Management Office

**Document:** 3278391

### Purpose

1. The purpose of this memorandum is to present the 2023/24 Quarterly Performance Report Q3 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 Q3 for financial year 2023/24 has been prepared for the Taranaki Civil Defence Emergency Management Group and is presented for information to the Joint Committee
4. The Quarterly Performance Report Q3 is attached in Appendix A.

### Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives memorandum, Quarterly Performance Report Q3 2023/24.

### Discussion

5. This is the third instalment of performance reporting for 2023/24 financial year for the Taranaki Civil Defence Emergency Management Group (the Group).
6. Alignment to the TEMO Business Plan 2023/25
7. Taranaki CDEM website project has been completed.
8. RANA project upgrades and developments are near completion with a CDEM staff “stress testing” of the system to be held on 17 May 2024.
9. Group Plan - a Risk and Hazards assessment has been completed which was the first stage in the Group Plan rewrite. A timeline has been developed for the rewrite and proposed completion period is January 2025.

10. TEMO now have a full complement of staff with all vacancies filled following a realignment process within NPDC.

### **Decision-making considerations**

11. 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.

### **Iwi considerations**

12. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in the adopted Long-Term Plan and/or Annual Plan

### **Financial considerations**

13. Reporting against the budget is included in the quarterly report.
14. 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**

15. 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.
16. 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**

17. 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**

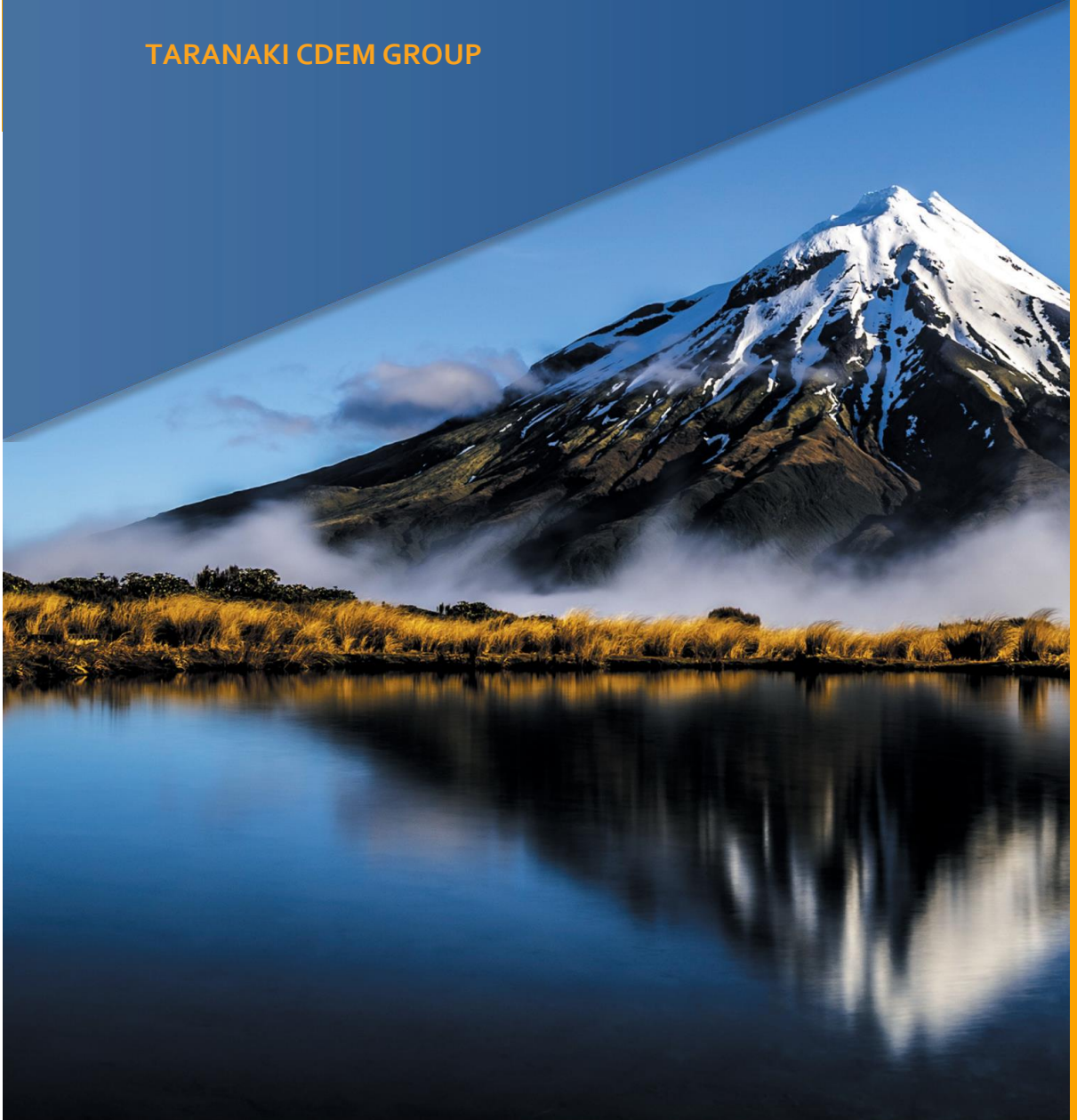
Document 3275340: [Q3 Performance Report 2023/24](#)



# Performance Report

Quarterly Report – Q3  
For Financial Year 2023/24

TARANAKI CDEM GROUP



# Document Management

Author            Todd Velvin – Group Manager  
 Date              May 2024

Reviewer        Steven Corbitt  
                       TEMO Team Lead  
 Date              May 2024

Endorsed by     Taranaki Coordinating Executive Group  
 Date              May 2024

Authoriser       Taranaki CDEM Group Joint Committee  
 Date              June 2024

## Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	26 <sup>th</sup> February 2024
vo.2	Updated report, submitted to CEG for endorsement	27 <sup>th</sup> March 2024



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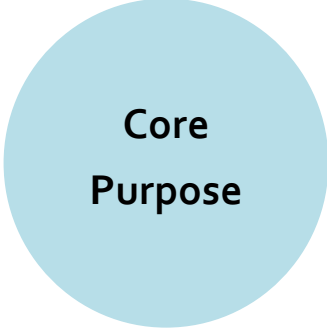
# Taranaki CDEM Group Vision 2025



## Vision Statement

### Where we're going

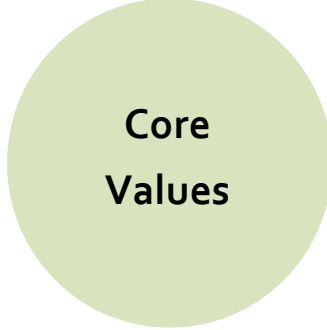
Our Taranaki community shows resilience through period of disaster, crisis, and change.



