



# **AGENDA**

# Taranaki Civil Defence

Joint Committee Meeting

Thursday 19 May 2022, 10.30am

# Taranaki Civil Defence Emergency Management Group Joint Committee

19 May 2022 10:30 AM

<b>Agenda Topic</b>	<b>Page</b>
Karakia	
Apologies	
Notification of Late Items	
1. Confirmation of Minutes	3
2. Confirmation of Minutes Taranaki Civil Defence Co-ordinating Executive Group	9
3. Advisory Group Minutes	15
4. Quarter Three Performance Report	23
5. Appointment of Kelvin Wright - Group Controller	53
6. Appointment of Simon Woods - Local Controller	56
7. Updated Terms of Reference for the Co-ordinating Executive Group	59



**Date** 17 May 2022

**Committee** Taranaki Emergency Management Group Joint Committee

**Subject:** **Confirmation of Minutes - 24 February 2022**

**Approved by:** S J Ruru, Chief Executive

**Document:** 3062621

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### **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 on Thursday 24 February 2022 at 10.30am
- 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 Thursday 24 February 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.

### **Matters arising**

### **Appendices/Attachments**

Document 3001096: Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 24 February 2022



**Committee:** Taranaki Emergency Management Group Joint Committee  
**Date:** 24 February 2022, 10.30am  
**Venue:** Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford  
**Document:** 3001096

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<b>Present</b>	Councillor	M Cloke	Taranaki Regional Council ( <i>Chairman</i> )
	Mayor	N Volzke	Stratford District Council <i>zoom</i>
	Councillors	R Northcott	South Taranaki District Council
		R Jordan	New Plymouth District Council
<b>Attending</b>	Mr	S Ruru	Taranaki Regional Council
	Mr	S Hanne	Stratford District Council
	Mr	T Velvin	Taranaki Emergency Management
	Mr	W Crockett	South Taranaki District Council <i>zoom</i>
	Ms	L Poutu	Tokomaru Representative <i>zoom</i>
	Ms	S Gauden-Ing	Taranaki Emergency Management Office <i>zoom</i>
	Ms	G Campbell	Taranaki District Health Board <i>zoom</i>
	Ms	R Clements	Taranaki District Health Board <i>zoom</i>
	Mr	I Wilson	National Emergency Management Agency <i>zoom</i>
	Miss	R Sweeney	Taranaki Regional Council

**Opening Karakia** The meeting opened with a Karakia.

**Apologies** Apologies were received and sustained from Mayor Phil Nixon – South Taranaki District Council and Mayor Neil Holdom – New Plymouth District Council.

**Notification of Late Items** **There were no late items.**

**1. Confirmation of Minutes - 11 November 2021**

**Resolved**

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 in the Taranaki Regional Council Boardroom, 47 Cloten Street, Stratford on Thursday 11 November 2021 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held via zoom on Thursday 11 November 2021 at 10am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.  
Cloke/Volzke

**Matters arising**

There were no matters arising.

**2. Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes - Thursday 10 February 2022**

**Resolved**

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 in the Taranaki Regional Council Chambers on Thursday 10 February 2022 at 10.30am
- b) adopts the recommendations therein.  
Jordan/Volzke

**Matters arising**

- 2.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, advised that the announcement of Kelvin Wrights departure has been identified as a risk, there have been a few people in Council identified that would be appropriate to replace him, Kelvin Wright and Ben Ingram are working to ensure a suitable option is obtained prior to Kelvins departure date of April 2022.

**3. Advisory Group Minutes**

**Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) on 25 November 2021.  
Cloke/Volzke

### **Matters arising**

- 3.1 Councillor M J Cloke requested a timeline of engagement of the volcanic response and preparedness, particularly with the rural sector.

### **4. COVID-19 Update from Taranaki District Health Board**

- 4.1 Ms G Campbell, Taranaki District Health Board, spoke to a presentation to update the committee on the COVID-19 Omicron variant, both nationally and in Taranaki.
- 4.2 Mayor N Volzke requested a copy of the presentation be circulated to the committee members.

### **5. Quarter Two Performance Report 2021-2022**

- 5.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to present the Quarter Two Report for 2021 – 2022 to the Taranaki Emergency Management Group Joint Committee.
- 5.2 It was noted that the National Operational Leads at CDEM have now been appointed and will go-live on 7 March 2022.
- 5.3 It was noted that TEMO are providing COVID support to MSD with welfare works and TDHB on RAT distribution across Taranaki
- 5.4 An update on RANA (Needs Assessment Case Software) is near complete, there are a few bugs being worked through with NPDC and it is anticipated to be presented to NEMA early March 2022.
- 5.5 An update was provided on ongoing recovery works after Cyclone Dovi.
- 5.6 An update on the finances and building works was provided, noting the additional licencing funds that are now anticipated. The generator replacement is due to end of life and that a plan will be put in place for the website upgrade once a new communications staff member has been appointed including a cost analysis.
- 5.7 It was decided that Mr I Wilson, National Emergency Management Agency, would report through his channels, the concerns expressed by the committee in regards to the Emergency Management Plans depicted in the Civil Defence bill reform.
- 5.8 Ms L Poutu, Tokomaru Representative, advised that she is a member of the Ministerial Advisors Group for the Trifecta and advised that she would also take back the committees concerns. Noting that the concerns have been raised prior.

### **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the Memorandum, *Quarter Two Performance Report 2021-2022*.  
Cloke/Volzke

### **6. Resignation of David Langford, NPDC Local Controller**

- 6.1 Councillor M J Cloke spoke to the memorandum to advise the Taranaki Emergency Management Group Joint Committee of the resignation of Mr David Langford as the Local Controller for New Plymouth District Council and to outline a process for the replacement of this statutory position.

- 6.2 An update was provided in regards to whether Kelvin Wright's move to Venture Taranaki means he can still be a local controller, however it is preferred to have someone internally in that position, it has been proposed that Kelvin becomes a Group Controller.

**Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the Memorandum, *Resignation of David Langford, NPDC Local Controller*
- b) notes that resignation of Mr David Langford from the role of Local Controller
- c) acknowledges the services that Mr David Langford has provided for the Taranaki CDEM Group in his time as controller.

Cloke/Volzke

**7. Submission to proposed Critical Infrastructure amendments to Civil Defence Emergency Management Act, Round 2**

- 7.1 Mr T Velvin, Group Manager, Taranaki Emergency Management, spoke to the memorandum to present members of the Joint Committee with the Taranaki CDEM Group Submission to the second round of proposed Critical Infrastructure (Lifeline Utilities) amendments to the Civil Defence Emergency Management Act.
- 7.2 It was clarified that the submissions provided were in relation to the entire Trifecta Framework not just the critical infrastructure. The 16 Civil Defence groups submitted feedback noting that the Joint Committee did not submit joint feedback.

**Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the Memorandum *Submission to proposed Critical Infrastructure amendments to Civil Defence Emergency Management Act*
- b) notes and endorses the content of this memorandum and consultation feedback 'Critical Infrastructure proposals for new Emergency Management Bill' contained in Appendix.

Jordan/Northcott

**8. National Emergency Management Agency (NEMA) Correspondence and Update**

- 8.1 Mr I Wilson, National Emergency Management Agency, spoke to the memorandum to provide the Taranaki Emergency Management Group Joint Committee of recent correspondence received from NEMA and to receive an update from NEMA's Senior Regional Emergency Management Advisor.

**Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives and notes the correspondence received from NEMA
- b) receives and notes the verbal update provided by Ian Wilson.

Cloke/Jordan

**9. General Business**

- 9.1 It was agreed by the Committee that NEMA updates will continue to be provided via a verbal update.

There being no further business the Committee Chairperson M J Cloke thanked attendees and declared the Taranaki Civil Defence Emergency Management Group Joint Committee Meeting closed at 11.40pm.

**Confirmed**

**Chairperson** \_\_\_\_\_

**M J Cloke**

**19 May 2022**





**Date** 17 May 2022

**Committee** Taranaki Emergency Management Group Joint Committee

**Subject:** **Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes - 5 May 2022**

**Approved by:** S J Ruru, Chief Executive

**Document:** 3062610

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### **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 in the Taranaki Regional Council Chambers on Thursday 5 May 2022 at 10.30am
- b) adopts the recommendations therein.

### **Matters arising**

### **Appendices/Attachments**

Document 3053625: Minutes Taranaki Civil Defence CEG 5 May 2022



**Committee:** Co-ordinating Executive Group  
**Date:** 5 May 2022 10.30am  
**Venue:** Taranaki Regional Council  
**Document:** 2986407

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<b>Members</b>	Mr	S Hanne	Stratford District Council (Chairperson)
	Mr	L Dagg	South Taranaki District Council
	Mr	T Velvin	Taranaki CDEM (Regional Manager)
	Mr	C Campbell-Smart	Taranaki CDEM (Group Recovery Manager)
	Mr	D Utumapu	Dire and Emergency New Zealand
	Ms	V Araba	Risk Reduction Advisory Group Chair <i>Zoom</i>
	Ms	M Stewart	St Johns <i>Zoom</i>
	Mr	G Roper	New Zealand Police <i>Zoom</i>
	Ms	G Campbell	Ministry for Social Development <i>Zoom</i>
	Ms	K Lawson	Taranaki CDEM (Group Welfare Manager)
 <b>Attending</b>	Ms	T Gordon	Taranaki CDEM (Analyst)
	Ms	S Gauden-Ing	Taranaki CDEM (Analyst)
	Ms	I Chamberlain	Taranaki District Health Board
	Ms	S Kelly	Alternate Group Controller
	Ms	M Williams	Ministry of Health <i>Zoom</i>
	Mr	P Renshaw	National Emergency Management Agency
	Mr	T Miller	National Emergency Management Agency
	Mr	S Corbitt	Powerco <i>Zoom</i>
	Miss	R S Sweeney	Governance Administrator

**Apologies** Apologies were received from Mike Green, Fonterra (chair of Rural Coordinating Group), Waid Crocket, South Taranaki District Council, Steve Ruru, Taranaki Regional Council, Ben Ingram, New Plymouth District Council, Brent Manning, Alternative Group Controller, Greg Simmons, Taranaki District Health Board.

**Notification of Late Items** There were no late items.

**1. Confirmation of Minutes – 10 February 2022**

**Recommendations**

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

- a) takes as read and confirms the minutes and recommendations of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 10 February 2022 at 10.30am.

