

**Minutes of the Taranaki Civil Defence  
Emergency Management Group Joint Committee  
meeting held at the Taranaki Regional Council,  
47 Cloten Road, Stratford on Tuesday  
19 June 2018 commencing at 10.30am.**



<b>Members</b>	Councillor	M J Cloke	(Taranaki Regional Council) (Group Chairperson)
	Councillor	P Nixon	(South Taranaki District Council) <i>(from 11.00am)</i>
	Mayor	N Volzke	(Stratford District Council)
	Mayor	N Holdom	(New Plymouth District Council)
<b>Attending</b>	Mr	G K Bedford	(Taranaki Regional Council)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mr	C Campbell-Smart	(Taranaki CDEM Manager)
	Mr	K Evans	(Ministry of Civil Defence Emergency Management)
	Mrs	T Gordon	(Taranaki CDEM Analyst)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	S Hanne	(Stratford District Council)

**Apologies** The apologies from Mayor R Dunlop (South Taranaki District Council) and Mr C Stevenson (CDEM Group CEG Chairperson) were received and sustained.

**Notification of**

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

The order of business for the Taranaki Taranaki Civil Defence Emergency Management Group Joint Committee meeting was changed to ensure representation from the South Taranaki District Council for deliberations on the CDEM Related Service Update Transition Costs and Statutory Appointments.

**1. Confirmation of Minutes - 1 May 2018**

**Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. takes as read and confirms the minutes of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 1 May 2018 at 10.30am
2. notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 1 May 2018 at 10.30am, have been circulated to the Taranaki Regional Council, New Plymouth District Council, Stratford District Council and South Taranaki District Council for their receipt and information.

Volzke/Cloke

## **Matters arising**

There were no matters arising.

## **2. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes**

### **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Thursday 31 May 2018 at 10.30 am
2. adopts the recommendations therein.

Cloke/Holdom

## **4. Debrief report ex-cyclone Fehi and Gita Corrective Action Plan**

- 4.1 The memorandum outlining the outcomes from the organisational debriefs related to ex-tropical cyclone Fehi and ex-tropical cyclone Gita, noting the corrective actions to be implemented, was received and discussed.

### **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Debrief report ex-cyclone Fehi and Gita Corrective Action Plan*
2. notes the corrective actions contained within the report and notes that these will be incorporated and prioritised within existing work plans.

Cloke/Holdom

## **8. Group Recovery Manager Resignation and Replacement and Group Welfare Manager Replacement**

- 8.1 The memorandum advising the Joint Committee of the resignation of the Group Recovery Manager, Ms Fiona Greenhill, and the outline of the process for the replacement of this statutory position and for the role of Group Welfare Manager, was received and discussed.
- 8.2 It was noted that Ms Greenhill's resignation would take effect from the appointment of a new Taranaki CDEM Group Recovery Manager to ensure the Taranaki CDEM Group remains compliant with the legislated requirement to have a Group Recovery Manager **and** an alternate appointed at any one time after 30 June 2018.

## **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the report *Group Recovery Manager Resignation and Replacement and Group Welfare Manager Replacement*
2. notes and endorses the contents of the report
3. acknowledges the service that Ms Fiona Greenhill has provided for the Taranaki CDEM Group in her time as Group Recovery Manager and appreciates Ms Greenhill's willingness to retain in her role until a replacement has been appointed
4. instructs that the process to recruit a new person to the role of Group Recovery Manager commence immediately upon funding for this role being confirmed through the Long-Term Plan processes of the Taranaki CDEM Group members
5. instructs that the process to recruit a new person to the role of Group Welfare Manager commence immediately upon funding for this role being confirmed through the Long-Term Plan processes of the Taranaki CDEM Group members
6. instructs that the process to recruit an alternate Group Recovery Manager, as an unpaid appointment, commence immediately.

Volzke/Holdom

## **10. Taranaki CDEM Group Response Management Plan**

- 10.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the Taranaki CDEM Group Response Management Plan for endorsement.

## **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Taranaki CDEM Response Management Plan*
2. notes the contents of the report
3. approves the *Taranaki CDEM Group Response Management Plan* for adoption.

Holdom/Volzke

## **11. Taranaki CDEM Group Volunteer Management Plan**

- 11.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the Committee with the Taranaki CDEM Group Volunteer Management Plan for endorsement.

## **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Taranaki CDEM Volunteer Management Plan*
2. notes the contents of the report

3. approves the *Taranaki CDEM Group Volunteer Management Plan* for adoption.

Cloke/Volzke

## **12. TEMO Quarterly Performance Report**

12.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum reporting on the performance of the Taranaki Emergency Management Office for the third quarter of the 2017/2018 financial year against service levels and specific programmes and projects.