## 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.

# TEMO - Launch Code

## Launch Code



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### He Wawata | Our Vision

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



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### 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.



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### 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.

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### He Huanui | Our Workstreams

 Community	 Risk Management	 Operational Excellence	 Partnership
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# Executive Summary

This performance report is for the 2023-2024 financial year for the Taranaki Emergency Management Office (TEMO). Outlines the progress of the Business Plan 2023-2024 for the Taranaki Emergency Management Office.

## Highlights for Quarter Three

- CDEM Group Plan rewrite is underway with the Regional Risk Assessment completed and we anticipate the completion of this by early 2025.
- New statutory positions for Councils and TEMO have been approved by JC increasing our depth in the region.
- TEMO now have a full complement of staff with all vacant positions filled following a realignment process within NPDC.
- D4H Live system build, and testing workshops have been performed. All CDEM Council staff and TEMO staff are receiving training. Continual exercising is scheduled to ensure emergency response staff are well-educated in the system and ready to respond.
- Business Connections evening was hosted by TEMO, in conjunction with the Chamber of Commerce. A very positive networking opportunity with key stakeholders present.

## Budget Performance

Currently, TEMO has a variance of \$183,628 at the end of this third quarter. This is largely due to redundancy payments after restructure. Two recoverable costs are yet to be invoiced, Resilience Fund for RANA and first 6 months for training costs.

## Significant Projects

These projects sit across several workstreams outlined in the TEMO Business Plan. Detailed reports on significant projects are in section 2.

- Ru Whenua is a National NEMA lead exercise that our CDEM group will be participating in with exercise/workshop dates set for
  - 12 June 2024 (functional exercise) – initial impact
  - 26 June 2024 (tabletop exercise) – sustained response
  - 10 July 2024 (tabletop exercise) – transition to recovery

- Welfare Registration and Needs Assessment (RANA) – significant progress has been made with some offline testing and new power automation set up. CDEM Emergency Welfare staff will be “stress testing” the system on 17<sup>th</sup> May.
- He Mounga Puia project is ending this year, continuing to work with universities to deliver outcomes the region can use. June will see He Mounga Puia media campaign in the region. July TEMO are holding Investment Logic Mapping Workshops to help plan the next steps.

## Section 1 | Budget Performance

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

<b>Taranaki Council</b>	<b>Percentage</b>
Taranaki Regional Council	34%
New Plymouth District Council	40%
South Taranaki District Council	18%
Stratford District Council	8%

### 1.1 YTD Budget performance

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The quarter three financial report ending 31 March 2024 (attached in Appendix A) shows a variance of \$183,628.

### 1.2 CDEM Reserve

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The TEMO current CDEM reserve sits at \$87,597.







## Section 2 | Our Workstreams

This report documents the progress of the Taranaki Emergency Management Office against the Annual Business Plan and work programs for 2023/24

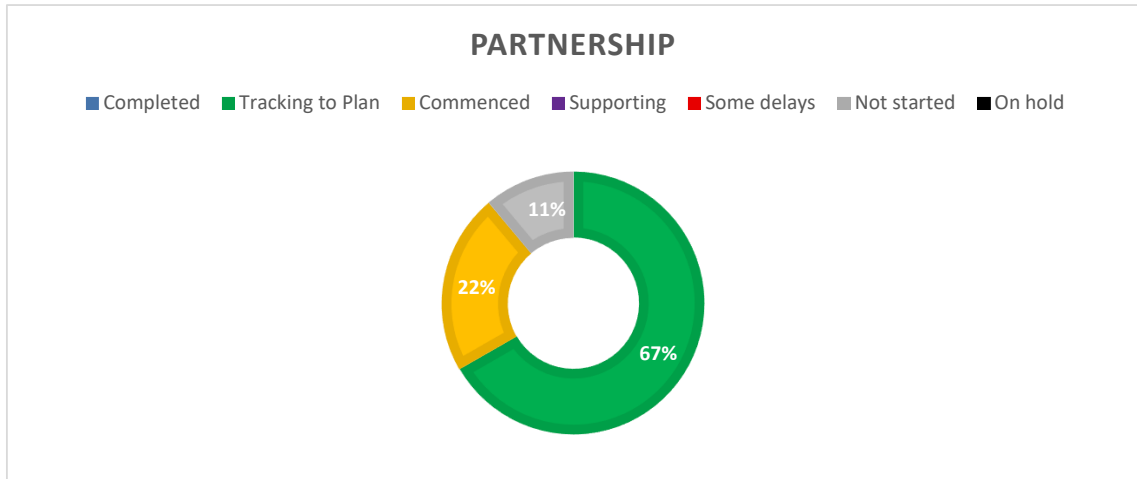
<b>Partnership</b>	Strong partnership and clear expectations from Emergency Management (EM) partners is met through management processes with accountability for delivery.
<b>Risk</b>	Risks from hazards and their impacts are understood, managed, and reduction activities explored to minimise the exposure to communities.
<b>Operational Excellence</b>	Effective management of response and recovery to adverse events supporting the communities, partners, and stakeholders' journey through disasters.
<b>Community</b>	Community resilience is strengthened so that the impacts from adverse events are reduced, empowering all communities to be equipped and adaptive to change.

A summary of the Taranaki Group's progress on these workstreams is provided below.

### Key

	Completed
	Tracking to Plan
	Commenced
	Some delays
	Not Started
	On Hold

## 2.1 Partnership



### Tracking to Plan

- Develop Iwi Engagement Plan.
- 75% attendance throughout the financial year from all members at CEG and JC meetings.
- 75% attendance throughout the financial year from all members at advisory group meetings.
- Update and review Group Plan.
- Provide annual reporting to CDEM governance through CEG and JC.
- National Work Groups – NEMDG, Tsunami, Welfare, REMA's, SIG.

