

Taranaki Civil Defence Emergency
Management Group

Tuesday 3 March 2015

10.30am

Taranaki Regional Council, Stratford

**Agenda for the meeting of the Taranaki Civil Defence
Emergency Management Group [Joint Committee] to be
held in the Taranaki Regional Council chambers, 47
Cloten Road, Stratford, on Tuesday 3 March 2015
commencing at 10.30am.**



Members	Councillor	B R Jeffares	(Taranaki Regional Council)
			(Chairperson)
	Mayor	A Judd	(New Plymouth District Council)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
Attending	Messrs	G K Bedford	(Taranaki Regional Council)
		S Briggs	(Senior Emergency Management Officer)
		B Ingram	(Emergency Management Officer)
	Mr	D L Lean	(Taranaki CDEM Group Controller)
	Ms	A Kemp	(Chairperson Taranaki CDEM CEG)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence and Emergency Management)

Apologies

Notification of Late Items

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Agenda Memorandum

Date 3 March 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Confirmation of Minutes – 9 December 2014

Item: 1

Approved by: G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

Document: 1474843

Resolve

That the Taranaki Civil Defence Emergency Management Group:

1. takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Tuesday 9 December 2014 at 10.30am
2. notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Tuesday 9 December 2014 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.

Matters arising

Appendices

Document #1442139 – Minutes Taranaki Civil Defence Emergency Management Group
 Tuesday 9 December 2014

**Minutes of the Taranaki Civil Defence
Emergency Management Group meeting held
in the Taranaki Regional Council Chambers,
47 Cloten Road, Stratford on Tuesday 9
December 2014 commencing at 10.30am.**



Present	Councillor	B R Jeffares	(Taranaki Regional Council)
	Mayor	N Volzke	(Group Chairperson)
	Mayor	R Dunlop	(Stratford District Council) (South Taranaki District Council)
Attending	Mr	G K Bedford	(Taranaki Regional Council)
	Mr	S Briggs	(Senior Emergency Management Officer)
	Mr	B Ingram	(Emergency Management Officer)
	Ms	A Kemp	(Taranaki CDEM Co-ordinating Executive Group Chairperson)
	Mrs	K van Gameraen	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	D L Lean	(Taranaki CDEM Group Controller)
	Mr	I Wilson	(Ministry of Civil Defence Emergency Management)
	Mr	S Sherburn	(GNS Science) (until 11.00am)
Apologies	The apology from Councillor G Coward (New Plymouth District Council) was received and sustained.		
Notification of Late Items	There were no late items of business.		

1. Confirmation of Minutes – 9 September 2014

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Tuesday 9 September 2014 at 10.30am
2. notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Tuesday 9 September 2014 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/Jeffares

Matters arising

CDEM Group submission on Ministry of Civil Defence Emergency Management revised national plan

It was anticipated that the final National CDEM Plan would be presented to central government by December 2014. Mr I Wilson, Ministry of Civil Defence Emergency Management, advised that there was no update available on this matter.

General Business – Controllers Course

Mr I Wilson, Ministry of Civil Defence Emergency Management, noted to the Group that the first round of the CDEM Controllers Development course has been held. Following review, the next round of courses will incorporate some minor changes to better reflect the training requirements of the course participants.

2. GeoNet report for Taranaki 2013-2014

- 2.1 Mr S Sherburn, Volcano Surveillance Co-ordinator GNS Science, provided a presentation to the Group on the annual report for the 2013-2014 year on the GeoNet seismic monitoring network for Taranaki (*Taranaki Seismicity (and Deformation) Report: July 2013 to June 2014*).

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the 2013-2014 annual report for the GeoNet seismic monitoring network for Taranaki.

Jeffares/Volzke

3. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 6 November 2014

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

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 6 November 2014 at 10.30am

2. adopts the recommendations therein.

Volzke/Dunlop

Matters Arising

Ms A Kemp, Taranaki Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Chairperson provided a verbal report and update to the Group on matters and business discussed at the CEG meeting (6 November 2014) to which the aforementioned minutes relate to, including:

- workplan priorities – work in progress at this point in time – further discussions to be held
- MCDEM capability assessment of Taranaki CDEM – preliminary work by the Ministry has commenced

4. Taranaki Volcanic Response Plan 2014: Summary of submissions

- 4.1 Mrs J Ritchie, Taranaki Regional Council, spoke to the memorandum presenting a summary of submissions received as a result of consultation on the Taranaki Volcanic Response Plan 2014 (the Plan). A revised Plan will be presented to the next Group meeting in 2015 for final consideration and adoption.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum *Taranaki Volcanic Plan 2014: Outcome of submissions*
2. notes the responses provided by officers to submissions as contained in the Summary of Submissions document attached to this memorandum.