Sven/Velvin

**2. Advisory Group Minutes**

**Recommendations**

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

- a) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) on 3 March 2022.

Sven/Velvin

**3. Verbal Update from the Taranaki District Health Board**

- 3.1 Ms I Chamberlain, Taranaki District Health Board, presented an update for the Taranaki District Health. A copy of the presentation will be circulated to all Committee members and representatives.

**4. Quarter Three Performance Report 2021-2022**

- 4.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum present the Quarter Three Report for 2021-2022 to the Taranaki Emergency Management Co-ordinating Executive Group.
- 4.2 A meeting between Mr S Hanne, Stratford District Council and Mr T Velvin, Taranaki CDEM, and any additional Councils will be organised as needed to ensure regional alignment is considered when setting future work programmes for EMOs.
- 4.3 The resignation of Ms T Gordon, Taranaki CDEM (Analyst) was noted and thanks was given to Ms T Gordon for her many years of exceptional work.

**Recommendations**

That the Taranaki Emergency Management Co-ordinating Executive Group:

- a) receives memorandum, Quarter Three Performance Report 2021-2022
- b) endorses the report to the Taranaki Civil Defence Emergency Management Group Joint Committee

Utumapu/Dagg

## **5. Appointment of Group Controller**

- 5.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to recommend the appointment of Mr Kelvin Wright to the role of Group Controller and retain his Local Controller appointment by the Taranaki Civil Defence Emergency Management (CDEM) Group.

### **Recommendations**

That the Taranaki Emergency Management Co-ordinating Executive Group:

- a) receives the memorandum Appointment of Group Controller
- b) endorses the content of the memorandum
- c) recommends the appointment of Mr Kelvin Wright to the role of Group Controller to Taranaki CDEM Group Joint Committee.

Dagg/Kelly

## **6. Appointment of Local Controller**

- 6.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to recommend appointment Mr Simon Woods, to the role of Local Controller by the Taranaki Civil Defence Emergency Management (CDEM) Group.

### **Recommended**

That the Taranaki Emergency Management Co-ordinating Executive Group:

- a) receives the memorandum Appointment of Local Controller
- b) endorses the content of the memorandum
- c) recommends the appointment of Mr Simon Woods to the role of Local Controller to Taranaki CDEM Group Joint Committee.

Sven/Kelly

## **7. Approval of Updated Terms of Reference for the Co-ordinating Executive Group**

- 7.1 Ms S Gauden-ing, Civil Defence Emergency Management Planner, Taranaki Emergency Management Office, spoke to the memorandum to seek endorsement to approve the updated Terms of Reference from the Co-ordinating Executive Group.
- 7.2 Mr S Hanne, Stratford District Council asked for clarification surrounding page 57, section relating to: "Chairperson and Deputy Chairperson" and whether the Chief Executive can delegating and should it be expanded to include that it can be an appointed delegate of the Chief Executive of one of the four local authorities.
- 7.3 Further clarification from the Committee was requested surrounding page 58, section relating to "Voting" particularly around "Members are to vote in accordance with their role (e.g. Representative of a Council, Representative of an Iwi or Chair of an Advisory Group)." And what impacts that would having on balancing the voting component.

### **Recommended**

That the Taranaki Emergency Management Co-ordinating Executive Group:

- a) receives memorandum, Approval of the Updated Terms of Reference for the Co-ordinating Executive Group
- b) endorses the Term of References to the Joint Committee.

Sven/Ingrid

### **8. Draft Earthquake Plan**

- 8.1 Ms T Gordon, Analyst, Taranaki Emergency Management Office, spoke to the memorandum his memorandum is to present the Draft Taranaki CDEM Group Earthquake Plan to the Coordinating Executive Group to approve for stakeholder feedback
- 8.2 Mr S Hanne, Stratford District Council, advised he had some minor formatting amendments that he would provide Ms T Gordon, Taranaki CDEM.
- 8.3 Mr T Velvin, Group Manager, Taranaki Emergency Management, encouraged feedback and participation in consultation.

#### Recommendations

That the Taranaki Emergency Management Co-ordinating Executive Group:

- a) receives the Memorandum Draft Earthquake Plan for Taranaki CDEM Group
- b) approves the Draft Earthquake Plan for Taranaki CDEM Group to go out to a wider stakeholder group for feedback; and
- c) acknowledges that there is an intention to consult with iwi/hapu on this Draft.  
Dagg/Utumapu

### **9. NEMA Update**

- 9.1 Mr P Renshaw, Senior Advisor, National Emergency Management Agency (NEMA), gave a verbal update on the following matters:
  - Trifecta Programme: The Minister intends to introduce the Bill to the house of Representatives after the local government elections in October this year. The Bill will clarify roles and responsibilities across the EM system at the National, Regional and Local levels.
  - Co design of the CDEM Sector Partnership Charter: NEMA commenced working with the National Emergency Management Development Group (NEMDG) to co-design a CDEM sector strategy and this has now evolved into a Partnership Charter between CDEM and NEMA.
  - Aotearoa Tsunami Evacuation Zone Map: NEMA has developed an App based platform that displays a national tsunami evacuation map, designed to provide greater public safety nationally. This has gone live and is on the NEMA website. With this Map, members of the public can enter an address and find out if they are in a tsunami evacuation zone. NEMA have accessed the latest open data for most CDEM Group's via data.govt.nz, and have sought approval to use this data for

this purpose including any relevant updates or recent changes or plans for your tsunami evacuation zones.

- The Get Ready Website: The Get Ready website ([www.getready.govt.nz](http://www.getready.govt.nz)) is designed to be both digitally accessible and available in multiple languages. The site is now more accessible to assistive technology (no matter the language you choose) and will be available in Easy Read, audio and large print.
- Emergency Mobile Alert (EMA): This year's annual nationwide test of the Emergency Mobile Alert system will take place on, 22 May 2022 between 6-7pm.
- A nationwide awareness campaign will run from the 8th of May to ensure people understand why they are receiving the test message and to increase understanding of how the system is used as a life-saving tool in an emergency.

9.2 Mr S Hanne, Stratford District Council requested further information on the Controller training and whether or not it was more robust than it has been in previous years

9.3 Mr C Campbell-Smart, Group Recovery Manager, Taranaki Emergency Management Office advised that he would circulate a newsletter that has been bought out by the group that develops the Controller Programmes.

There being no further business the Committee Chairman, Mr S Hanne (Stratford District Council), declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 12.48pm.

**Confirmed**

**Chairperson:** \_\_\_\_\_

**S Hanne**

**28 July 2022**



**Date** 17 May 2022

**Committee** Taranaki Emergency Management Group Joint Committee

**Subject:** **Advisory Group Minutes**

**Approved by:** S J Ruru, Chief Executive

**Document:** 3062606

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### **Purpose**

1. The purpose of this memorandum is to receive and consider the unconfirmed minutes of the Taranaki CDEM Advisory Group meetings as follows:
  - Taranaki Seismic and Volcanic Advisory Group (TSVAG) - 3 March 2022

### **Recommendations**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) on 3 March 2022.

### **Appendices/Attachments**

Document 3049529: Advisory Group Minutes Q3

## Minutes Memorandum



### Minutes for the meeting of the Readiness & Response Advisory Group (RARAG) held via Zoom on Wednesday, 3<sup>rd</sup> March 2022 at 10.00am

#### Attendees:

Suzy Adair (Chaired on behalf Grant)	TEMO	Adrienne Cook	STDC
Pip Johnson (Minutes)	TEMO	Glenn Hansen	STDC
Abbie Diggelmann	TEMO	Cath Sheard	STDC
John Evans	Red Cross	Rachael Utumapu	FENZ
Anne Russell	Red Cross	Megan Stewart (late)	St John
Salevi Tiatia	NEMA	Clinton Carré	TRC

#### Apologies:

Grant Roper (Chairperson)	Police	Jonathan Jarman	TDHB
Bridie Fleming	TEMO	Ingrid Chamberlain	TDHB
Craig Campbell-Smart	TEMO	Geoff Ryan	Police
Teresa Gordon	TEMO	Monica Schael-Isenor	Red Cross
Kaz Lawson	TEMO	Paul Renshaw	NEMA
Mario Bestall	SDC	Bruce Pope	TRC
Sian Horton	SDC	David Utumapu	FENZ

#### Unconfirmed

Kyle Davie	Police	Gary Soper	NPDC
Tony Parr	TRC	Paul Patterson	Worksafe
Murray Lowe	TDHB	Andrew Hanson	Worksafe
Nicky Simmons	TDHB		

#### Agenda Items:

##### **Item 1: Karakia and Welcome** (*standing item*)

Suzy Adair welcomed all those present and brief introduction from those around the table

##### **Item 2: Confirmation of the Minutes of the last meeting** (*standing item*)

**Resolved**

THAT the **Readiness and Response Advisory Group**

*Confirms* the minutes and recommendations of the minutes for the meeting of the Readiness & Response Advisory Group (RARAG) held at Robe Street, New Plymouth on Wednesday, 6th October 2021

*Moved:* John Evans      *Seconded:* Rachael Utumapu

##### **Item 3: Matters arising from previous minutes and action list** (*standing item*)

*Reviewed* actions from previous minutes.

*Action* Salevi to follow up within NEMA who is leading the "Earthquake Response Protocol for Taranaki" project and give this contact to Teresa.

##### **Item 4: Advice of restructure, what this looks like, and what is relevant for this group** - Suzy Adair

*Explanation* of new TEMO structure and what that means to the advisory groups.

*Highlighted* that there will be some changes to the current roles and responsibilities and while these get established there could be some delays in the work programs.



## Minutes Memorandum



Shared that this new structure will be effective from 7<sup>th</sup> March 2022.

### **Item 5: Training update - Suzy Adair**

Shared that there have been some changes to the training schedule.

Action Pip to send out the updated timetable for all up and coming courses.

### **Item 6: Covid control measures for the ECC/EOC environments (brief of what document contains for use in activation) - Suzy Adair**

Shared that TEMO are following NEMA's guidelines for operating and have processes in place at Robe Street for people visiting the ECC.

Shared that the RAT testing kits have been delivered to TEMO this morning and will be distributed out to the Councils.

### **Item 7: Close contact exemption scheme/critical service and worker status - Suzy Adair**

Explanation on how this effects TEMO staff and put to the members for discussion.