### Commenced

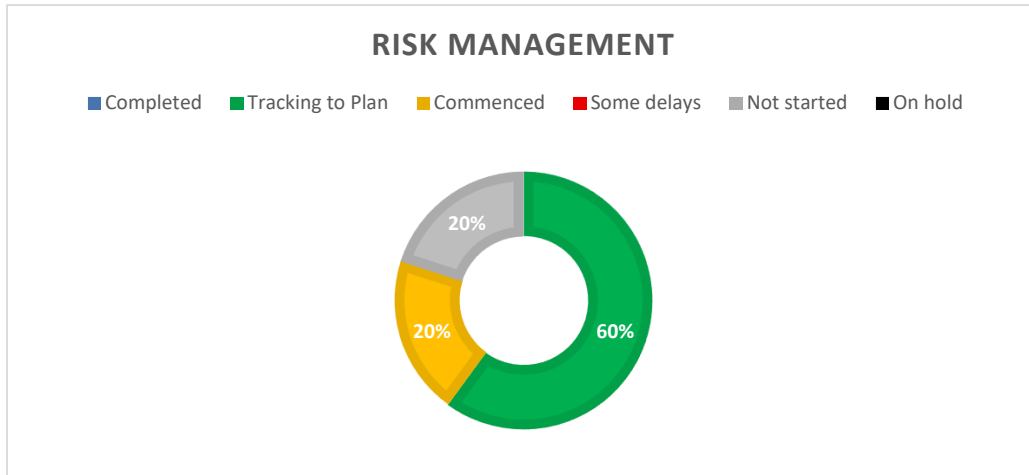
- Advocate for Business Continuity Plans from partners and contractors supporting council critical work.
- Lead, support, and coordinate where applicable post event review and debriefs.
- Implement Trifecta outcomes across emergency management in Taranaki.

### Not Started

- Oversight of emergency management and alignment of work programs where applicable across the CDEM Group.
- Conduct performance monitoring and evaluation of CDEM in Taranaki.



## 2.2 Risk



### Tracking to Plan

- Develop community risk assessment across the region.
- Continue working with scientific partners around He Mouna Puia project and outcomes.
- Support TSVAG with regional hazard science exploration.

### Commenced

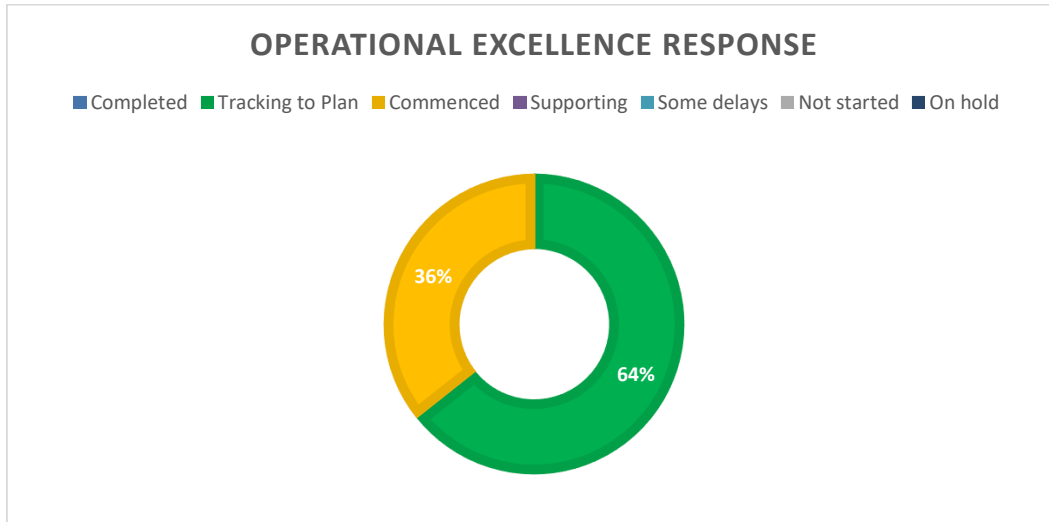
- Hazard risk information is availability to communities as outlined in the Community Engagement Strategy.

### Not Started

- Engage with top 10 community groups identified in Community Risk Assessment to build understanding and knowledge of their local hazard scape.

## 2.3 Operational Excellence

### 2.3.1 Response



#### Tracking to Plan

- Continue implementation of the 5-year GIS strategy.
- Participate in National systems and campaigns testing operational readiness.
- Embed D4H as the EM operating system.
- Monthly ECC checks.
- Annual auditing of ECC and EOC.
- Develop, implement, and maintain training and exercising for volunteers, as per the training and exercise schedule.
- Maintain a 24/7 duty system for the region.

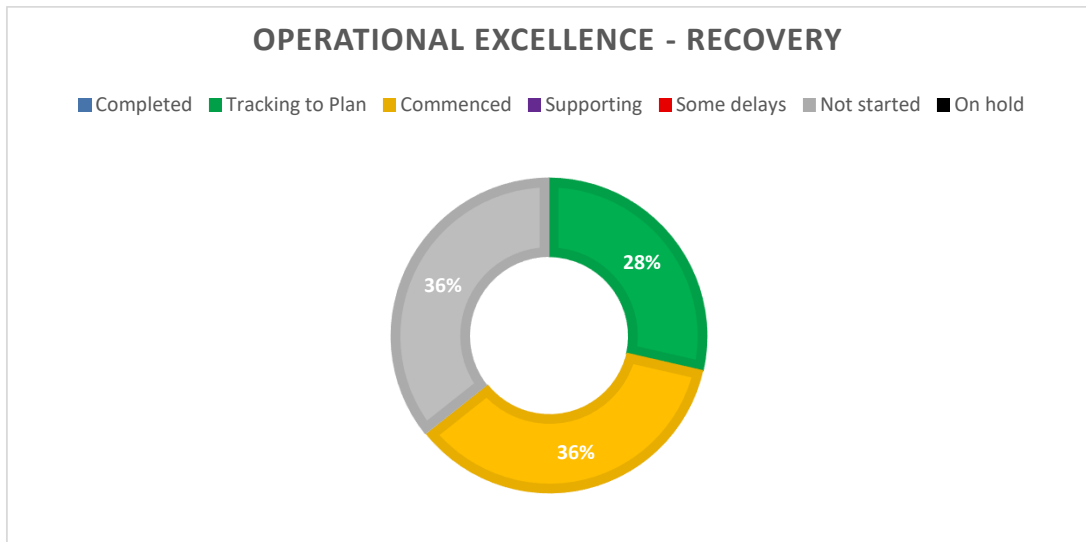
#### Commenced

- Develop and maintain CIMS function Standard Operational Procedures for the ECC and train and exercise to standards.
- Align and implement functional Standard Operational Procedures for the EOC. Train and exercise to regional structures.
- Ensure and maintain EOC is operational.
- Deliver training and exercising to volunteers at a local level, including CIMS function meetings.
- Identify leads for every function.
- Hold CIMS function meetings with 75% attendance bi-annually.
- Develop and Review Response and Recovery Plans as per the planning schedule.
- Response to recovery transition imbedded within CIMS training.

Not Started

- Develop and implement volunteer strategy.
- Review Response Management Plan.

### 2.3.2 Recovery



Tracking to Plan

- Deliver training and exercising to volunteers, including CIMS function meetings.
- Undertake community risk assessment to identify potential geographic and communities of interest and subsequent recovery enhancement activities.
- Further develop Critical Infrastructure / Lifeline Advisory Group business plan and resilience projects.
- Continue to engage with scientific community to incorporate recovery thinking into hazard and risk research.