Jeffares/Dunlop

5. Resourcing of civil defence emergency management for 2015-2016

- 5.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the draft *Taranaki CDEM Business Plan 2015-2016* and draft estimates for the resourcing for delivery of civil defence emergency management functions in Taranaki for 2015-2016.
- 5.2 Mr Bedford noted to the Group that the budget presented for 2015-2016 contains only two changes of note from that for 2014-2015, being, the provision of part-time administrative assistant and funding for two controllers/alternate controllers to attend the new MCDEM controllers' course. This represents a increase of 9.2% over the 2014-2015 budget and follows from a 2.63% increase in 2014-2015 and 1.755% in 2013-2014.
- 5.3 Members of the Group were largely supportive of the proposed cost-sharing arrangement and cost allocations for 2015-2016, recognising the importance of civil defence emergency management in the regional community.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. adopts the draft Civil Defence Emergency Management Business Plan 2015-2016 for Taranaki
2. adopts the statement of resourcing requirements for civil defence emergency management in Taranaki for 2015-2016
3. ratifies the administering authority's advice that the total cost of providing CDEM services to Taranaki is estimated at \$751,375 for 2015-2016
4. notes that the cost sharing arrangement for 2015-2016 based on the existing cost allocations would be:

Taranaki Regional Council	\$375,688	(50%)
New Plymouth District Council	\$262,981	(35%)
Stratford District Council	\$ 22,541	(3%)
South Taranaki District Council	\$ 90,165	(12%)

Volzke/Dunlop

6. Resignation of alternate controller

- 6.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising the Group of the resignation of Mr Mike Langford as alternate controller for the Taranaki Civil Defence Emergency Management Group.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. accepts the resignation of Mr Mike Langford as alternate controller from the Taranaki Civil Defence Emergency Management Group effectively immediately
2. records its thanks to Mr Mike Langford for his tenure as alternate controller.

Jeffares/Dunlop

7. General Business

There were no items of general business.

There being no further business, the Chairperson, Councillor B R Jeffares, declared the Civil Defence Emergency Management Group meeting closed at 11.35 am.

Confirmed

Group Chairperson: _____
B R Jeffares

Date: **3 March 2015**

Agenda Memorandum

Date 3 March 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Taranaki Civil Defence Emergency
Management Co-ordinating Group
Minutes – 10 February 2015

Item: 2

Approved by: G K Bedford, Director-Environment Quality
B G Chamberlain, Chief Executive

Document: 1474855

Purpose

The purpose of this memorandum is to receive the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Thursday 10 February 2015, and to adopt the specific recommendations contained therein.

Recommendations

That the Taranaki Civil Defence Emergency Management Group:

1. receives the 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 10 February 2015 at 10.30 am
2. adopts the recommendations therein.

Decision-making considerations

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

This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Council Community Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

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 and the Civil Defence Emergency Management Act 2002.

Legal considerations

This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

Document #1466078 – Minutes Co-ordinating Executive Group Meeting Thursday 10 February 2015

**Minutes of the Taranaki Civil Defence
Emergency Management Co-ordinating
Executive Group held in the Taranaki
Regional Council chambers, 47 Cloten
Road, Stratford on Tuesday 10 February
2015 commencing at 10.30 am.**



Members	Mr	G K Bedford	(Taranaki Regional Council) (Hazards Advisory Group)
	Mr	C Stevenson	(South Taranaki District Council)
	Ms	D Cooper	(New Plymouth District Council) <i>alternate</i>
	Mr	L Dagg	(Stratford District Council)
	Mrs	G Campbell	(Welfare Co-ordination Group)
	Mr	G Hight	(Rural Advisory Group)
	Snr Sgnt	R O'Keefe	(New Zealand Police)
	Mr	D Rogers	(Taranaki Seismic Advisory Group) <i>from 10.40am</i>

In attendance	Mr	S Briggs	(Senior Emergency Management Officer)
	Mr	B Ingram	(Emergency Management Officer)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	T Davey	(Taranaki Regional Council)
	Ms	M Sutton	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence Emergency Management)
	Mr	D L Lean	(Taranaki CDEM Group Controller)
	Ms	F Greenhill	(Recovery Manager)

Apologies The apologies from Mr S Hann (Lifelines Advisory Group), Mr L Wee (New Plymouth District Council), Mr J McKenzie (South Taranaki District Council) and Ms A Kemp (Taranaki District Health Board) were received and sustained.