### **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *TEMO Quarterly Performance Report*.

Cloke/Volzke

Councillor P Nixon, South Taranaki District Council, joined the Taranaki Civil Defence Emergency Management Group Joint Committee at 11.00am.

## **3. Adoption of CDEM Group Plan for Taranaki 2018-23**

3.1 Mrs T Gordon, CDEM Group Policy Analyst, spoke to the memorandum presenting the Taranaki Civil Defence Emergency Management Group Plan for Taranaki 2018-23 (the Plan) for adoption.

3.2 The Committee acknowledged and thanked the Taranaki civil defence emergency management staff for the preparation and consultation on the Group Plan, noting the tight timeframes that were required to be worked under to ensure the Group Plan was adopted for implementation from 1 July 2018.

### **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Adoption of CDEM Group Plan for Taranaki 2018-23*

2. acknowledges the letter from Hon. Kris Faafoi Minister of Civil Defence

3. adopts the Civil Defence Emergency Management Group Plan for Taranaki 2018-2023.

Holdom/Nixon

## **5. Response Cost Expenditure – Ex-cyclone Gita and Rahotu Tornado 2018**

5.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum reporting on the emergency expenditure related to ex-cyclone Gita and the Rahotu Tornado noting that emergency costs will be apportioned to the Taranaki CDEM Group members, minus any Ministry of Civil Defence Emergency Management financial recoveries together with those costs being met by the New Plymouth District Council.

## **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Response Cost Expenditure – Ex-cyclone Gita and Rahotu Tornado 2018*
2. notes that emergency expenditure costs will be apportioned to Taranaki CDEM Group members as per the report.

Volzke/Holdom

## **6. CDEM Related Service Update - Transition Costs**

- 6.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting, for discussion, the transition costs for the transfer of the CDEM Group Related Service delivery project, projects identified for development through the detail scoping of works, and an updated budget now that detailed investigation into transition and service enhancement costs has occurred.
- 6.2 The Committee noted that due to restrictions of the long-term plan budgeting cycle, and the inability to adjust the year one budget, work has occurred to ensure the revised budget matches the approved year one spend. Following confirmation that all four Councils have approved additional positions (0.2 FTE Group Recovery Manager, 0.2 FTE Group Welfare Manager, and 0.5 FTE CDEM Analyst fixed term for three years), the updated budget reflects this confirmed additional funding. A transition scoping plan has identified development projects that will require future funding should they proceed, but budget allocation will be the subject of discussion in future budget reports.

## **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the report *CDEM Related Service Update – Transition Costs*
2. notes and endorses the contents of the report
3. approves the transition costs identified within the report, funded by \$10,000 within the 2017/18 financial year and the remainder in the 2018/19 financial year
4. approves the revised Group Office 2018/19 financial year budget as outlined in Appendix C.

Holdom/Nixon

## **7. Statutory Appointments - Local Controllers and Local Recovery Managers**

- 7.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting district council nominations for the statutory appointments of Local Controller and Local Recovery Manager and alternates for each respective council for appointment by the Joint Committee.

## **Resolved**

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Statutory Appointments – Local Controllers and Local Recovery Managers*
2. notes and endorses the contents of the report
3. appoints the following people to the role of Local Controller:  
David Langford - New Plymouth District Council  
John McKenzie – South Taranaki District Council  
Sven Hanne – Stratford District Council  
Brent Manning - South Taranaki District Council *alternate*  
Phillippa Wilson - South Taranaki District Council *alternate*  
Liam Dagg – Stratford District Council *alternate*
4. appoints the following people to the role of Local Recovery Manager:  
Liam Hodgetts - New Plymouth District Council  
Claire Symes – South Taranaki District Council  
Kate Whareaitu – Stratford District Council  
Phillippa Wilson - South Taranaki District Council *alternate*  
Andrea Mathews – Stratford District Council *alternate*
5. determines that the process for inviting a Local Controller from one district to operate in another district during an emergency is by way of a resource request from the Chief Executive, Mayor or Local Controller to the Group Controller at the ECC.

Cloke/Holdom

## **9. Adoption of the TEMO Annual Business Plan 2018/19**

- 9.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the Joint Committee with the Taranaki Emergency Management Office (TEMO) Annual Business Plan 2018/19 for approval.

## **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Adoption of the TEMO Annual Business Plan 2018/19*
2. notes and approves the contents of the business plan contained within Appendix A of the report
3. resolves that the *TEMO Annual Business Plan 2018/19* be adopted.

Holdom/Volzke

There being no further business, Group Chairperson Councillor M J Cloke (Taranaki Regional Council) declared the Taranaki Civil Defence Emergency Management Group meeting closed at 12.00pm.

**Confirmed**

**Chairperson** \_\_\_\_\_  
**M J Cloke**

**Date** **4 September 2018**