No actions noted

### **Item 8: Introduction of the new Red Cross TL and Deputy - John Evans/Anne Russell (Red Cross)**

Introduction from Anne Russell as the new Team Lead at Red Cross.

Overview given from Anne of her background and experience she brings to the Team Lead position at Red Cross – welcome Anne.

Farewell to John Evans and acknowledgement and appreciation for all his hard work with Civil Defence and Red Cross.

### **Item 9: Forthcoming Events (standing item)**

Noted that TRC have an internal staff training exercise scheduled for the 9<sup>th</sup> March at Port Taranaki which will involve a simulated “Oil Spill” so new staff now how to manage these if this should occur.

### **Item 10: Round the table update from agencies present (standing item)**

Updates from members present on current response to covid in the community.

General theme is that everyone is very busy managing the current environment of staff shortages, lack of resources and adjusting to changing covid protocols across the board.

### **General Business**

No general business noted

### **Action points:**

Action Items	Ref. No.	Owners	Due Date
1. Salevi to follow up within NEMA who is leading the “Earthquake Response Protocol for Taranaki” project and give this contact to Teresa.	Item 3	Salevi	30/03/2022
2. Pip to send out the updated TEMO training schedule with the minutes	Item 5	Pip/Suzy	With the minutes

### **Meeting Dates for 2022**

- June 15<sup>th</sup> Wed 10.00am TEMO and ZOOM

01\_01\_Minutes\_RARAG\_Meeting\_2022-03-02

## Minutes Memorandum



- Sept 7<sup>th</sup>      Wed      10.00am      TEMO and ZOOM
- Nov 9<sup>th</sup>      Wed      10.00am      TEMO and ZOOM

**Meeting closed at 10.50am**



**Minutes for the Meeting of the Rural Coordination Group (RCG) held via Zoom on Tuesday 5<sup>th</sup> April 2022 at 10am.**

**Attendees**

Kaz Lawson (stand in Chair)	TEMO	Katrina Knowles	Rural
Pip Johnson (Minutes)	TEMO	Jessie Waite	OSPRI
Abbie Diggelmann	TEMO	Marcia Paurini	TRST
Teresa Gordon	TEMO	Don Shearman	TRC
Dawn Mills	Aviagen	Simon McDonald	MPI
Steve Chapple	NAT Rooding Carriers	Bianca Upton	MPI
Stephen Hopkinson	Taranaki Vets	Paul Renshaw	NEMA
Katie Morrison	Taranaki Fed Farmers	Joe Clough	
Kristel Gillespie	Neighbourhood Support		

**Apologies**

Mike Green (Chair)	Fonterra	Abbey Mathew	Aviagen
Jason Griffin	Beef & Lamb NZ	Irene Wells	Aviagen
Glenn Hansen	STDC	Charlie McCaig	Dairy NZ
Emere Wano	IWI	Jo Shailer	Tegel Foods Ltd
Salevi Tiatia	NEMA	Derek Miles	Aviagen
Mark Hooper	Taranaki Fed Farmers	Mario Bestall	SDC
Craig Campbell-Smart	TEMO	Scott Walden	Coastal School
Rachael Utumapu	FENZ		

**Unconfirmed**

Stephen Newman	Tegel Foods Ltd	Bill Davies	Farmside
Richard Brewer	Beef & Lamb NZ	Belinda Mooney	FMG
Graeme Pitman	PGG Wrightson	Shane Miles	PKW
Harry Matthews	Fed Farmers Whanganui	Paul Chantrill	DOC
Paul West	Agri Farm Manager	Shirley Kissick	Fonterra
Steve Lepper	Pork Producer	Wayne Ricketts	MPI

**Agenda Items discussed**

**Item 1: Welcome from Kaz Lawson and opening karikia from Abbie Diggelmann**

**Item 2: Confirmation of the Minutes of the last meeting**

**Resolved**

THAT the Rural Advisory Group

Confirms the minutes and recommendations for the meeting of the Rural Coordinating Group held via Zoom on Monday 1<sup>st</sup> November 2021 as true and correct

Moved: Simon McDonald

Seconded: Marcia Paurini

**Item 3: Matters Arising from Minutes of the last meeting**

Raised if MPI have resolved the appointment of a replacement for Paul Chantrill?

Shared by Simon (MPI) that the recruitment process is underway, but no appointment has been made.

Shared from the GB item that there have been some TTVF (Transiting Taranaki to a Volcanic Future) workshops held which have been very informative and beneficial. Q3 calendar – June to Sept, will see more of these workshops involving the wider network



including the rural sector. Invites will be sent out to the RCG members once these dates have been set.

**Item 4: RANA update** (*Abbie Diggelmann*)

Presentation from Abbie on the completion of the upgrade of RANA and the benefits of RANA during the recent emergency weather events. Explanation of some of the planned enhancements including the inclusion of the FED farmers impact assessment in the future.

**Item 5: Weather events report** (*Kaz Lawson*) - *powerpoint*

Recap of the recent weather events that have hit the Taranaki region and the impact these have had on the various sectors. Highlighting the issues within the rural communities and how CDEM responded to these events.

Highlighting first use of the upgraded RANA as a needs assessment tool to efficiently manage and prioritise the welfare needs in the community. Some adjustments needed as well as ability to collect information offline.

**Item 6: Lessons learned from adverse events** (*Standing item - Kaz Lawson/Members Present*)

Noted the lessons learnt from these recent events, highlighting the main areas of interest were;

- Benefits of standing up the EOC & ECC early and being ready to respond
- Listen to communities – eg sandbags
- Engage early and keep the communication flowing both ways within the rural space, highlighting a need for this to be covered off in the “Workplan” – coordination in adverse events
- Animal Welfare Plan remains an area of concern
- Need to look at how Rural Communities respond to ongoing power outages in the future when PowerCo cannot meet all needs immediately.

Action Some work to be done ensuring we have ‘eyes on’ in an event. Kaz has requested a map of the 14 Catchments in Taranaki in order to identify blind spots which could be covered by RST facilitators as well as Land Mgt Officers (LMO). It was noted that the TRC LMO resource was not utilized in either event.

Shared by Bianca (MPI) that they are currently working on a document which will highlight learnings from the Nelson & Edgecombe events and they will share with the RCG group once released.

**Item 7: Omicron Response update** (*Kaz Lawson*)

Overview given on how TEMO are supporting MSD and TDHB in this covid space with “Care in the Communities” meeting the welfare needs of the region.

Shared that Taranaki have been acknowledged Nationally for their community support model and the way the region is working together to support those in need.

Shared by Joe Clough that there has been some very positive networking across the region between various stakeholders and help offered to farmers to keep them operational. But to date no farmers have taken up this offer of help. Perhaps an indication of resilience.

Noted that the DHB will provide any welfare needs but Joe and the networking group will offer operational help (Business continuity on farm) if required.

Update given on the supply and distribution of RAT testing kits within the rural community.

Shared that Taranaki Vets are distributing them around the region when visiting rural customers and Fonterra have delivered to all of their farms also.

Shared that TEMO have a supply of RAT testing kits in the office available for the rural /isolated communities.



Action members to contact Kaz with any suggested methods of distribution of RATs in the rural space.

Idea given to approach the Young Farmers Club meetings.

Action Kaz to follow this up.

Raised by Jessie that the current outlet options (pharmacies etc) to get RAT's have provided a few issues when affected with covid and this could be one of the reasons why communities are not able to access the kits.

**Item 8: Workplan** (Kaz Lawson)

Update from Kaz as to where the Workplan progress is at and posed the question to the members present "Where to from here"?

Action Pip to send out the notes taken from the Core Group workshop/meeting back in July 2021 for members to refresh themselves on the outcomes of this meeting.

Shared by Simon (MPI) that due to the delay in their recruitment process for a new staff member, there is nothing to update but there have been discussions with Mike Green and there will be some funding available later this month.

Shared also by Bianca that due to responding to current events, there has been no progress with the plan so far.

Update provided from Joe that there had been a "Core Group" formed to establish a coordinated plan with some progress made, a draft plan had been circulated in 2019 by TEMO but no further progress.

Action Kaz to review the current draft coordination plan and send out to the RCG members for consideration.

Shared by Simon that MPI have been in discussion with some IWI contacts (Emere & Paul) and that a potential representative for this group has been identified. This needs to be followed up.

**Item 9: Items of interest from organisational updates** (standing item)

Identified from updates provided prior to meeting.

- RATS distribution in the rural community – covered in Item 7

Reminder that as a RCG group, operational updates were requested prior to the meetings and any points of interest be discussed in this item on the agenda. A template will be issued prior to the next meeting. Members agreed that they will respond to these in future.

**Item 10: Forthcoming Events** (standing item)

Shared by Marcia that TRST have some events coming up that she is happy to share with the minutes, but the main two are;

- They have four rural woman events coming up and one for migrant communities.

**General Business**

Shared that the region has a heavy rainfall watch in place that TEMO are monitoring.

Action Items	REF. NO.	Owners	Due Date
1. Kaz to liaise with Marcia regarding Catchments, facilitators	Item 6	Kaz / Marcia	29 <sup>th</sup> April
2. Members to contact Kaz with any suggested methods for distributing RATs out into the rural communities.	Item 7	RCG Members	ASAP



3. Kaz to follow this up with the Young Farmers Club option for distributing RATs to them. Contacts etc from Jessie	Item 7	Kaz/Jessie	26/05/2022
4. Pip to send out the notes taken from the Core Group workshop/meeting back in July 2021 for members to refresh themselves on the outcomes of this meeting.	Item 8	Pip	With the minutes
5. Kaz to review the current draft coordination document and send out to the RCG members for consolation.	Item 8	Kaz	5/06/2022

**RCG Meetings 2022**

- **July 5<sup>th</sup>                      Tuesday                      Via Zoom only at this stage**
- **Oct 18<sup>th</sup>                      Tuesday                      Via Zoom only at this stage**

**Meeting closed 11:10am**



**Date** 05 May 2022

**Committee:** Taranaki Emergency Management Joint Committee

**Subject:** **Quarter Three Performance Report 2021-2022**

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

**Document:** 3062876

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### **Purpose**

1. The purpose of this memorandum is to present the Quarter Three Report for 2021 - 2022 to the Taranaki Emergency Management Joint Committee.