Notification of

Late Items There were no items of general business.

1. Confirmation of Minutes – 6 November 2014

Resolved

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. 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 Thursday 6 November 2014 at 10.30 am.

Stevenson/Bedford

Matters Arising

There were no matters arising.

2. Minutes of the Taranaki Civil Defence Emergency Management Group

- 2.1 The unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group's meeting held on Tuesday 9 December 2014 were received for information.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the unconfirmed minutes of the meeting of the Taranaki Civil Defence Emergency Management Group held on Tuesday 9 December 2014.

Campbell/Hight

3. Report from the Chair

- 3.1 A report from the Chair of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group (CEG), Ms A Kemp (Taranaki District Health Board), was received and noted.
- 3.2 Members agreed with the sentiments outlined in Ms Kemp's report especially in relation to her comments regarding the relating to matters dealing with the CEG's relationships with district councils and other key stakeholders ie emergency services. Mr C Stevenson, South Taranaki District Council, noted that a key highlight for 2014 was the appointment of a Recovery Manager that was omitted from the report.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report from the Chair of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

Campbell/Stevenson

4. Mt Taranaki Volcanic Unrest Response Plan

- 4.1 Mrs J Ritchie, Taranaki Regional Council, spoke to the memorandum seeking the Group's approval to adopt the Mt Taranaki Volcanic Unrest Response Plan as a operational plan within Taranaki CDEM.
- 4.2 Mrs Ritchie outlined to the Group the key changes to the Plan since the Taranaki Volcanic Response Plan was first drafted and presented to the Group in 2014. The

Plan has a new title (Mt Taranaki Volcanic Unrest Response Plan), inclusion of a new hazard map and an eruption forecast update based on new research undertaken by GNS in 2013.

- 4.3 The eruption forecast now estimates the change of an eruption of Mt Taranaki has increased to about 3% in any one year, or up to an 81% probability of at least one eruption in the next 50 years with a 50:50 change within 23 years. This is forecast and increased the annual probability estimates from those outlined in the previous Plan.
- 4.4 The Group noted that the Plan will now be forwarded to the Taranaki CDEM Group meeting for information purposes at their next meeting in March 2015. It was agreed that once this information becomes publicly available, then the Taranaki CDEM Group will need to be prepared for how the public will receive the information and that media and website releases be prepared to provide context.
- 4.5 Mrs Ritchie advised the Group that the Plan has been sent to key social, infrastructure and emergency services agencies in Taranaki prompting them to think and plan for how they will respond (as individual agencies) in a state of local emergency following a volcanic event.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum *Mt Taranaki Volcanic Unrest Response Plan*
2. notes that final changes have now been made to the plan following consultation and review
3. approves the changes made to the *Mt Taranaki Volcanic Unrest Response Plan* and agrees to adopt it as an operational plan.

Rogers/Dagg

5. EOC staffing and training update

- 5.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with an update on current EOC staff levels and training programme to allow the Taranaki EOC to operate competently during an event of any scale.
- 5.2 The Group acknowledged that they (CEG) are required to identify and provide a response to identified staffing level and training requirement gaps. Each district council agreed to review and make personnel available for training and other agencies (New Zealand Policy, Ministry of Social Development) outlined to the Group how their organisations work with EOC staff during an event. Mr I Wilson, Ministry of Civil Defence Emergency Management, noted that the Taranaki CDEM Group needs to identify how long the EOC can operate effectively during an event before requesting outside assistance.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report on the EOC staffing levels and training programme.

Hight/Stevenson

6. Exercise Pahu report

- 6.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum presenting an update on progress towards the completion of the corrective actions raised in the Exercise Pahu report.
- 6.2 It was noted that the Group agreed to workshop and provide input into the Exercise Pahu corrective action plan at the end of June 2014. Progress needs to be reported back to the Group so the priorities can be included into the business plan for the forthcoming year.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the Exercise Pahu Corrective Action Plan progress report.

