

**Minutes of the Taranaki Civil Defence
Emergency Management Group Joint Committee
meeting held at the Taranaki Regional Council,
47 Cloten Road, Stratford on Tuesday
17 September 2019 commencing at 10.30am.**



Members	Councillor	M J Cloke	(Taranaki Regional Council) (Chairperson)
	Mayor	R Dunlop	(South Taranaki District Council)
	Mayor	N Volzke	(Stratford District Council)
	Councillor	R Jordan	(New Plymouth District Council)
Attending	Mr	W Crockett	(South Taranaki District Council)
	Mr	C Williamson	(New Plymouth District Council)
	Ms	L Davidson	(Taranaki Regional Council)
	Mr	S Hanne	(Stratford District Council) (CDEM Group CEG Chairperson)
	Mr	C Campbell-Smart	(Taranaki CDEM Regional Manager)
	Mr	I Wilson	(Ministry of Civil Defence Emergency Management)

Chairperson M J Cloke welcomed members to the meeting and thanked them for their contributions over the past three years. A special thanks was extended to Mayor R Dunlop as he retires from his role as Mayor for South Taranaki.

Apologies An apology was received from Mayor N Holdom and Chief Executive C Stevenson, New Plymouth District Council.

Received

Notification of Item 10 Use of Reserve Fund for Transition Plan - withdrawn
Late Items Tabled - Adoption of Council CDEM Annual Workplan 2019-20

1. Confirmation of Minutes – Tuesday 18 June 2019

Resolved

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

- takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 18 June 2019 at 10.30am
- notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group meetings held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 18 June 2019 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.

Dunlop/Volzke

Matters arising

- 1.1 Mr C Campbell-Smart spoke regarding the release of the National Structures Cabinet Paper and supporting policy documents related to the establishment of NEMA, replacing MCDEM. These will be sent out to members.

2. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes - Thursday 15 August 2019

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, 47 Cloten Road, Stratford, on Thursday 15 August 2019 at 10.30 am
- b) adopts the recommendations therein.

Cloke/Dunlop

Matters arising

- 2.1 The Fuel Plan has been adopted and is now active. It sets out how fuel shortages will be managed during an event in Taranaki. There is good coverage throughout the region.

3. Taranaki Civil Defence Emergency Management Advisory Group Minutes

- 3.1 Mr C Campbell-Smart, CDEM Regional Manager, spoke to the memorandum to consider the unconfirmed minutes of the Taranaki CDEM Advisory Group meetings as follows:

Lifelines Advisory Group (LAG) – Wednesday 26 June 2019
Welfare Coordination Group (WCG) – Wednesday 3 July 2019
Primary Industries Sector Group (PISG) – Monday 8 July 2019

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Lifelines Advisory Group (LAG) held Wednesday 26 June 2019
- b) receives the unconfirmed minutes of the meeting of the Welfare Coordination Group (WCG) held on Wednesday 3 July 2019
- c) receives the unconfirmed minutes of the meeting of the Primary Industries Sector Group (PISG) held on Monday 8 July 2019

Cloke/Volzke

Matters arising

- 3.2 A discussion was held around attendance at meetings and that there appears to be a lot of apologies in the minutes of the groups. It was noted that Civil Defence have set a target of 50% attendance at each meeting and they are currently meeting that. A letter from Chairperson M J Cloke will be sent to organisations to ensure they have the right people on the groups and ensure they are well represented.

4. Year End performance Report 2018/19

- 4.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, spoke to the memorandum presenting the 2018/19 Year End Performance Report for noting by the Taranaki Civil Defence Emergency Management Group and answered questions arising.
- 4.2 It was noted that there is an underspend of \$260,031 for 2018/2019 financial year in respect of the anticipated cost of administrative services, and that this should be returned to Councils. If more funding is required further down the track then it could be requested.
- 4.3 Councillor R Jordan moved that the underspend of \$260,031 be distributed accordingly back to the South Taranaki District Council, Stratford District Council, New Plymouth District Council and the Taranaki Regional Council.
Jordan/Volzke

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum, *Year End Performance Report 2018/19*
- b) notes the reserve accumulation of \$48,319
- c) determines that the underspend in support service charges of \$260,031 be returned to member Councils via funding apportionment

Dunlop/Cloke

5. Statutory Role Appointments and Resignations

- 5.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, spoke to the memorandum recommending appointment of Mr Callum Williamson to the role of Local Recovery Manager for New Plymouth District Council by the Taranaki Civil Defence Emergency Management (CDEM) Group and acknowledged resignations from statutory roles for South Taranaki District Council.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the report *Statutory Role Appointments and Resignations*
- b) appoints Mr Callum Williamson to the role of Local Recovery Manger, as per the contents of the report