### **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 Quarter three Performance Report 2021-2022 financial year has been prepared for the Taranaki Civil Defence Emergency Management.
4. The Quarter Three Performance Report 2021-2022 is attached in Appendix A.

### **Recommendations**

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum, *Quarter Three Performance Report 2021-2022*.

### **Discussion**

5. This is the third instalment of performance reporting for 2021/22 financial year for the Taranaki Civil Defence Emergency Management Group (the Group), as outlined in the Annual Plan 2021-2022.
6. COVID-19 has disrupted the TEMO work programme over the past 24 months and will continue to do so as Covid impacts on New Zealand and Taranaki.
7. In Taranaki the response is led by Taranaki District Health Board and Ministry of Social Development with the Taranaki Emergency Management Emergency Coordination Centre (ECC) continuing to support these partners.

8. Strategic Goals and Objectives

Progress against the Group Plan Objectives are tracked.

9. Budget Performance

The annual budget was included in the Annual Business Plan 2021-22. For the year-to-date TEMO has reported a variance of \$87,393 against budget.

10. Personnel

In August 2021 the Joint Committee approved the funding and appointment of GIS specialist for 2-year fixed term contract. This role is filled and starts 9<sup>th</sup> of May.

Marketing and Comms role is filled, and person starts 16<sup>th</sup> of May.

11. Work Programme

Progress on the TEMO work programme is provided.

12. Significant Projects

### **Decision-making considerations**

13. 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**

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 3049054 - Appendix A: Quarter Three Performance Report 2021 - 2022

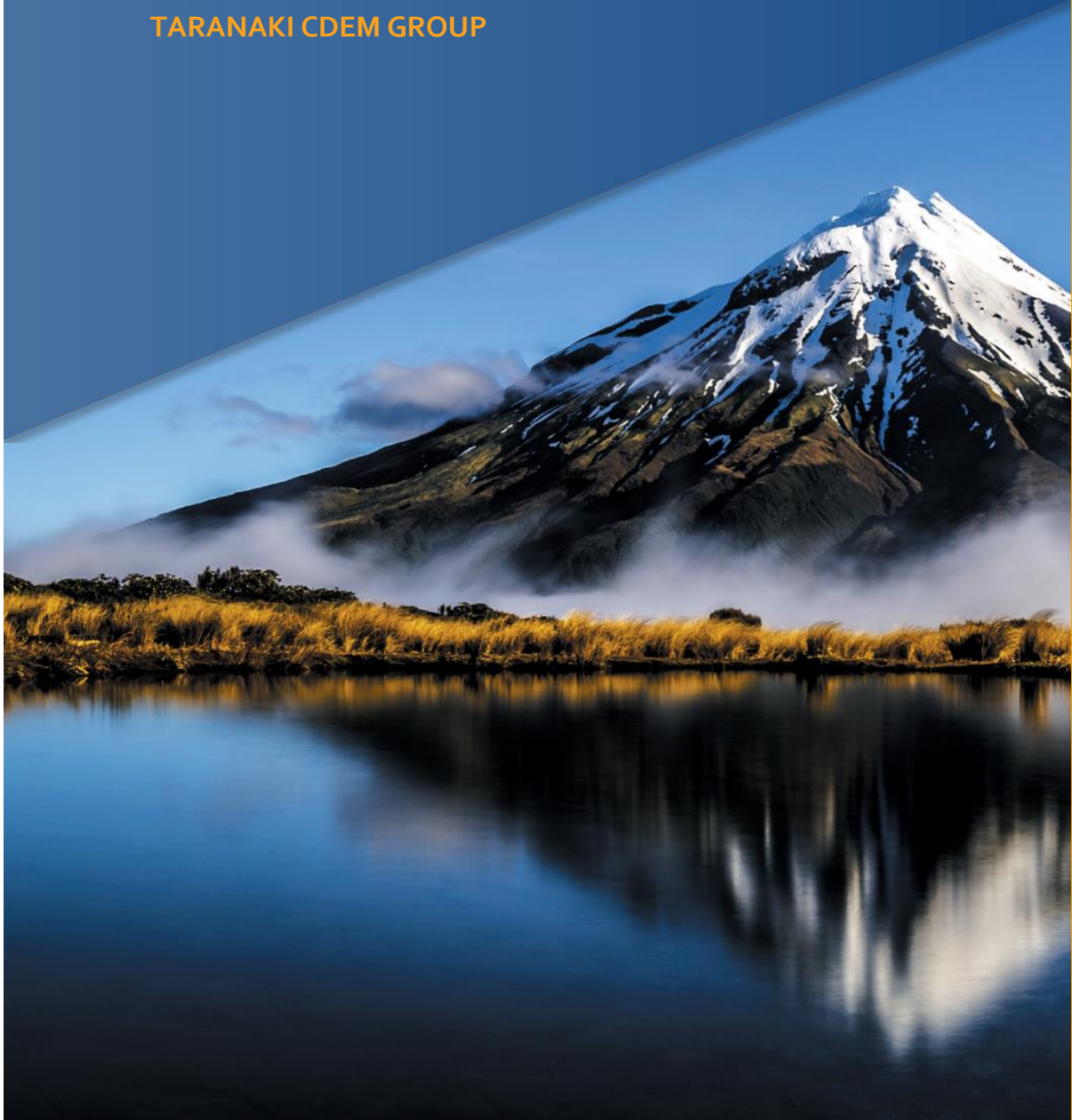




# DRAFT Performance Report

Quarterly Report Q3  
For Financial Year 2021/22

TARANAKI CDEM GROUP



# Document management

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

Date April 2022

Reviewer Todd Velvin

Title CDEM Regional Manager

Date April 2022

Endorsed by Taranaki Coordinating Executive Group

Date May 2022

Authoriser Taranaki CDEM Group Joint Committee

Date 2022

## Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	05 May 2022

# Table of contents

Executive Summary .....	1
Section 1   Strategic Goals and Objectives.....	2
1.1 Governance .....	3
1.2 Disaster Risk Reduction .....	4
1.3 Organisational resilience (readiness) .....	5
1.4 Community resilience (readiness).....	6
1.5 Capability development (readiness, response and recovery).....	7
1.6 Response and recovery .....	8
Section 2   Budget Performance .....	10
2.1 YTD Budget performance .....	10
2.2 CDEM Reserve.....	10
Section 3   Personnel .....	11
Section 4   Work Programme.....	12
Section 5   Significant Projects .....	15
Section 6   Risks.....	19
Extreme risk .....	19
Risks Removed this quarter .....	<b>Error! Bookmark not defined.</b>
Section 7   Appendices .....	20
Appendix A: Group Plan Objectives.....	20
Appendix B: TEMO 2020/21 Financial Report .....	23



# 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	<b>Governance</b>	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	<b>Disaster risk reduction</b>	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	<b>Organisational resilience</b> <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	<b>Community resilience</b> <i>Readiness</i>	Community resilience is strengthened so that the impacts from disasters are reduced	Community engagement	Group Office Local Councils Community
5	<b>Capability development</b> <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	<b>Response and recovery</b>	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 is the third instalment of performance reporting of the 2021-2022 financial year for the Taranaki Emergency Management Office (TEMO), as outlined in the Annual Plan 2021-2022 and for the Taranaki Emergency Management Group as outlined in the Group Plan 2018 – 2023.

## Highlights of Quarter Three

COVID-19 has disrupted the TEMO work programme over recent years. This continues to do so due to increased community transmission, leading to co-horting of work-groups, periods of virtual working relationships and staff and partner agency sickness.

In Taranaki the COVID response is led by Taranaki District Health Board and Ministry of Social Development with TEMO providing support to both partners and other organisations.

The Taranaki CDEM Group has implemented a restructure, increasing the leadership team with two new team leads, responsible for the Operations Team and the Community Resilience team. The expansion provides for clear lines of communication and efficient organisation of workplans. It includes one new structural position, Systems and Technology Advisor, responsible for implementation of the GIS Strategy and other Systems ownership.

Welfare support has been provided to Taranaki communities impacted by Covid through the 'Care in the Community' program, over the preceding quarter.

A hazard infographic series was developed for the region with the help of GNS Science. These are available to the public as a poster series.

## Financial reporting

Financial reporting is included in Section 2 and Appendix B.

# Section 1 | Strategic Goals and Objectives






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

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

Forty-three objectives were identified in 2018-2023 Group Plan, these are listed in Appendix A.

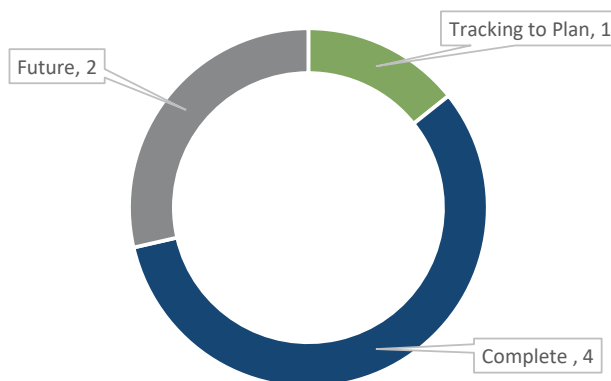
A summary of the Taranaki Group progress on those objectives is provided below

## Key

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

## 1.1 Governance

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



### Progress this quarter

- Gov 3 – Advisory Groups established. Terms of reference for RARAG and RRAG being reviewed.

### 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 approved<sup>1</sup>

### Tracking to plan

- Gov 3 – Advisory Groups established. Terms of reference for RARAG and RRAG being reviewed

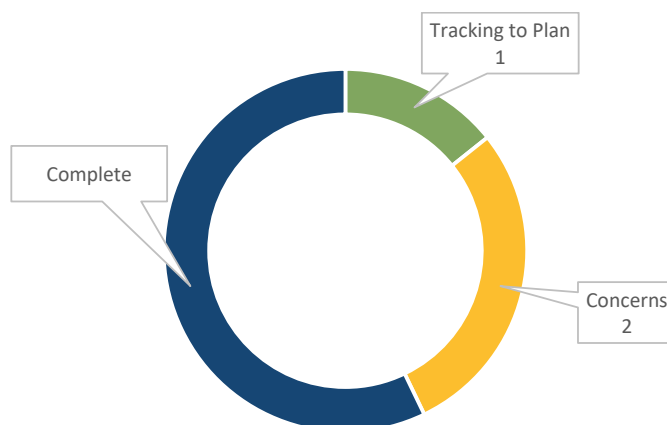
### Future work

- Gov 4 – Group Plan Review (scheduled to begin September 2022 after Trifecta)
- Gov 5 – Constituting Agreement Review (scheduled to begin 2022)

<sup>1</sup> Work is ongoing to implement the approved arrangement.