Rogers/O'Keefe

7. Community Emergency Plan (CEP) update

- 7.1 Mr B Ingram, Emergency Management Officer (Welfare Manager), spoke to the memorandum providing an update to the Group on the progress of the Community Emergency Plans (Oakura, Inglewood, Urenui and Waverley, Tokorangi and Patea, Waitara and Manaia, Okato and Whangamomona).
- 7.2 The Plans have been mostly well received with good community engagement to date. It was noted that engagement with Tikorangi, Patea and Waitara communities have been quite disengaged with little or no progress being made in developing community plans for their areas. Mr Ingram sought guidance from the Group as to where his efforts should be put in the forthcoming year. It was agreed that communities that have a desire to be involved be engaged first and then use their plans as case studies for other communities. The Group noted the working relationships to date with district council community development advisors, especially in South Taranaki, and encouraged that this be continued.
- 7.3 Mr D Rogers, Taranaki Seismic and Volcanic Advisory Group, noted to Mr Ingram that Ngati Ruanui Runanga were very active in the Patea community and their involvement may be a catalyst to better community engagement in that area.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the Community Emergency Plan (CEP) update.

Campbell/Dagg

8. Taranaki Emergency Management Office Report 2014/2015

- 8.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with a summary of the implementation of the *Taranaki Civil Defence Emergency Management Group Annual Business Plan 2014-2015*.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the *Taranaki Emergency Management Office Report (2014-2015)* on the implementation of the *Taranaki Civil Defence Emergency Management Group Annual Business Plan 2014-2015*.

Hight/O'Keefe

9. Annual Report of the Taranaki CDEM Group Controller for 2014

- 9.1 Mr D L Lean, Taranaki CDEM Group Controller spoke to the memorandum presenting his Taranaki CDEM Group Controller's annual report for 2014.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the annual report from the Controller of the Taranaki Civil Defence Emergency Management Group.

Stevenson/Dagg

10. Report from the Ministry of Civil Defence Emergency Management

- 10.1 Mr I Wilson, Ministry of Civil Defence and Emergency Management, spoke to the memorandum introducing an interim MCDEM update report (26 January 2015) on matters of interest to the Group and civil defence emergency management in Taranaki.

- 10.2 Mr Wilson noted to the Group that MCDEM is offering to visit all CDEM Groups to discuss the new EMIS components. Mr S Briggs, Senior Emergency Management advised that EMIS still fails to provide situational awareness but progress is being made with MCDEM making some refinements that will be easier to use in the future. The Taranaki CDEM Group are not committed to use EMIS within TEMO at this stage. Mr Wilson encouraged the Taranaki CDEM Group to receive a presentation on the latest EMIS version in June/July 2015 and to discuss further how EMIS can be integrated into Taranaki CDEM.
- 10.3 It was advised that the Director for MCDEM, Sarah Stuart-Black, is planning to visit the Taranaki CDEM Group, date yet to be advised.

Recommended

THAT the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the Ministry of Civil Defence Emergency Management interim update report 26 January 2015.

Dagg/Rogers

11. General Business

There were no items of general business.

There being no further business, the Deputy Chairperson, Mr G K Bedford, declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 11.50am.

Confirmed

Chairperson: _____
A Kemp

Date: **14 May 2015**

Agenda Memorandum

Date 3 March 2015



**Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group**

Subject: Report from Taranaki CDEM Co-ordinating Executive Group Chairperson

Item: 3

Approved by: G K Bedford, Director – Environment Quality
B G Chamberlain, Chief Executive

Document: 1474904

Purpose

The purpose of this memorandum is to introduce a report from the Chairperson, Ms A Kemp, of the Taranaki Civil Defence Emergency Management (CDEM) Co-ordinating Executive Group (CEG) for information and discussion purposes.

Executive Summary

The report from the CEG Chairperson was received at their recent meeting on 10 February 2015. The report highlights a number of key achievements of the CEG for 2014, and, more particularly, outlines work areas for Taranaki CDEM and CEG for 2015 and beyond.

The report provides useful indicators to the Taranaki CDEM Group for when they consider, for example, budgets and work plan programmes.

Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. receives the report from the Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group for information and discussion purposes.