Commenced

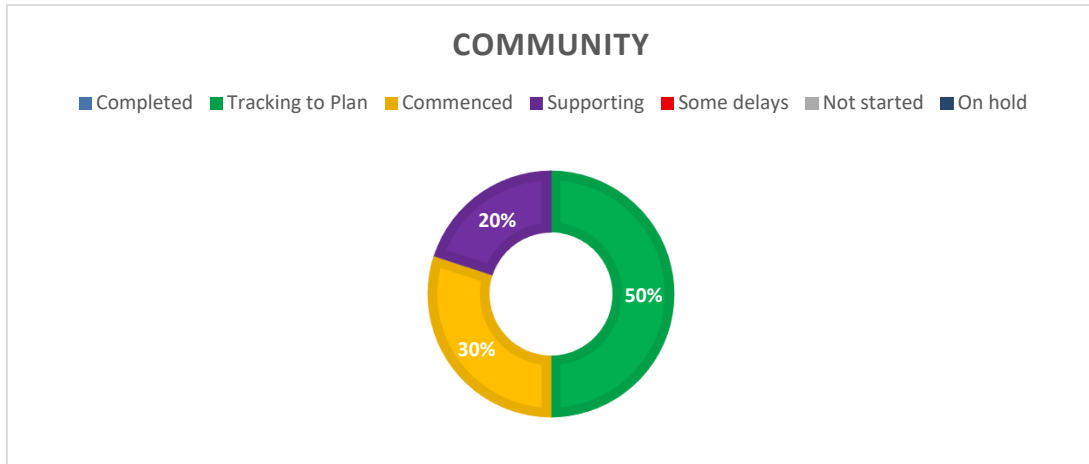
- Ensure Recovery function is resourced as required at a Local and Group level.
- Incorporation of strategic recovery elements into Group Plan.
- Hazard specific recovery planning - Develop and Review Response and Recovery Plans.
- Connect Council Long-Term Plans and community engagement initiatives with pre-disaster planning.
- Development of a Taranaki CDEM Group Debrief Policy for consistency and standardisation of post-event and exercise debriefing processes.

Not Started

- Development of Recovery exercise to effectively test Taranaki CDEM Group recovery arrangements with alignment the Taranaki CDEM Group Training and Exercising Plan.

- Develop a targeted community resilience engagement programme with priority communities.
- Develop a framework for conducting recovery impact assessments.
- Development of recovery operational plan.
- Local authority recovery planning to improve community resilience and manage risks through land use, complimentary to regional activity.

## 2.4 Community



### Tracking to Plan

- Develop Communication and Marketing Strategy
- Support local level emergency planning across the 4R's .
- Implement the Iwi/Māori engagement plan.

### Commenced

- Implement Communication and Marketing Strategy.
- Deliver targeted community education campaigns.
- Promote business continuity within the region as per community engagement programme.
- Advocate for the requirement of business continuity plans with partner agencies through CDEM advisory groups.

### Supporting

- Develop and implement local level emergency planning across the 4R's.
- Community Emergency Plans are developed where appropriate in partnership with communities.
- Review and rationalise Emergency Centres across the region to ensure fit for purpose and in a state of readiness.

### Not Started

- Develop and implement Community Engagement Plan.

## Section 3 | 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.

### 3.1 Welfare Registration and Needs - Assessment (RANA Resilience Funding)

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**Contributes to:** Operational Excellence and Community

**Status**

Tracking to Plan

RANA, the welfare Registration and Needs Assessment tool, was created as an interim solution, during the initial COVID response, for the short term while NEMA was developing a national solution.

Work is well underway with Sharepoint Agency who is managing and developing this project. The survey is now finalized, allowing collection of needs assessment from mobile and desktop devices. The case manager, with related finances and tasking, feeding automatically from the survey capability is under development. Offline and GIS capability have been developed but are still being stress tested.

TEMO is expecting completion of this development phase for the end of the current financial year. Key staff will be workshopping the current system and will provide feedback and update suggestions on the latest version of the tool on Friday the 17<sup>th</sup> of May. Several add-on capabilities have been identified to be explored further in the next financial year, budget allowing. Maintenance and training agreements are yet to be discussed.

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

## 3.2 Website Development

---

**Contributes to:** Community, Risk and Operational Excellence

**Status**

Completed

The Taranaki Emergency Management website went live on Tuesday 11 March on new URL [www.taranakiem.govt.nz](http://www.taranakiem.govt.nz). The site has been running for the last 10 weeks with no issues and has been moved into BAU monitoring and maintenance with TEMO/NPDC. An application has been submitted to NEMA's resilience fund, funded by Otago Emergency Management to continue the development of the response page. The application is supported by Taranaki Emergency Management and three other emergency management groups. We are awaiting the decision of the resilience fund applications for 24/25.

On the day the site launched we experienced 40% more website traffic to the new site than the previous day, which continued for multiple days. We have a campaign due to launch in June showing case new educational videos on the Taranaki Mouna and expect another increase in web traffic during this period.

## 3.3 D4H Operations

---

**Contributes to:** Operational Excellence

**Status**

Tracking to Plan

The D4H Live Development & Embedment Project aims to ensure Taranaki CDEM has access to fit for purpose emergency management software, with the high-level goal to "improve the speed, accuracy and consistency of response decisions and coordination of actions at Emergency Coordination Centre (ECC) and Emergency Operation Centres (EOCs)".

System development is complete and initial action plans and tasks have been created in the system.

The focus continues on rollout of the training and on-boarding plan to train key response leaders and function managers at each of the Council emergency facilities (ECC and EOCs) and development of an online self-paced onboarding package. The response system will be tested in the upcoming National Exercise Ru Whenua in June 2024.

Various system enhancements will be considered through CIMS function capability sessions held throughout the remainder of 2024 calendar year.

## 3.4 Group Plan

---

**Contributes to:** Partnership, Risk, Operational Excellence and Community

**Status**

Tracking to Plan

In October 2023, the Coordinating Executive Group (CEG) endorsed a rewrite of the Taranaki Civil Defence Emergency Management (CDEM) Group Plan 2018-2023. In March 2024, the Joint Committee gave approval to undertake a rewrite of the Group Plan. A rewrite of the Group Plan enables us more opportunity to review and update the Group's Vision, Values and Objectives, integrate the findings of the Risk Assessment and include the Regional Recovery Strategy. This recommendation was also supported by advice from NEMA. Any legislative changes can also be reviewed and incorporated as and when required.