## 1.2 Disaster Risk Reduction

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



### Progress this quarter

- DRR 4 – Hazard infographic series developed for the region with GNS Science.
- DRR 5 – New Systems and Information Technology advisor appointed as part of Group restructure.

### Completed

- DRR 2 - Risk Reduction Advisory Group established (May 2018)
- DRR 5 – GIS strategy completed and approved by CEG - New Systems and Information Technology advisor appointed as part of restructure
- DRR 6 - Promotion of the integration of activities and a consistent CDEM risk reduction approach
- DRR 7 - Regional Lifeline vulnerability study undertaken (December 2018).

### Tracking to plan

- DRR 4 - The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.

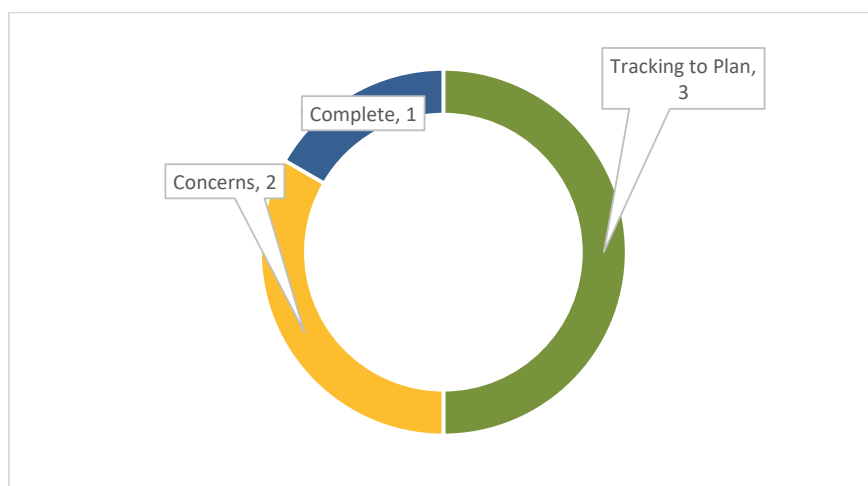
### Concerns – mitigations in place

- DRR 1 – Survey of current risk and hazard documents
- DRR 3 – Disaster Risk Reduction strategy developed



## 1.3 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.



### Progress this quarter

- OR 1 – MS Teams Implemented.

### Completed

- OR 1 – Implementation of an information management system

### Tracking to plan

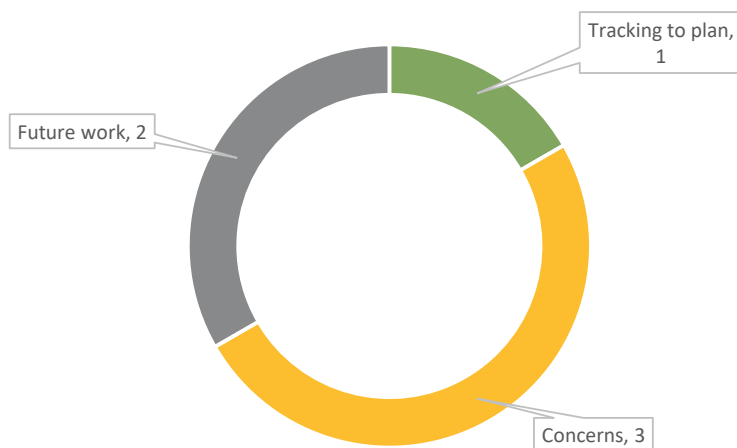
- OR 2 – ECC, NP EOC Audits conducted. Audits for STDC and STC EOC's planned.
- OR 5 – Recovery Programme Performance Measures - implementation delayed due Covid
- OR 6 - Corrective action planning currently in review.

### Concerns – mitigations in place

- OR 3 - Capability development plan due for review. Implementation limited due TA work programs need alignment.
- OR 4 - CDEM Group partner business continuity plans need review

## 1.4 Community resilience (readiness)

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



### Progress this quarter

- CR 4 – Hazard infographic series developed for the region/public with GNS Science.

### Tracking to plan

- CR 4 – Development of a public education and community engagement strategy - Disruption due to recruitment required of new staff member - new communications advisor employed.

### Concerns – mitigations in place

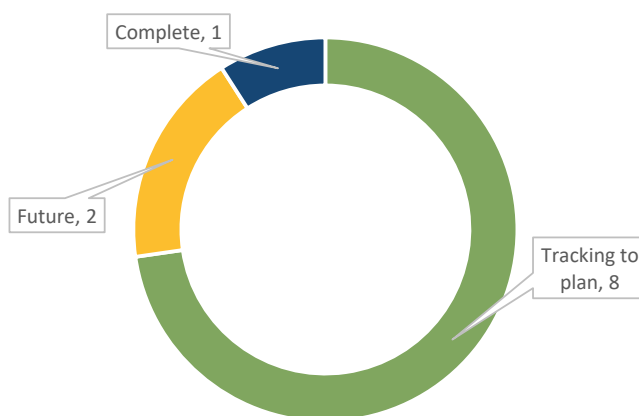
- CR 1 – Volunteer Management Strategy - Strategy being updated but requires integration with TA workplans.
- CR 2 – NPDC EMO role not currently filled. No current agreed workplans for other EMO's in other TA's.
- CR 5 - Review due on benchmarking requirements as part of volunteer engagement strategy - requires alignment with TA workplans.

### Future work

- CR 3 – Community Resilience Strategy – Document does not currently exist.
- CR 6 - 10 Community Emergency Plans objective to be reviewed.

## 1.5 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.



### Progress this quarter

- CD 5 – Ongoing delivery of CIMS4, ITF foundation/ intermediate and development of function specific courses, some delays, and postponements this quarter due to COVID-19

### Tracking to plan

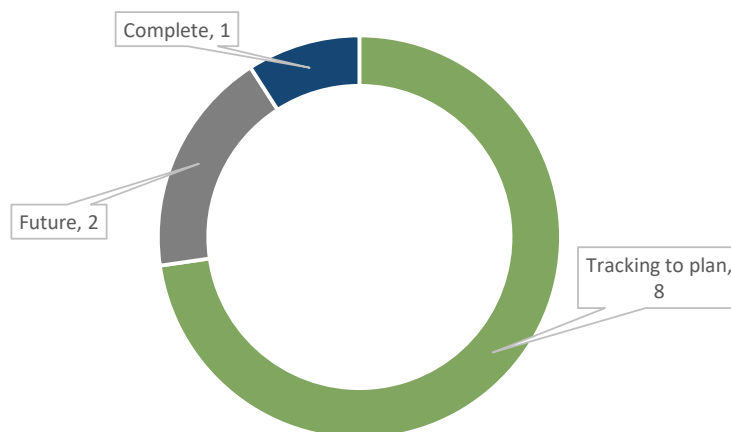
- CD 1 – NEMA Capability Development fund accessed for ongoing training
- CD 3 – Exercise schedule constructed. Planning in place for delivery.

### Concerns – mitigations in place

- CD 2 – National LMS (Takatu) is due for update (not currently user friendly) - delayed due to Covid.
- CD 4 – Proposed 2020 National Tier 4 Exercise (Alpine Fault) delayed due to COVID-19
- CD 5 – 500 centre staff trained to Integrated Training Framework (ITF) Intermediate - Delivery under strain due to HR resourcing in ongoing Covid Pandemic and TA work programs not aligned - Review of this objective required for next group plan.
- CD 6 – Ongoing delays in the delivery of national CIMS function training. No ITF course exists for Recovery, Operations and Safety. Delivery of remaining CIMS courses under strain due to HR resourcing in ongoing Covid Pandemic and TA work programs not aligned.

## 1.6 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

- RR 4 – Document control SOP developed and adopted. Duty Officer Manual reviewed, consolidated, and adopted. Earthquake response plan out for external consultation. Taranaki compendium checklist (response aide memoire) developed and adopted. Response common systems plan developed and adopted.

### Complete

- RR 3 - Three district based EOCs and one regional ECC established

### Tracking to plan

- RR 1 – Readiness and Response Advisory Group Established – Review of terms of reference due.
- RR 2 – All controllers complete the national training programme.
- RR 4 – Review of all Response Plans and Standard Operating Procedures
- RR 5 - Standard Operating Procedures established – Document control SOP and 6 monthly audit process adopted.
- RR6a – Significant progress on the recovery programme of work has been made with the appointment of a dedicated Recovery resource
- RR 7 – Hazard specific recovery planning in hazard contingency plans. Ongoing delays due to COVID-19 Responses and associated work.
- RR 8 – Recovery framework under development

**Future**

- RR6b – Engagement with priority communities
- RR6c – Identifying and addressing gaps in recovery preparedness

## Section 2 | 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%

### 2.1 YTD Budget performance

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The quarter three financial report ending 31 March 2022 (attached in Appendix B) shows a variance of \$87,393.

### 2.2 CDEM Reserve

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The TEMO 2020/21 year-end result resulted in a surplus of \$194,611.

At the August 2021 Co-ordinating Executive Group meeting it was agreed that up to \$150,000 of this surplus would be spent on implementing the Geospatial Strategy, in particular the appointment of GIS specialist for 2-year fixed term contract.

This leaves \$40,000 plus in the reserve.

## Section 3 | Personnel

The Taranaki Group office has completed its restructure with two new lead roles finalised. Kaz Lawson now leads the Community Resilience Team and Suzanna Adair leads the Operations Team. This restructure addresses a growing team and body of work that requires clear communication and work structure programs to ensure efficient and effective delivery of Emergency Management across the region.

In August 2021 the Joint Committee approved the funding and appointment of GIS specialist for 2-year fixed term contract. This role now sits within the Operation Team. Recruitment for this position has been successful, with Valerie De Feo, an experienced GIS specialist accepting this role.

Alister Newton has vacated the Communications Advisor role. Recruitment for this role has been successful with Lisa Gregory accepting this position.

## Section 4 | Work Programme

This report documents progress of Taranaki Emergency Management Office against Annual Business Plan 2021/22, which was approved by the Joint Committee at their November 2021 meeting.