Decision-making considerations

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

This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

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 and the Civil Defence Emergency Management Act 2002.

Legal considerations

This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

Document 1465222: Report from Taranaki CDEM CEG Chairperson – setting the scene for 2015 and beyond

2nd February 2015

To: Taranaki CDEM Coordinating Executive Group Members

From: Anne Kemp, Chairperson, Taranaki CDEM Coordinating Executive Group

Re: Setting the Scene for 2015 and Beyond

2014 has been an exciting and progressive year for the Taranaki CDEM CEG. Key highlights include:

- the appointment to the position of Welfare Manager,
- the appointment to the position of Recovery Manager,
- progressing the rollout of Community Emergency Plans,
- progressing the 'Resilience Fund' projects,
- technological upgrades to the Taranaki Emergency Management Office,
- progressing Exercise Pahu corrective actions,
- completion of the Volcanic Response plan
- enhancement of reporting, including financial, to the CEG
- CEG agendas distributed to CDEM Group members for information therefore reducing the Group's agenda and enabling efficiencies
- Enabling CEG to make decisions on operational and mundane matters
- Approval of the Terms of Reference and induction material for CEG
- A commitment to discuss and agree a work programme in preparation to the 2015/16 budget.

We all agree that there is still much work to be done and we are all very aware of our finite resources so prioritisation based on risk, working together and planning for the short, medium and long term are all essential success enablers.

I see the need to further enhance the relationship between CEs and the work that CEG undertakes. To enable this, I would like to meet with the CEs on a regular basis, ensure that CEs are formally requested to provide input into business planning activities and have assurance that civil defence matters are being reported/discussed within their teams.

I am keen to see a Service Level Agreement signed up to by all, including Emergency Services. This agreement identifies responsibilities and accountabilities for all parties to the agreement.

Underpinning the Service Level Agreement is the Work Programme which provides the detailed 'how to', is measurable and reported on to the CEG at each meeting. There is a need, I believe, to continue the Work Programme working group and I am keen to formalise this through the establishment of Terms of Reference.

In relation to the CEG meetings, I see the need to identify set agenda items and the timing of these over the four meetings, including annual reoccurring events. This list is likely to include work programme discussion and sign off, approval of proposed budget and recommendation to the CDEM Group, GNS annual report, identification of one of events, such as the Monitoring and Evaluation assessment and determining the timing of the receipt of the finalised report, agreement on actions to be taken and recommendation from the CEG to the CDEM Group. As well, I would like to see CEG members asked in advance for any agenda items prior to the setting of the agenda for each meeting.

On the subject of the Monitoring and Evaluation process scheduled for April this year, we must make the most of the opportunity that this significant self assessment process gives us. We know there will be gaps and a need for improvement but there will also be areas where we are doing well.

Agenda Memorandum

Date 3 March 2015



**Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group**

Subject: Mt Taranaki Volcanic Unrest Response Plan

Item: 4

Approved by: G K Bedford, Director Environment Quality
B G Chamberlain, Chief Executive

Document: 1474977

Purpose

The purpose of this memorandum is to present the *Mt Taranaki Volcanic Unrest Response Plan* for receipt and confirmation, noting that the Plan is an operational plan within Taranaki civil defence emergency management.

Executive summary

The Taranaki Civil Defence Emergency Management Group (CDEM) agreed to review and merge the Volcanic Strategy and Regional Volcanic Contingency Plan as part of its 2013/14 Annual Plan planning work-stream. The development and drafting of the replacement Taranaki Volcanic Response Plan 2014 incorporated the learning received from Exercise Pahu, a 3rd Tier national exercise that took place in November 2013.

At the Taranaki CDEM Group meeting of 9 September 2014, Members were advised that consultation on the draft *Taranaki Volcanic Response Plan 2014* was underway, and the deadline for submissions was 10 October 2014.

At the Taranaki CDEM Group meeting on 9 December 2014, a summary of submissions received as a result of consultation on the *Taranaki Volcanic Response Plan 2014* (the Plan) were received. The submissions received were reviewed and the Plan has been amended, updated and re-formatted accordingly.

The Plan was presented to the Taranaki CDEM Co-ordinating Executive Group (CEG) at their meeting on 10 February 2015. The CEG approved the *Mt Taranaki Volcanic Unrest Response Plan* and agreed to adopt it as an operational plan within Taranaki civil defence emergency management.