The rewrite is progressing well. Toa Consulting Ltd was contracted to undertake the Risk Assessment for Taranaki CDEM. Three risk assessment workshops and two surveys were completed over 2023, the results of which were analysed and compiled into a Taranaki CDEM Group Hazard Risk Assessment Report which was delivered in December of 2023. This information is currently being incorporated into a new 'Hazards in the Taranaki Rohe' chapter. The Visions and Values are currently being workshopped and finalised. These will be presented to CEG for endorsement and to the Joint Committee for approval in August and September respectively. They will then be incorporated into a new 'Taranaki CDEM Group' chapter which is currently being worked on.

In summary, two chapters of the new Group Plan are presently being worked on and are progressing well. In taking into consideration staff restructuring, the projected timeframe for finalising the new Group Plan is now January 2025.



## 3.5 Volcanic Plan

---

**Contributes to:** Partnership, Risk, Operational Excellence and Community

**Status**

Commenced

The 'Transitioning Taranaki to a Volcanic Future' (TTVF) or *He Mouna 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.

With this, we have secured, at no cost a provider to deliver the originally proposed Investment Logic Mapping process for Taranaki Volcano. Workshops will be held in July and will only focus on Taranaki as a region not the wider scope as first proposed.

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.

The workshops support a more in-depth discovery of volcanic response and recovery planning requirements. This will be achieved by strengthening thinking and decision making around resource prioritisation and allocation and will help inform the development of a Project Plan.

## 3.6 Legislative and National Plan Review

---

**Contributes to:** Partnership, Risk, Operational Excellence and Community

**Status**

Stopped

Due to a change in government and the new direction of legislative changes it has been decided to stop and remove this project until a clear direction is set by DPMC and NEMA. TEMO will continue to monitor and engage in this sector as required.

Currently DPMC are writing a paper to submit to cabinet with the risks and issues the emergency management sector have. Group Managers are engaged with this process and have a representative on the reference group.

Reporting on changes to the sector from central government will still be reported on as required.

## Section 4 | Regional Risk Register

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.

### 4.1 Risks

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TEMO are currently reviewing the risk management framework for monitoring, reviewing, and reporting risks.

Physical risks will be managed through the NPDC system (Pinnacle) and Operational risks identified through audit, review & inspection and assigned dates with ownership being monitored monthly.

The development of a regional risk register has been started and in progress.

## Section 5 | Personnel

- TEMO has a full complement of staff following the appointment of four new staff members.
  - Steven Corbitt – Team Lead (24month contract due to Ben Ingram on secondment).
  - Rakei Ngaia – Community Resilience Advisor
  - Erica Malloy – Senior Planner
  - Renee Cameron-Bennett – Operations Advisor
- As a new team, we have revisited our annual Business Plan which has highlighted some priorities for the balance of 2024.
  - Community Engagement
  - System Development – RANA, D4H Operations and GIS
  - People and Volunteers
- New work programs have been developed for all staff members, with a focus on readiness to respond to our communities needs and providing strategies to become more resilient in a forever changing environment.
- We have several workshops and exercises planned, lead nationally by NEMA and locally to make sure our CDEM staff are continually upskilling and well trained, ready to respond to any emergencies our communities face.
- The general well-being for our employees is always a high priority and we continue to monitor and implement well-being measures to build and support a high performing team.

## Section 6 | Appendices

## Appendix A: TEMO 2023/24 Financial Report

Profit and Loss Summary Report for March 2024 for TEMO					
	TEMO			Note	Total Full
	24GENA	24GENR			Full Year Budget
	Actual YTD March	Budget YTD March	Variance YTD March		
<b>Revenue</b>					
<b>Other revenue</b>					
160 - User fees and charges	3,275	0	(3,275)	1	0
169 - Other Operating incl Rebates & Re	(46,875)	(46,875)	0		(62,500)
<b>Total Other revenue</b>	<b>(43,600)</b>	<b>(46,875)</b>	<b>(3,275)</b>		<b>(62,500)</b>
<b>Subsidies and grants</b>					
180 - Operating Grants & Subsidies	(1,144,510)	(1,144,510)	0		(1,526,013)
<b>Total Subsidies and grants</b>	<b>(1,144,510)</b>	<b>(1,144,510)</b>	<b>0</b>		<b>(1,526,013)</b>
<b>Vested Assets</b>					
195 - Gain on Sale	(5,639)	0	5,639		0
<b>Total Vested Assets</b>	<b>(5,639)</b>	<b>0</b>	<b>5,639</b>		<b>0</b>
<b>Total Revenue</b>	<b>(1,193,749)</b>	<b>(1,191,385)</b>	<b>2,364</b>		<b>(1,588,513)</b>
<b>Expenses</b>					
<b>Personnel costs</b>					
220 - Salaries and wages - Payroll Only	768,761	710,616	(58,145)		943,216
223 - Other employee benefits - Payroll	19,678	28,363	8,686		37,647
224 - Employee Development & Educati	6,720	33,556	26,836		44,599
225 - Employer contributions - Payroll O	25,830	17,852	(7,978)		23,695
229 - Other personnel costs	142,262	3,750	(138,512)		5,000
<b>Total Personnel costs</b>	<b>963,251</b>	<b>794,138</b>	<b>(169,114)</b>	2	<b>1,054,157</b>
<b>General operating expenditure</b>					
231 - Insurances	5,952	5,068	(885)		5,068
232 - Legal and professional fees	12,577	142,593	130,016		202,984
233 - Occupancy and utilities	17,955	9,440	(8,515)		12,586
234 - Property Maintenance	11,477	2,625	(8,852)		3,500
235 - Communications	10,575	5,625	(4,950)		7,500
236 - Advertising and Marketing	2,536	22,564	20,028		30,085
237 - Hardware & Software	23,377	0	(23,377)	3	0
238 - Travel and accommodation	13,205	6,300	(6,905)		8,000
245 - Other general costs	17,445	19,040	1,595		25,386
<b>Total General operating expenditure</b>	<b>115,100</b>	<b>213,254</b>	<b>98,154</b>		<b>295,109</b>
<b>Direct costs of activities</b>					
250 - Contracts	53,717	26,565	(27,152)	4	35,420
251 - Engineering and Technical advice	1,000	0	(1,000)		0
253 - Services	7,471	0	(7,471)		0
254 - Materials	(75)	0	75		0
255 - Fleet & Plant Consumables & Main	13,030	7,650	(5,380)		10,201
258 - Grants & Funding Expenditure	2,000	0	(2,000)		0
<b>Total Direct costs of activities</b>	<b>77,143</b>	<b>34,216</b>	<b>(42,927)</b>		<b>45,621</b>
<b>10 - Depreciation - operational ass</b>	<b>87,804</b>	<b>67,817</b>	<b>(19,987)</b>		<b>90,422</b>
<b>Total Expenses</b>	<b>1,243,298</b>	<b>1,109,424</b>	<b>(133,874)</b>		<b>1,485,309</b>
<b>EXTERNAL OPERATING (PROFIT)/L</b>	<b>49,549</b>	<b>(81,961)</b>	<b>(131,510)</b>		<b>(103,204)</b>
<b>INTERNAL CHARGES</b>					
300 - Pass thru from Shared Services exp	(38)	0	38		0
310 - Labour allocation expense	210	3,859	3,649		5,145
315 - Fixed Amount Charge of Shared Serv	146,505	146,505	0		195,340
320 - On-charges expense	2,343	3,708	1,365		4,944
330 - Interest allocation expense	32,675	32,675	0		43,567
<b>INTERNAL RECOVERIES</b>					
<b>APPROPRIATIONS</b>					
391 - Depreciation funding/ (unfunded)	(87,804)	(67,817)	19,987		(90,422)
395 - Capital Appropriations	0	(77,157)	(77,157)		79,099
<b>TOTAL NET RESULT</b>	<b>143,440</b>	<b>(40,188)</b>	<b>(183,628)</b>		<b>134,469</b>