COVID 19 continues to be an ongoing challenge. Health remains the lead agency for the COVID-19 Response and the Ministry for Social Development (MSD) took over the lead in the welfare space late last year. Care in the Community is the model that has been adopted nationally with a range of regionally adapted hybrids. TEMO has been supporting both the DHB and MSD as a connector, providing advice and resourcing as well as practically coordinating the delivery of kai packs, pulse oximeters, prescription delivery and door knocks. This has been achieved with the cooperation of the three councils, volunteers as well as staff from corrections and the Department of Conservation. The Taranaki model has been singled out nationally by the MOH in its Care in the Community Local Hub Request for Information Summary Document '***Stand out DHBs were Taranaki and Tairāwhiti DHBs for their community, iwi and DHB partnership approach. They have a mature relationship model that is rooted in local knowledge and community support. There were 54 Care in the Community Hubs identified across the motu.***' Over the past two months TEMO has been supporting the access and distribution of RATS with a staff member on secondment to set up the distribution centre, connecting the DHB with distribution and access points and into isolated, vulnerable communities.

Going forward we are looking to transition this mahi to community organisations who can absorb this into BAU.

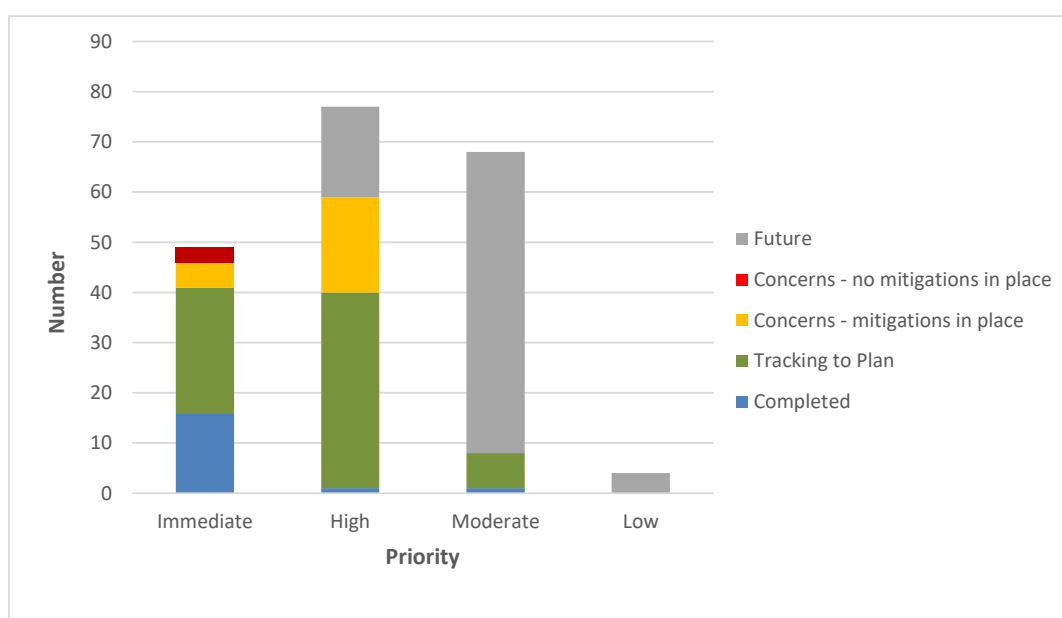


Function	Key Deliverable	Status
<b>Capability Development</b>	Deliver training as per the Capability and Development Plan 2020-2021	Courses delivered this quarter were <ul style="list-style-type: none"> <li>• Foundation Courses (6<sup>th</sup> April online)</li> <li>• LUC (12<sup>th</sup> April)</li> </ul>
	Deliver a continuous improvement of the CIMS Function Checklist	The Response Common Systems Plan has been completed Response Actions Plan for each specific function is almost 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 Manger.
	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
<b>Communications and Marketing</b>	Upgrade the TEMO website	Under review. Looking to streamline and possibly outsource.
	Deliver the 2020 Communications and Marketing Plan	Recruitment of Comms Manager successful. Staff member in seat 16 <sup>th</sup> May.
	Increased engagement with communities	Ongoing support of the national campaigns including Shakeout and COVID-19 response.
<b>Contingency Planning</b>	Develop and adopt the Earthquake Response Plan	Out for external consultation
	Develop and adopt the Tsunami Response Plan	Drafting of an update to the existing plan is underway
	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.
	Implement the GIS Strategy 2021-26	GIS specialist has been appointed and will commence work with TEMO May 2022.
<b>Recovery</b>	Deliver the Strategic Recovery Plan	Plan consultation & development in process

Function	Key Deliverable	Status
		Priority actions identified
<b>Welfare and Resilience</b>	Update the Welfare and subfunction plans	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.
	Support the council EMOs in delivery of resilience programme	Awaiting details of EMO work programs and recruitment of EMO NPDC
<b>Governance</b>	Support the Coordinating Executive Group and Joint Committee	The following meetings were held this quarter: <ul style="list-style-type: none"> <li>• Coordinating Executive Group (10 February 2022)</li> <li>• Joint Committee (24 February 2022)</li> </ul>
	Hold regular Advisory Group meetings	The following meetings were held this quarter: <ul style="list-style-type: none"> <li>• Readiness &amp; Response Advisory Group on 2 March 2022</li> <li>• Lifelines Advisory Group 1 February 2022</li> </ul>
	Hold regular meetings of the CIMS Function Groups	The following meetings were held this quarter: <ul style="list-style-type: none"> <li>•</li> </ul>
	Continue building relationships across the sector	Our focus this quarter has been Welfare and Iwi, with a focus on COVID-19
	Group Duty System	TEMO maintains an 24/7 duty officer roster with a duty Group Controller also rostered on. <ul style="list-style-type: none"> <li>• A watching brief maintained</li> <li>• TEMO staff member sits on the TDHB’s IMT as CDEM liaison</li> </ul>
	Continue to support the COVID Response	<ul style="list-style-type: none"> <li>• Ongoing engagement and support of welfare agencies and care in the community coordination</li> <li>• Work has continued on concurrent event planning with a Covid controls overlay plan developed (All Hazards Overlay Plan)</li> </ul>

## Section 5 | 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 that are greater than what is considered tolerable for delivery within existing TEMO resource.



### Robe St Facility Improvements

**Contributes to:** Disaster Risk Reduction

**Status**

On track

Two additional improvements to the Robe Street Facility have been identified and included in the 2021/22 work programme:

- ECC Radio Room Upgrade**  
 Ongoing waiting for contractor who is based outside of Taranaki to complete final tidy up jobs. Room is fully operational.

- **Radio replacement Programme**  
Ongoing and currently reviewing assets and locations across Taranaki.

## Corrective Action Programme

**Contributes to:** Organisational Resilience

**Status**

On Track

The Corrective Actions identified in the Monitoring and Evaluation Review and the COVID-19 Debrief have been combined into a single plan with a total of 199 actions.

A review of completed actions is underway alongside identification of specific team responsibility assignment and task development. There are some Corrective Actions which require a measurable action to be assigned to them, as these will be presented in quarter 4.

## Implementation of the Trifecta Programme

**Status**

Some Delays

In 2021 the EMSR programme 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 of 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.

NEMA will provide regular updates to the CEG and Joint Committee, through the Regional Emergency Management Advisor and letters to the CEG Chairs in the first instance.

These reforms will impact the Taranaki CDEM Group and TEMO as feedback will be sought during the reforms. The national focus this quarter has been the response to a number of flood events in the South Island and Auckland as well as the ongoing COVID-19 Delta outbreak.

First round of feedback has gone out to stakeholders and close on the 11<sup>th</sup> of Feb 2022.

## Taranaki Unrest Response and Recovery North Island Plan (TURRNIP), Initial Phase (Resilience Funding)

**Contributes to:** Disaster Risk Reduction

**Status**

COMPLETE

In January 2021 TEMO submitted an application to the Resilience Fund for the initial phase of the Taranaki Unrest Response and Recovery North Island Plan (TURRNIP); this is a shortened version of the 2019 bid which was not processed due to the review of the Resilience Fund. The focus of this shortened project is science communication and will support planning and outreach work.

On 31 March we were advised that we had been successful in our bid and have been awarded \$70,000. The project is being led by Teresa Gordon, CDEM Analyst with delivery scheduled for November 2021.

We entered into a contract with GNS Science to deliver the public hazard mapping component of this funding. A data governance group was established to provide oversight to mapping and information about Taranaki Volcanic Hazards. Initial user workshops were held with member of the public providing input into information requirements. Initial drafts of the hazard information sheets were produced and circulated to stakeholders for feedback. Delivery of the final versions was delayed due to the ongoing Auckland lockdown which prevented our contractor from returning to Taranaki and completing sign off meetings with key stakeholders. The infographic posters were released on 26 January 2022.

This project has been underspent by \$40,000 as TEMO have managed the project rather than contracting a project manager and combined the written document with the mapping project. TEMO applied to retain \$10,000 money for publication and distribution of the infographic posters, but this variation was declined by NEMA. Other funding sources have since been secured to enable printing to go ahead.

TEMO have made it clear in our funding bid and ongoing engagement with NEMA that this is the initial part of a multiyear project.

## Welfare Registration and Need Assessment (Resilience Funding)

**Contributes to:** Response & Recovery

**Status**

Some Delays

In March 2021, at the NEMA's request, TEMO submitted a second application to the Resilience Fund for the development of a Welfare Registration and Needs Assessment with integrated coordination and management capability investigation and development.

After an initial review of current 'off the shelf' or bespoke systems being utilised by other groups NPDC advised that they would undertake an improvement project for the current RANA. Project Management undertaken by NPDC Business Technology Group in consultation with TEMO staff (users) with the work outsourced to a contractor. A like for like system to be delivered with several improvements.

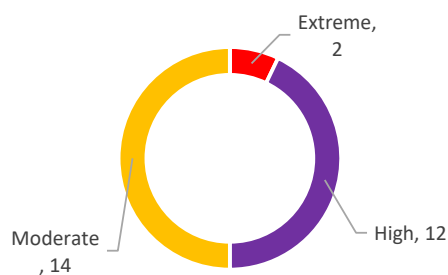
Initial delivery of the system occurred two days prior to the weather event in February. Several flaws were identified upon deployment with a major omission identified – no ability to collect data offline. This is the subject of ongoing discussions between TEMO and NPDC BTG.