Recommendations

That the Taranaki Civil Defence Emergency Management Group:

1. receives the memorandum and *Mt Taranaki Volcanic Unrest Response Plan*
2. notes that the *Mt Taranaki Volcanic Unrest Response Plan* has been subject to consultation and review
3. notes that the *Mt Taranaki Volcanic Unrest Response Plan* has been agreed to and adopted by the Taranaki CDEM Co-ordinating Executive Group as an operational plan on 10 February 2015
4. notes that the *Mt Taranaki Volcanic Unrest Response Plan* provides the basis for risk reduction and readiness actions by various parties and agencies.

Background

The review of submissions on the Taranaki Volcanic Response Plan took place from October to December 2014. Updating and re-formatting the Plan as a result of those submissions took place from December 2014 to January 2015. The plan has been reviewed by the Senior Emergency Management Officer Shane Briggs and Gary Bedford, Director-Environment Quality of the Taranaki Regional Council.

The majority of alterations suggested through the consultation process have been accepted, and various other formatting changes have been made. Further changes have been made to the document as a result of the final review and the key changes include the eruption forecast, the hazard map used, and the title for the Plan.

Key changes in the Plan

Eruption forecast update

Since the first plan was drafted and brought to CEG and the CDEM Group in 2014, it has come to our attention that new research has increased the eruption forecast for Mt Taranaki. The previous draft of the plan referred to a 2008 forecast of a 49% chance of an explosive eruption over the next 50 years (a 1.5% chance in any one year) and during review we proposed to update the forecast to a 52% chance (or 1.6% in any one year) as a result of research completed in 2009.

New research in 2013 estimates the chance of an eruption has increased to about 3% in any one year, or up to an 81% probability of at least one eruption in the next 50 years (and a 50:50 chance within 23 years). This is double the former annual probability estimates and significantly increases the potential eruption risk. The risk is also cumulative and will increase each year.

We anticipate that this forecast change will have a considerable impact on the next CDEM Group Plan review, and its associated SMUG analysis, which are due for completion in 2017.

This information will be presented to the CDEM Group, which is a public meeting. Therefore we may need to prepare for public interest once the plan becomes publicly available.

Hazard map

Massey University scientist Bob Stewart identified in his submissions on the Plan that the hazard map we were using may not have been the most up-to-date version. The hazard map has been amended accordingly.

Change of Plan title

The original plan title was the 'Taranaki Volcanic Response Plan 2014' and there have been several alterations to that title suggested during the submission and review process. The new title of 'Mt Taranaki Volcanic Unrest Response Plan' is considered to be more grammatically and factually correct given that it focuses on the initial signs of volcanic unrest and constructs the framework for the long-term response and planning work to be undertaken during the lead in. The date has also been removed from the title as we considered it may date the plan too quickly. The review date is inside the cover of the plan.

Decision-making considerations

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

This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

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* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments – one separate report

Document 1300423 Version 6: Mt Taranaki Volcanic Unrest Plan

Agenda Memorandum

Date 3 March 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: EOC staffing and training

Item: 5

Approved by: G K Bedford, Director-Environment Quality
B G Chamberlain, Chief Executive

Document: 1475067

Purpose

The purpose of this memorandum is to provide the Taranaki Civil Defence Emergency Management (CDEM) Group with a status report on current Emergency Operations Centre (EOC) staffing levels and training programmes.

Executive summary

If there was an event on any scale, there would be significant gaps within the EOC, which would mean the centre would not be able to operate effectively. Both the Taranaki CDEM Co-ordinating Executive Group and the Taranaki CDEM Group have identified a considerable, but yet unmitigated risk around adequate and competent staff to respond to an event.

A Development Needs Assessment (DNA) has been started with the assistance of the Ministry of Civil Defence Emergency Management (MCDEM). The purpose is to establish a picture of what is required for the Taranaki EOC to operate competently, and to use this information to forward plan on how the issues can be resolved. By completing the DNA, considering its findings and implementing its outputs, it is anticipated that the Taranaki Group will gain capable EOC staff, be able to identify potential staff, and have the confidence to operate effectively in an event or exercise

Ultimately the outcome is to ensure there is competent, well-trained staff operating the Taranaki EOC when required, and confidence is restored.