**Note 1**

This is a charge for TEMO staff parking and coded to a revenue account as opposed to the user fees and charges expense account – corrected in April 2024

**Note 2**

Redundancy Payments made of \$129k unbudgeted. \$37k Recovered for Ben Ingham’s secondment.

**Note 3**

Software Expenses is overbudget, large charge from Jandal Media to investigate. Offset with savings in Legal and Professional

**Transaction Listing**

Ledger Name: 24GENA Actual 23/24  
 Account Number: 10-115-1001-2370-00 NPDC TEMO Group Offi Operations Expenses Softwar...

A consolidated account can also be entered eg 1-Q-@@@

Search: [ ] Retrieve Saved Search Status: All All Periods

Date	Reference	Type	Period	Amount (NZD)	Balance Amt (NZD)	Narrative
30/06/2023	57156267	APINVPO	1	30.00	30.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
31/07/2023	57565244	APINVPO	2	30.00	60.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
31/08/2023	57974123	APINVPO	3	30.00	90.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
30/09/2023	58375999	APINVPO	4	30.00	120.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
31/10/2023	59408575	APINVPO	5	30.00	150.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
31/10/2023	SPA-0550	APINVPO	5	7,400.00	7,550.00	TEMO - Expenses incurred for the develop JANDAL MEDIA
30/11/2023	59937706	APINVPO	6	30.00	7,580.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE
31/12/2023	60357720	APINVPO	7	30.00	7,610.00	TEMO - SMS texting service for D4H emerg VOYAGER INTERNE

**Note 4**

TEMO Website Development – expected overrun, again savings in Legal & Professional provide some offset.

**PAYMENT CERTIFICATE**  
24-482-PP5



Te Kaunihera-ā-Rohe o Ngāmotu  
**New Plymouth  
District Council**

**BUYER DETAILS:**

NEW PLYMOUTH DISTRICT COUNCIL  
51-700-449  
PRIVATE BAG 2025  
NEW PLYMOUTH 4340

**Contract Details**

Contract Number	24-482
Contract Name	TEMO Website Development - Design and Development Phase
Contract Manager	Brett Greiner
Original End Date	29-Jul-2024
Current End Date	29-Jul-2024
Initial Contract Value	\$62,500.00
Total Contract Value (exc. GST)	\$62,500.00
Expenditure to Date (exc. GST)	\$34,411.75
Retentions to Date (exc. GST)	\$0.00

**TEMO Operational Fund Reserve Balance as at 31 March 2024:** \$87,597 available

**Current Debt Funding Liability – Forecasted Payments**

Principal Repayment Requirement 23/24 \$186,523

Interest Repayment Requirement 23/24 @ 4.5% \$53,808





**Date:** 6 June 2024

**Subject:** TEMO Business Plan 2024/2025

**Author:** T Velvin, Group Manager/Controller – Taranaki Emergency Management Office

**Approved by:** T Velvin, Group Manager/Controller – Taranaki Emergency Management Office

**Document:** 3278405

### **Purpose**

1. The purpose of this memorandum is to present the TEMO Business Plan 2024-25 for the Taranaki Civil Defence Emergency Management Group.

### **Executive summary**

2. Under the Taranaki Group Plan 2018-2023 TEMO is required to report to the Coordinating Executive Group (CEG), and CDEM Group Joint Committee on progress of delivery of the Group Plan.
3. The TEMO Business Plan outlines work activities in four work streams to reflect the high-level goals of the Group Plan.
4. The TEMO Business Plan 2024-25 is presented to CDEM – Joint committee for noting

### **Recommendations**

That the Taranaki Emergency Management Joint Committee

- a) receives the memorandum, TEMO Business Plan 2023-24
- b) notes the contents of the TEMO Business 2023-24.

### **Discussion**

5. The Group Plan is currently being re-written.
6. The Emergency Management Bill has been removed from Parliament.

### **Decision-making considerations**

7. 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**

8. 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**

9. The memorandum is consistent with the Taranaki CDEM Group Plan and the Group Financial Policy.
10. 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.

### **Iwi considerations**

11. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in the adopted Long-Term Plan and/or Annual Plan. Similarly, IWI involvement in adopted work programs has been recognised in the preparation of this memorandum.

### **Legal considerations**

12. 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/Attachments**

Document 3274847: [TEMO Business Plan 2024/2025](#)



# Business Plan

2024/25 Financial Year

TARANAKI EMERGENCY MANAGEMENT



# Document Management

Author            Todd Velvin  
 Title             EM Regional Manager  
 Date             May 2024

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 Title             EM Team Lead  
 Date             May 2024

Endorsed by    Taranaki Coordinating Executive Group  
 Date             May 2024

Authoriser      Taranaki CDEM Group Joint Committee  
 Date             June 2024

## Version control

VERSION	CHANGES	DATE
vo.1	Original Draft	May
vo.2		
vo.3		
V1		

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# He Kōrero Timatanga

This business plan for the Taranaki Civil Defence Emergency Management (CDEM) covers a two-year period focusing on the financial year of 2024/25.

It provides a new strategic direction for moving the Taranaki CDEM Group towards a changing landscape with legislation reforms and priorities to ensure effective community outcomes.

The measures and deliverables in this plan represent the highest priorities identified by Taranaki Emergency Management Office (TEMO) for the CDEM Group. This encompasses the four local councils, Taranaki Regional Council (TRC), New Plymouth District Council (NPDC), Stratford District Council (SDC), South Taranaki District Council (STDC). New to this plan is the inclusion of Territorial Authority (TA) work programs to create alignment and mutually supportive regional pathways while at the same time supporting local delivery.