System was presented to NEMA Resilience fund manager, Social and Community Resilience staff by NPDC BTG and TEMO staff in February.

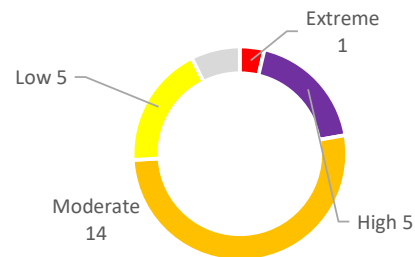
## Section 6 | Risks

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

### 1) Pre Controls



### 2) Post Controls



Risk Rating	Risk Rating
E	Extreme
H	High
M	Moderate
L	Low
I	Insignificant

### Extreme risk

- Capability of newly appointed statutory roles holders (Controllers and Recovery Managers), required to manage effective response and recovery. Includes certification of competency for statutory position holders occurring through Response and Recovery national programme or another approved pathway.

## 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.



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
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Capability development (readiness, response and recovery)</p>	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.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Response and Recovery</p>	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 2021/22 Financial Report

### Profit and Loss Summary Report to 31 March 2022

	TEMO		
	22GENA	22GENR	
	Actual YTD March	Budget YTD March	Variance YTD March
<b>Revenue</b>			
<b>Other revenue</b>			
160 - User fees and charges	75	0	(75)
169 - Other Operating incl Rebates & Recoveries	(21,280)	(165,000)	(143,720)
<b>Total Other revenue</b>	<b>(21,205)</b>	<b>(165,000)</b>	<b>(143,795)</b>
<b>Subsidies and grants</b>			
180 - Operating Grants & Subsidies	(1,145,692)	(1,107,434)	38,257
<b>Total Subsidies and grants</b>	<b>(1,145,692)</b>	<b>(1,107,434)</b>	<b>38,257</b>
<b>Total Revenue</b>	<b>(1,166,896)</b>	<b>(1,272,434)</b>	<b>(105,538)</b>
<b>Expenses</b>			
<b>Personnel costs</b>			
220 - Salaries and wages - Payroll Only	626,222	602,067	(24,155)
223 - Other employee benefits - Payroll Only	10,679	25,029	14,351
224 - Employee Development & Education	21,160	17,810	(3,350)
225 - Employer contributions - Payroll Only	18,497	16,216	(2,281)
226 - Recruitment costs	489	0	(489)
229 - Other personnel costs	40,461	93,750	53,289
<b>Total Personnel costs</b>	<b>717,507</b>	<b>754,872</b>	<b>37,365</b>
<b>General operating expenditure</b>			
231 - Insurances	3,726	6,132	2,406
232 - Legal and professional fees	24,258	12,264	(11,993)
233 - Occupancy and utilities	16,651	17,862	1,211
234 - Property Maintenance	14,379	0	(14,379)
235 - Communications	7,281	0	(7,281)
236 - Advertising and Marketing	12,025	29,208	17,184
238 - Travel and accommodation	4,289	0	(4,289)
245 - Other general costs	29,987	18,275	(11,712)
<b>Total General operating expenditure</b>	<b>112,595</b>	<b>83,742</b>	<b>(28,854)</b>

<b>Direct costs of activities</b>			
250 - Contracts	2,232	193,244	191,011
252 - Plant and equipment hire	246	0	(246)
253 - Services	4,541	0	(4,541)
254 - Materials	492	0	(492)
255 - Fleet & Plant Consumables & Maintenance	6,107	6,825	719
<b>Total Direct costs of activities</b>	<b>13,618</b>	<b>200,069</b>	<b>186,451</b>
<b>10 - Depreciation - operational assets</b>	<b>45,521</b>	<b>25,182</b>	<b>(20,339)</b>
<b>Total Expenses</b>	<b>889,241</b>	<b>1,063,865</b>	<b>174,623</b>
<b>EXTERNAL OPERATING (PROFIT)/LOSS</b>	<b>(277,655)</b>	<b>(208,570)</b>	<b>69,085</b>
<b>INTERNAL CHARGES</b>			
300 - Pass thru from Shared Services expense	475	0	(475)
310 - Labour allocation expense	0	3,750	3,750
315 - Fixed Amount Charge of Shared Services	97,107	96,585	(522)
320 - On-charges expense	13,191	30,665	17,474
330 - Interest allocation expense	26,503	0	(26,503)
<b>INTERNAL RECOVERIES</b>			
<b>APPROPRIATIONS</b>			
391 - Depreciation funding/ (unfunded)	(49,717)	(25,134)	24,583
395 - Capital Appropriations	0	0	0
<b>TOTAL NET RESULT</b>	<b>(190,096)</b>	<b>(102,704)</b>	<b>87,393</b>



**Date** 19 May 2022

**Committee:** Taranaki Emergency Management Joint Committee

**Subject:** **Appointment of Group Controller**

**Approved by:** Todd Velvin, Group Manager

**Document:** 3062841

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### **Purpose**

1. The purpose of this memorandum is to approve the appointment of Mr Kelvin Wright to the role of Group Controller and retain his Local Controller appointment by the Taranaki Civil Defence Emergency Management (CDEM) Group.

### **Executive summary**

2. The Group has previously made appointments to the position of Group Controller under Section 27, of the Civil Defence Emergency Management Act 2002.
3. This memorandum is to receive and approve the appointment of:  
Group Controller
  - 3.1. Mr Kelvin Wright, Chief Executive Officer at Venture Taranaki to the position of Group Controller and retain Local Controller appointment.

### **Recommendations**

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum *Appointment of Group Controller*
- b) approves the appointment of Mr Kelvin Wright to the role of Group Controller to Taranaki CDEM.

### **Background**

#### Group Controller

4. The role of the Group Controller is to direct and coordinate CDEM resources made available to them during declared emergencies, and perform any other functions delegated by the CDEM Group. A Controller can also use CDEM arrangements outside of declared emergencies, but some powers under the CDEM Act 2002 can only be used during a declared state of emergency.

The primary roles of the Group Controller during a response are to direct and co-ordinate the use of the personnel, material, information, services, and other resources made available by departments, Civil Defence Emergency Management Groups, and other persons.

5. The CDEM Act 2002 states that the Taranaki CDEM Group may appoint one or more Group Controllers:

*26 Appointment of Group Controllers*

- (1) *A Civil Defence Emergency Management Group must appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area.*
- (2) *A Group must appoint, either by name or by reference to the holder of an office, at least 1 suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller on the occurrence of a vacancy in the office of Group Controller or the absence from duty of the Group Controller for any reason, for the duration of the vacancy or absence.*
- (3) *A Group may, at any time, remove from office or replace a Group Controller appointed under subsection (1) or (2).*
- (4) *A Group may –*
  - (a) *delegate the authority to replace the Group Controller during a state of emergency with a person appointed under subsection (2) to 1 or more of the representatives who are authorised under section 25(1) to declare a state of emergency for that group area; and Reprinted as at 1 June 2018 Civil Defence Emergency Management Act 2002 Part 2 s 26 27*
  - (b) *impose limitations on the circumstances in which the authority delegated under paragraph (a) may be used.*

## **Discussion**

6. Nominations for Group Controller

The following person has been nominated for the position of Group Controller:

- 6.1. Mr Kelvin Wright, Chief Executive Officer at Venture Taranaki

## **Decision-making considerations**

7. Section 26 of the *Civil Defence Emergency Management Act 2002* allows the Group to appoint 1 or more persons to be a Group Controller.
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—LTP/Annual Plan**

9. Group Controller merit for volunteers is the responsibility of TEMO.
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. These appointments are consistent with Taranaki CDEM Group Plan and the Coordinated Incident Management System (CIMS) v3.
12. 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**

13. The Appointment of Group Controllers is made in accordance with Section 26 of the *Civil Defence Emergency Management Act 2002*.
14. 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.



**Date** 19 May 2022

**Committee:** Taranaki Emergency Management Joint Committee

**Subject:** **Appointment of Local Controller**

**Author** Ben Ingram, CDEM Lead NPDC

**Approved by:** Todd Velvin, Group Manager

**Document:** 3062852

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### **Purpose**

1. The purpose of this memorandum is to approve the appointment of Mr Simon Woods, to the role of Local Controller by the Taranaki Civil Defence Emergency Management (CDEM) Group.

### **Executive summary**

2. The Group has previously made appointments to the position of Local Controller under Section 27, and Local Recovery Manager under section 30 of the Civil Defence Emergency Management Act 2002.
3. This memorandum is to receive and approve the appointment of:  
Local Controller
  - 3.1. Mr Simon Woods, Senior Licensing Inspector / Environmental Officer at New Plymouth District Council to the position of Local Controller.

### **Recommendations**

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum *Appointment of Local Controller*
- b) approves the appointment of Mr Simon Woods to the role of Local Controller to Taranaki CDEM Group.

### **Background**

#### Local Controller

4. The role of the Controller is to direct and coordinate CDEM resources made available to them during declared emergencies, and perform any other functions delegated by the CDEM Group. A Controller can also use CDEM arrangements outside of declared



emergencies, but some powers under the CDEM Act can only be used during a declared state of emergency.

The primary roles of the Controller during a response are to:

- Assess impacts
- Prioritise response measures
- Monitor and direct agencies in their roles
- Co-ordinate and allocate resources where required.

5. The CDEM Act 2002 states that the Taranaki CDEM Group may appoint one or more Local Controllers:

27 *Appointment of Local Controllers:*

*(1) A Civil Defence Emergency Management Group may appoint 1 or more persons to be a Local Controller, and direct that person or persons to carry out any of the functions and duties of, or delegated to, the Group Controller of the Group and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94.*

*(2) Despite anything in subsection (1), a Local Controller must follow any directions given by the Group Controller during an emergency.*

## Discussion

6. Nominations for Local Controller

The following persons have been nominated for the position of Local Controller:

- 6.1. Mr Simon Woods, Senior Licensing Inspector / Environmental Officer at New Plymouth District Council.

7. Powers to act as Local Controller in other Districts

At the September 2017 the Joint Committee determined that Local Controllers are able to act for any District Council in the Taranaki region in order to increase the overall resilience of the region.