The Taranaki CDEM Co-ordinating Executive Group (CEG) received and noted the report at their meeting on 10 February 2015. CEG district council Members acknowledged the content of the report and agreed to provide a response to identified staffing level and training requirement gaps.

The report is provided to the Taranaki CDEM Group as background material on the current staffing and resourcing of the Taranaki EOC in order to assist the Group in their future considerations on financial resourcing of civil defence emergency management in Taranaki.

Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. receives the report on the Taranaki Emergency Operations Centre staffing levels and training programme
2. notes that the report provides background material on the current staffing and resourcing of the Taranaki EOC that can assist the Group in their future considerations on financial resourcing of civil defence emergency management in Taranaki.

Background

If there was an event of any scale, there would be significant gaps within the Taranaki EOC, which would mean the centre would not be able to operate effectively.

A Development Needs Assessment (DNA) has been started with the assistance of MCDEM. The purpose is to establish a picture of what is required for the Taranaki EOC to operate competently, and to use this information to forward plan how the issues can be resolved

Some of the initial work is reported in this agenda.

EOC staffing levels

Staffing levels are always hard to predict. An event could require as few as four people for a very minor event, through to 500+ in a major event.

The reality is that most of our events tend to be small storm events; however, we should plan on the credible medium size events. If we can manage these events, we should be able to manage the small events with less stress. In the large scale events, we will heavily rely on other CDEM Groups to assist, but we still need to manage for the first few days with out relying on inter-group assistance.

While figure 1 shows the realistic minimum staffing levels (17) that we could operate the EOC with, this would only allow for one shift in a minor event.

Even to sustain this minimal level for three shifts, with sufficient redundancy for each position to have one person unavailable, we would require 68 trained staff.



Figure 1 – Minimum EOC staffing levels

To manage a medium sized event would require 79 staff per shift (figure 2), therefore a total of 316 trained staff to cover three shifts, with sufficient redundancy for each position to have one person unavailable.



Figure 2 – EOC staffing for a medium sized event.

As per the Exercise Pahu Corrective Action Plan, we have done considerable work on implementing a new contact list and training management system which gives us a better overview on where the EOC staffing deficiencies are.

Figure 3 details the number of current EOC staff for each position. Percentages are provided based on the current levels vs the levels required to maintain the three shifts (with redundancy) in a medium event. It highlights that all functions other than the Controller have insufficient staff. This can be broken down further to sub-functions to focus on the exact skills required. This needs to be approached with caution as most functions need to maintain flexibility and use staff across sub-functions as the situation changes.