This is a living document to reflect this dynamic environment. Given the unpredictability of the emergency management environment, the CDEM Group must remain receptive to change. The ability to be agile, review and adapt priorities and efforts is key to meeting the community's needs.

The tasks and projects within this plan will be monitored and reported on by TEMO through the Coordinating Executive Committee (CEG) and Joint Committee (JC). TA will provide individual monitoring and reporting on associate work programs through TEMO. Each TA can add additional activities to best reflect their work in CDEM for local communities.

## 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 action.

## He Whai Tikanga – Our Priorities

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

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

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

Strengthen and maintain strong governance and management processes.

# He Huanui – Our Workstreams

Partnership	Strong partnership and clear expectations from Emergency Management (EM) partners is met through management processes with accountability for delivery.
Risk	Risks from hazards and their impacts are understood, managed, and reduction activities explored to minimise the exposure to communities.
Operational Excellence	Effective management of response and recovery to adverse events supporting the communities, partners, and stakeholders' journey through disasters.
Community	Community resilience is strengthened so that the impacts from adverse events are reduced, empowering all communities to be equipped and adaptive to change.



## Section 1 | Partnership






### Strategic Goal






Strong partnership and clear expectations from Emergency Management (EM) partners is met through management processes with accountability for delivery.

### Description

The activities in this Pou enhance the collective knowledge and relationships to provide a unified approach to emergency management in Taranaki.

Through clear expectations of all EM partners to provide strong leadership and accountability through relationships and partnership. This ensures the well-being of Taranaki communities is met in times of uncertainty during adverse events. It will enable and embed collaboration for improvement across the sector. This providing assurance to partners and governance of the ability to work across the 4Rs in Emergency Management.

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26	
<b>Enhancing collaboration with key partners and communities</b>	Strong relationship and partnership with a clear collective direction.	Develop Iwi Engagement Plan	TEMO				
	CEG and JC are effective and engaged with active participation at a governance level.	75% attendance throughout the financial year from all members at CEG and JC meetings	CDEM Group				
	Effective engagement with active participation at advisory groups	75% attendance throughout the financial year from all members at advisory group meetings		TEMO			
		Oversight of emergency management and alignment of work programs where applicable across the CDEM Group		TEMO			
		Advocate for Business Continuity Plans from partners and contractors supporting council critical work		TEMO			

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Integrated and coordinated response and recovery planning</b>	Embedded learnings into the emergency management sector organisations	Lead, support, and coordinate where applicable post event review and debriefs	TEMO			
	Continuous improvement	Conduct performance monitoring and evaluation of CDEM in Taranaki	TEMO			
<b>Integration of national requirements</b>	Current and active regional group plan	Update and review Group Plan.	TEMO			
<b>Executive oversight of Emergency Management at Regional level</b>	Informed regional partners at an executive level.	Provide annual reporting to CDEM governance through CEG and JC				
<b>Build ongoing relationship with NEMA</b>	Strong partnership in alignment with NEMA	National Work Groups – NEMDG, Tsunami, Welfare, REMAs, SIG				

## Section 2 | Risk

### Strategic Goal

Risks from hazards and their impacts are understood, managed, and reduction activities explored to minimise the exposure to communities.






### Description

This Pou focuses on the risks associated directly and indirectly with natural or manmade hazards providing a risk to a community's well-being.

Through an understanding of these hazards, their likelihoods and impacts on our communities, we can manage and reduce the community's exposure to these hazards and risks.

As an understanding of these natural hazards increases, we can effectively implement programs to mitigate or avoid these risks through designing plans with our partners.

Community engagement will be a key part of implementing and sharing of this knowledge gained in risk and hazard assessments. The strategy for community engagement will sit in the Community Pou which is mentioned in this section.

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Build the community's knowledge and understanding of their hazards and risks</b>	Identified communities of high risk to natural hazards	Develop community risk assessment across the region	TEMO			
	Awareness and education of community risks across the Region	Engage with top 10 community groups identified in Community Risk Assessment to build understanding and knowledge of their local hazard scape.	TEMO/TAs			
	Research and knowledge will be made available to communities in accessible and understandable ways	Hazard risk information is made available to communities as outlined in the Community Engagement Strategy.	TEMO			
<b>Strengthen and manage hazard knowledge and apply to CDEM work programs</b>	Integrated research and risk assessments on areas likely to be impacted.	Continue working with scientific partners around He Mounga Puia project to create outcomes that will benefit our communities.	TEMO			
		Support TSVAG with regional hazard science exploration.	TEMO			

## Section 3 | Operational Excellence

### Strategic Goal

Effective management of response and recovery to adverse events supporting the communities, partners, and stakeholders' journey through disasters.

### Description

Operational excellence Pou focuses on two main areas - Response and Recovery. This ensures effective collaboration to, and with the communities' needs during and after adverse events. It includes training and exercising, organizational capability, planning, and coordination of plans. In addition, it ensures lessons learnt are identified and addressed in partnership with the EM sector.

TEMO and the three regional TA's remain in a state of operational readiness to react to any event that may cause a response from Taranaki Emergency Management (CDEM). The TAs are the front facing delivery arm of Emergency Management to the communities within their Rohi, as the holders of community connections. Centrally supported, Regionally coordinated and Locally delivered.

Collaboration of lifelines and key response recovery partners is a key component of successful response and recovery to provide services to communities. Activities with these key agencies happen at a Partnership Pou level and at this Operational Excellence Pou level to ensure better outcomes in adverse events.

## 3.1 Operational Excellence – Response

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### Strategic Goal

Effective management of a response in supporting communities, partners, and stakeholders' journey through adverse events.








### Description






With technology becoming an increasingly important tool in responding effectively, a large focus on systems will be a priority for EM. This enabling the TAs and TEMO to have robust operating systems for providing better outcomes and oversight to adverse events within the Taranaki region.

For the purpose of the below work programs, “volunteers” include TA staff and external personnel.