## Decision-making considerations

8. Section 27(1) of the *Civil Defence Emergency Management Act 2002* allows the Group to appoint 1 or more persons to be a Local Controller.
9. 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**

10. Controller merit for council staff is the responsibility of the individual council.
11. 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**

12. These appointments are consistent with Taranaki CDEM Group Plan and the Coordinated Incident Management System (CIMS) v3.
13. 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**

14. The Appointment of Local Controllers is made in accordance with Section 27(1) of the *Civil Defence Emergency Management Act 2002*.
15. 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.



**Date** 19 May 2022

**Committee:** Taranaki Emergency Management Group Joint Committee

**Subject:** **Updated Terms of Reference for the Co-ordinating Executive Group**

**Author:** Sarah Gauden-Ing, CDEM Planner  
Taranaki Emergency Management Office

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

**Document** 3062802

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### **Purpose**

1. The purpose of this memorandum is to seek endorsement to approve the updated Terms of Reference from the Co-ordinating Executive Group.

### **Executive summary**

2. The Co-ordinating Executive Group's Terms of Reference were last approved prior to 2014.
3. These Terms of Reference have been revised and updated (Appendix A).
4. The Coordinating Executive Group have been consulted with and feedback incorporated. They endorsed the new Terms of Reference at their meeting on the 5 May 2022.
5. Approval for the updated Terms of Reference is sought from the Joint Committee meeting.

### **Recommendations**

That the Taranaki Emergency Management Joint Committee:

- a) receives memorandum, *Approval of the Updated Terms of Reference for the Co-ordinating Executive Group*
- b) approves the updated Term of Reference.

### **Executive summary**

6. The Co-ordinating Executive Group's (CEG) Terms of Reference were last approved prior to 2014.
7. Since that time the Group Plan has been updated and changes to membership of the CEG has been approved by the Joint Committee.
8. The Co-ordinating Executive Group's Terms of Reference have been reviewed and a draft was provided to the February meeting with an opportunity to provide feedback to TEMO.
9. The final draft of the Terms of reference was provided to CEG at their May meeting for endorsement to the Joint Committee.
10. No formal feedback was received, comments from CEG members at both the February and March meetings were noted and the Terms of Reference updated to reflect this feedback.
11. For clarity, a list of current CEG members is attached as Appendix B.
12. It is noted that the CEG Terms of Reference may need to be updated again in the future to reflect any changes in the CDEM Act and new Group Plan. However the proposed update ensures that the Terms of Reference reflect the current Group Plan and Joint Committee's decisions.

### **Decision-making considerations**

13. 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**

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 Terms of Reference have been prepared in accordance with the Taranaki CDEM Group Plan 2018 - 2023, 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 3062805 - Appendix A: DRAFT Taranaki Civil Defence Emergency Management Coordinating Executive Group (CEG) - Terms of Reference

Document 3062818 - Appendix B: Current CEG Membership

## DRAFT Taranaki Civil Defence Emergency Management Coordinating Executive Group (CEG) – Terms of Reference

### Establishment of the Co-ordinating Executive Group (CEG)

A Civil Defence Emergency Management Co-ordinating Executive Group (CEG) is required to be established and maintained by a Civil Defence Emergency Management Group under section 20 of the Civil Defence Emergency Management (CDEM) Act 2002.

### Purpose

Under Section 20(2) of the Act each Executive Group is responsible to the Civil Defence Emergency Management Group [Joint Committee] for—

- a) providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group;
- b) implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group;
- c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

Each member of the CEG is responsible for ensuring effective liaison on, and implementation of, CDEM issues within their respective agencies.

### Statutory Members

Membership of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group is defined in s20 of the CDEM Act 2002.

Statutory Members are as

- Chief executive officer of each member local authority or a person acting on the chief executive officer's behalf;
- Senior employee of New Zealand Police
- Senior employee, volunteer, or contractor of Fire and Emergency New Zealand
- The chief executive or a senior member of a provider of health and disability services operating in the area

### Co-opted Members

Under section 20(1)(e) of the act other persons may be co-opted on to the CEG. The CEG may vary its co-opted membership by request, any variations must be endorsed by the CEG and approved by the CDEM Group (Joint Committee).

The Joint Committee has approved the following co-opted members:

- Senior Member St John Ambulance Service<sup>2</sup>
- Taranaki Civil Defence Emergency Management Group Controller<sup>2</sup>
- Taranaki Civil Defence Emergency Management Group Recovery Manager<sup>2</sup>
- Chairperson Lifelines Advisory Group<sup>2</sup>
- Chairperson Welfare Co-ordination Group and Group Welfare Manager<sup>2</sup>
- Chairperson Taranaki Seismic and Volcanic Advisory Group<sup>2</sup>

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<sup>1</sup> In Taranaki that is South Taranaki District Council, Stratford District Council, New Plymouth District Council and Taranaki Regional Council

<sup>2</sup> Identified in the Group Plan 2018-2023

- Chairperson Rural Coordination Group<sup>2</sup>
- Chairperson Risk Reduction Advisory Group<sup>2</sup>
- Chairperson Readiness and Response Advisory Group<sup>2</sup>
- Three Iwi Representatives (one from each of the "three waka")<sup>3</sup>
- Regional Commissioner for Ministry of Social Development<sup>4</sup>

#### **Observers**

Under the Group Plan a representative from NEMA is accorded observer status.

The CEG may by its own decision allow other parties to attend as observers or as invited guests, with speaking rights at the Chair's discretion. This may include persons presenting papers to the CEG.

#### **Governance**

The CEG reports to the Civil Defence Emergency Management Group (Joint Committee) and the CEG Chair attends Group Meetings.

Under Section 20 of the CDEM Act the CEG is responsible to the Civil Defence Emergency Management Group [Joint Committee] for—

- (a) providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group:
- (b) implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group:
- (c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

#### **Chairperson and Deputy Chairperson**

Under the Civil Defence Emergency Management Group Plan for Taranaki 2018 – 2023 the Coordinating Executive Group (CEG) is chaired by a chief executive officer (or nominated delegate) of one of four local authorities.

#### **Meeting Procedures**

There are no statutory meeting provisions for the CEG in legislation or the Group Plan 2018 – 2023.

It is expected that meetings of the CEG are conducted in a respectful and orderly fashion. The Chairperson of the CEG is responsible for maintaining conduct for the duration of the meeting. The intent is for decision by consensus, however a voting procedure is included in these Terms of Reference.

The CEG meeting is not a publicly notified meeting as it is not a standing committee under the Local Government Official Information and Meetings Act. The minutes and agendas are requestable under the provisions of that Act.

CEG Minutes are included in the CDEM Group [Joint Committee] meeting minutes, which are publicly notified and available online.

Meetings are held at the Taranaki Regional Council and may be attended in person, or by means of an audio link or audio-visual link at the Chair's discretion.

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<sup>3</sup> Approved by the Joint Committee 03 December 2020

<sup>4</sup> Approved by the Joint Committee 10 March 2021

### **Quorum**

There are no statutory quorum provisions for the CEG in legislation or the Group Plan 2018 - 2023.

To help maintain effective input at meetings of the CEG, a quorum has been agreed to as follows:

*The quorum at a meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group shall consist of—*

- (i) half of the statutory members if the number of statutory members (including vacancies) is even; or*
- (ii) a majority of statutory members if the number of statutory members (including vacancies) is odd;*

With the statutory membership of the CEG at seven, the quorum would therefore be four statutory members.

The CEG can amend these quorum provisions at any time, subject to approval by the Taranaki Civil Defence Emergency Management Group (Joint Committee).

### **Voting**

Under the Group Plan all members (both statutory and co-opted) have voting rights unless a conflict of interest is declared.

One vote is allowed per member. Members are to vote in accordance with their role (e.g. Representative of a Council, Representative of an Iwi or Chair of an Advisory Group). The membership list for the CEG should identify the role that they are fulfilling.

All voting will be a majority of those present and voting.

### **Sub-committees**

Sub-committees and working parties can to be established as required.

### **Frequency of meeting**

The CEG will meet four (4) times a year. The CEG may hold additional meetings and/or workshops as the members desire.

### **Administration**

The CEG is administered by the Taranaki Regional Council

### **Approval of the Terms of Reference**

Endorsed by the Co-ordinating Executive Group:

Meeting Date: 05 May 2022

Approved by the Civil Defence Emergency Management Group (Joint Committee)

Meeting Date \_\_\_\_\_



**Appendix B: Membership of the Taranaki Emergency Management Coordinating Executive Group as at 05 May 2022**

<b>Membership Type</b>	<b>Role</b>	<b>Person</b>
Statutory	Chief Executive of Taranaki Regional Council	Steve Ruru
Statutory	Delegate of the Chief Executive of New Plymouth District Council	<i>Currently Vacant</i>
Statutory	Chief Executive of Stratford District Council	Sven Hanne
Statutory	Chief Executive of South Taranaki District Council	Waid Crockett
Statutory	Senior employee of New Zealand Police	Belinda Dewar
Statutory	Senior employee of Fire and Emergency New Zealand	David Utumapu
Statutory	The chief executive or a senior member of a provider of health and disability services operating in the area	Greg Simmons
Co-opted	Senior Member St John Ambulance Service	Megan Stewart
Co-opted	Taranaki Civil Defence Emergency Management Group Controller	Todd Velvin
Co-opted	Taranaki Civil Defence Emergency Management Group Recovery Manager	Craig Campbell-Smart
Co-opted	Chairperson Lifelines Advisory Group	Steven Corbitt
Co-opted	Chairperson Welfare Co-ordination Group and Group Welfare Manager	Karen (Kaz) Lawson
Co-opted	Chairperson Taranaki Seismic and Volcanic Advisory Group	Jon Procter
Co-opted	Chairperson Rural Coordination Group	Mike Green
Co-opted	Chairperson Risk Reduction Advisory Group	Victoria Araba
Co-opted	Chairperson Readiness and Response Advisory Group	Grant Roper
Co-opted	Iwi Representative	<i>Currently Vacant</i>
Co-opted	Iwi Representative	<i>Currently Vacant</i>
Co-opted	Iwi Representative	<i>Currently Vacant</i>
Co-opted	Regional Commissioner for Ministry of Social Development	Gloria Campbell

A representative from NEMA (Paul Renshaw) is accorded observer status.

## **AGENDA AUTHORISATION**

Agenda for the Taranaki Civil Defence Emergency Management Group Joint Committee meeting held on Thursday 19 May 2022.

Approved:

Not Cast  
S J Ruru  
**Chief Executive**