- c) records the resignation of Mr Doug Scott from the role of alternate Local Controller
- d) records the retirement of Mrs Phillipa Wilson from the role of Local Recovery Manger
- e) determines that letters of appreciation be sent to Mrs Phillipa Wilson and Mr Doug Scott

Cloke/Jordan

6. ECC Development Project update – flat pitch roof issue

- 6.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, spoke to the memorandum updating the Taranaki CDEM Joint Committee on the flat pitch roof issue at the ECC following detailed design and costings, and to seek updated budget approval to proceed and answered questions arising.
- 6.2 It was clarified that the added cost is due to further work being required on the building.
- 6.2 It was noted that the permanent aerals will be relocated onto a bracket on the roof.
- 6.3 Work is due to start early in 2020 and will take approximately three months to complete.
- 6.4 A correction was made to page 77 Financial Considerations. The correct debt repayment amount is \$13,500 per annum, not \$17,000 per annum.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum *ECC development Project update – flat pitch roof issue*;
- b) approves an additional \$130,000 for the ECC roof replacement, for a total replacement budget of \$330,000, funded through debt with the loan repaid over a twenty-five-year life of asset.

Dunlop/Cloke

7. Volcanic Response/Recovery Plan – MCDEM Resilience Fund Application

- 7.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, spoke to the memorandum seeking endorsement for an application for MCDEM Resilience Funding in relation to the next review of Taranaki CDEM Group's *Mt Taranaki Volcanic Unrest Response Plan 2014* and answered questions arising.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the report Volcanic Response Plan – MCDEM Resilience Fund Application; and
- b) endorses the application being submitted to the Ministry of Civil Defence and Emergency Management’s Resilience fund.

Cloke/Volzke

8. Monitoring and Evaluation Process for Taranaki CDEM Group

- 8.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, informed the Taranaki CDEM Group Joint Committee on an Evaluation and Monitoring process requested by the CDEM Regional Manager and Coordinating Executive Group Chair.
- 8.2 It was clarified that the cost for this is just over \$10,000 and has already been budgeted for.
- 8.3 Mr I Wilson noted that there are no plans in the near future for the Ministry of Civil Defence Emergency Management to conduct an audit so it would not be a double up.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) notes the memorandum *Monitoring and Evaluation Process for Taranaki CDEM Group*

Volzke/Cloke

9. CDEM Group Submission

- 9.1 The memorandum is presenting members of the Taranaki CDEM Group Joint Committee with the submissions made by the Taranaki Emergency Management Office to various Government submission processes through quarter four, following existing protocols to represent the Taranaki CDEM Group.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the report CDEM Group Submissions;
- b) notes the content of the report and attached submissions for:
 - a. CIMS Welfare Review 2019
 - b. CIMS 3rd Edition
 - c. Recovery Preparedness and Management Director’s Guideline.

Jordan/Cloke

10. Late Item – Adoption of Council CDEM Annual Workplan 2019-20

- 10.1 Mr C Campbell-Smart, Taranaki CDEM Regional Manager, spoke to the late

memorandum, presenting the Council CDEM Workplan for 2019-20 for the Taranaki Civil Defence Emergency Management Group.

10.2 It was noted that the Councils would need to look at their resourcing to meet the targets set out in the workplan as they may not be able to meet them.

10.3 South Taranaki District Council now have a full time FTE as opposed to a part-time.

Recommendation

- a) receives the Memorandum, *Adoption of Council CDEM Annual Workplan 2019-20*;
- b) notes the contents of the plan contained within Appendix A of this report;
- c) approves the Taranaki Council CDEM Annual Workplan 2019-20, noting the possibility of prioritisation and review of work items at each quarter

Jordan/Volzke

11. General Business

Mr I Wilson, Ministry of Civil Defence Emergency Management, spoke regarding a few things coming up:

- National Exercise Tua Whenua – alpine fault earthquake, to occur 2020, with all CDEM Groups to participate.
- A welfare registration needs assessment system is due for completion prior to Christmas, with CDEM Groups needing to operationalise this within respective GIS systems.
- Exposure draft on CDEM Act legislation will be released by the end of 2019
- CIMS 3 takes effect by June 2020, with all CDEM Groups requiring to give effect to this.
- Professional Development courses coming up in 2020 are the Response and Recovery Leadership Development course, and bridging course for existing controllers.
- A second intake for the Emergency Management Assistance Team (EMAT) is now open and applications are being sought.

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 11.37am.

Minutes authenticated pursuant to Model Standing Orders

**Taranaki CDEM Group Joint
Committee Chairperson:** _____

M J Cloke

**Taranaki Regional Council
Chief Executive:** _____

B G Chamberlain