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Build and integrate GIS capability to enable spatial mapping for shared situational awareness</b>	Improved capability for situational awareness	Continue implementation of the 5-year GIS strategy.	TEMO			
<b>National alignment and consistency in operations</b>	Coordinated arrangements for improved national response	Participate in National systems and campaigns testing operational readiness	TEMO			
<b>Ensure the ECC/EOCs are operational and ready</b>	Effective SOPs and standards	Develop and maintain CIMS function Standard Operational Procedures for the ECC and train and exercise to standards	TEMO			
		Align and implement functional Standard Operational Procedures for the EOC. Train and exercise to regional structures	TAs			
	EM response and recovery managed via a common operating system	Embed D4H as the EM operating system	TEMO			



		Monthly ECC checks	TEMO			
		Annual auditing of ECC and EOC's.	TEMO			
		Ensure and maintain EOC is operational	TAs			
<b>Increase volunteer engagement and capability</b>	Improved CDEM capability and capacity	Develop, implement and maintain training and exercising for volunteers, as per the training and exercise schedule.	TEMO			
		Deliver training and exercising to volunteers at a local level, including CIMS function meetings	TAs			
<b>Effective and engaged CIMS functions</b>	Increase capability and capacity across CIMS functions	Identify leads for every function				
		Hold CIMS function meetings with 75% attendance bi-annually				

		Develop and implement volunteer strategy.				
<b>Effectively Respond to adverse events</b>	Improved organisational capability through pre-established coordination plans	Develop and Review Response and Recovery Plans as per the planning schedule	TEMO			
		Review Response Management Plan				
		Maintain a 24/7 duty system for the region	TEMO			
<b>Effectively transition from response to recovery where required</b>	Seamless handover from Control to Recovery through transition capability	Response to recovery transition imbedded within CIMS training	TEMO			

## 3.2 Operational Excellence – Recovery

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### Strategic Goal








Effective management of recovery supporting the communities, partners, and stakeholders' journey through adverse events.


### Description

Improved function capability and capacity, with volunteer engagement and development of recovery strategies. Community priorities for recovery will be understood and communicated through development of operational plans.

Understand hazards and risks for recovery planning and collaboration arrangements between partner agencies.

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Volunteer engagement and development strategy</b>	Improved CIMS function capability and capacity.	Ensure Recovery function is resourced as required at a Local and Group level				
		Deliver training and exercising to volunteers, including CIMS function meetings				
	Development of recovery exercises to effectively test Taranaki CDEM Group recovery arrangements with alignment to the Taranaki CDEM Group Training and Exercising Plan	TEMO				
<b>Understand community priorities for recovery</b>	Planning to enhance coordination arrangements for Taranaki CDEM recovery capability	Undertake community risk assessment to identify potential geographic and communities of interest and subsequent recovery enhancement activities	TEMO			
		Develop a targeted community resilience engagement programme with priority communities	TEMO & TAs			
<b>Understand hazards and risks for recovery</b>	Planning to understand risk and impacts that	Develop a framework for conducting recovery impact assessments	TEMO			

	impact of recovery	Further develop Critical Infrastructure / Lifeline Advisory Group business plan and resilience projects	TEMO			
		Continue to engage with scientific community to incorporate recovery thinking into hazard and risk research	TEMO			
<b>Recovery planning and collaboration arrangements</b>	Planning to enhance coordination arrangements for Taranaki CDEM recovery capability	Incorporation of strategic recovery elements into Group Plan	TEMO			
		Development of recovery operational plan	TEMO			
		Hazard specific recovery planning - Develop and Review Response and Recovery Plans	TEMO			
		Local authority recovery planning to improve community resilience and manage risks through land use, complimentary to regional activity	TEMO & TAs			
		Connect Council Long-Term Plans and community engagement initiatives with pre-disaster planning	TAs			

<p><b>Monitoring and evaluation for continuous improvement</b></p>	<p>Improve the lesson identification process post events</p>	<p>Development of a Taranaki CDEM Group Debrief Policy for consistency and standardisation of post-event and exercise debriefing processes.</p>	<p>TEMO</p>			
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## Section 4 | Community







### Strategic Goal

Community resilience is strengthened so that the impacts from adverse events are reduced, empowering all communities to be equipped and adaptive to change.






### Description

This Pou focuses on enhancing the resilience and readiness of Taranaki communities. Empowering and engaging individuals, partners, organisations, and communities to make their own decisions on preparedness and coping in emergencies.

Local councils hold and build relationships with their communities as part of normal BAU and Emergency Management is to help support and coordinate these activities. The more resilient our communities are in 'peace time', the more our response can focus on critical response activities.


Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Strengthen community knowledge of hazards</b>	Communities are more aware of their local hazard scape	Develop Communication and Marketing Strategy	TEMO			
		Implement Communication and Marketing Strategy	TEMO & TA's			
		Deliver targeted community education campaigns	TEMO & TA's			
<b>Build readiness and resilience into our partners and business</b>	Partner agencies and businesses have effective Business Continuity and Emergency Management plans	Promote business continuity within the region as per community engagement programme	TEMO			
		Advocate for the requirement of business continuity plans with partner agencies through CDEM advisory groups	TEMO			
<b>Resilient communities</b>	Communities understand their local hazard scape, and are prepared accordingly	Support local level emergency planning across the 4R's	TEMO			



	Develop and implement local level emergency planning across the 4R's	TAs			
	Develop and implement Community Engagement Plan	TEMO			
	Community Resilience Plans are developed where appropriate in partnership with communities	TEMO & TA's			
	Review and rationalise Emergency Centres across the region to ensure fit for purpose and in a state of readiness	TAs			
	Implement the Iwi/Māori engagement plan	TEMO			

## Section 5 | Additional Programs

Additional work projects are items that are outside what is deemed normal operational activities for Taranaki Emergency Management. These are programmed and schedule on their impact to improve operational and regional readiness across the 4 R's. Projects may be identified but no set start date allocated due to priority or work program space to allocate.

Objective	Outcomes	Activities	Owner	Annual	2024/25	2025/26
<b>Operational Resilience</b>		Alternate Communications Project – review of current system and provide solutions for continued improvements.	TEMO			







**Kia uruuru mai**

***Karakia to close meetings***

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumaia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau  
Paimārie

Fill me with  
Vitality  
Strength  
Bravery  
Above, below  
Within, outwards  
Let the wind blow and bind  
Peace upon you

**Nau mai e ngā hua**

***Karakia for kai***

Nau mai e ngā hua  
o te wao  
o te ngakina  
o te wai tai  
o te wai Māori  
Nā Tāne  
Nā Rongo  
Nā Tangaroa  
Nā Maru  
Ko Ranginui e tū iho nei  
Ko Papatūānuku e takoto ake nei  
Tūturu o whiti whakamaua kia  
tina  
Tina! Hui e! Taiki e!

Welcome the gifts of food  
from the sacred forests  
from the cultivated gardens  
from the sea  
from the fresh waters  
The food of Tāne  
of Rongo  
of Tangaroa  
of Maru  
I acknowledge Ranginui above and Papatūānuku below  
Let there be certainty  
Secure it!  
Draw together! Affirm!

## AGENDA AUTHORISATION

Agenda for the Taranaki CDEM Joint Committee meeting held on Thursday 6 June 2024.

Approved:



29 May, 2024 11:08:31 AM GMT+12

S J Ruru  
**Chief Executive**