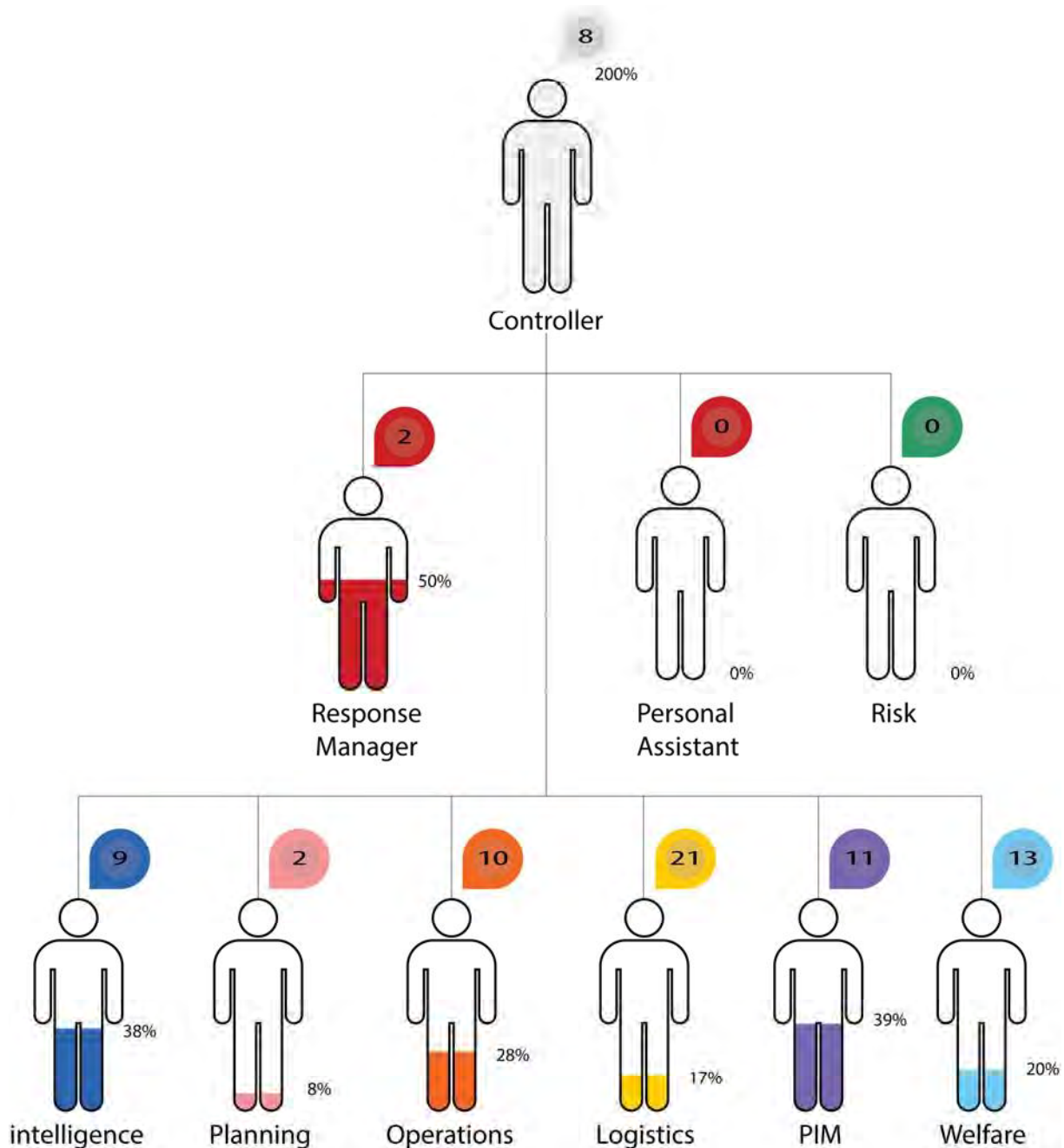


Figure 3 – Actual EOC staff appointed vs required for a medium sized event.

The above figures don't represent trained EOC staff, only those who have been allocated to a role. While information is available on the training that each person has completed, Exercise Pahu highlighted the need for all EOC staff to undergo further training. With the changes in CIMS and the introduction of EMIS and nationally standardised EOC process, all EOC staff will need to attend training over the next 2 years.

No consideration has been given in the figures above as to the ongoing turnover and succession planning of EOC staff. While the 25% redundancy will provide some allowance, the ongoing recruitment and training will require regular attention and needs to be considered in any annual plan/work plan.

The logical response to the deficit is to recruit and train new EOC staff, however, the focus should be placed on ensuring existing EOC staff who have had some prior experience are trained and capable. New staff can then be mentored by existing EOC staff.

Training

Training is an important part of the capability development of the EOC. The lack of training has been an ongoing risk for the Taranaki CDEM Group.

Early on the Taranaki Emergency Management Office (TEMO) identified that the EOC Integrated Training Framework (ITF) would meet the requirements around training. Unfortunately the ITF has suffered a number of delays due to lack of consistency with EOC processes across NZ. This meant that much of the early work was about getting national agreement on process, rather than creating the training resources.

The ITF provides a platform for the development of national standardised training, supported by sector driven standards and guidelines, with the goal of raising EOC staff competency and providing for the overall enhancement of EOC capabilities through the provision of credentialing and, ultimately, Inter/intra regional Incident Management Teams, or elements of, capable of assisting/supplementing councils upon request.

TEMO on behalf of the Taranaki CDEM Group is a member of the Steering Committee and has been vocal on ensuring national consistency between Coordination Centres (EOC's and ECC's) and that training reflect the doctrine issued by the Ministry.

The ITF concept was endorsed by MCDEM and through the resilience fund; the ITF project has been given approximately \$250,000 to enable the development of the material. The intermediate course will be endorsed by MCDEM when it is released. The Controllers course which is delivered through Massey University was originally part of the ITF, but MCDEM took on the responsibility for its creation. This is reflective of the collaboration and partnership the ITF programme has had. The Taranaki CDEM Group has supported the Controllers course and requested that all Controllers attend the Controllers training.

Training Pathways

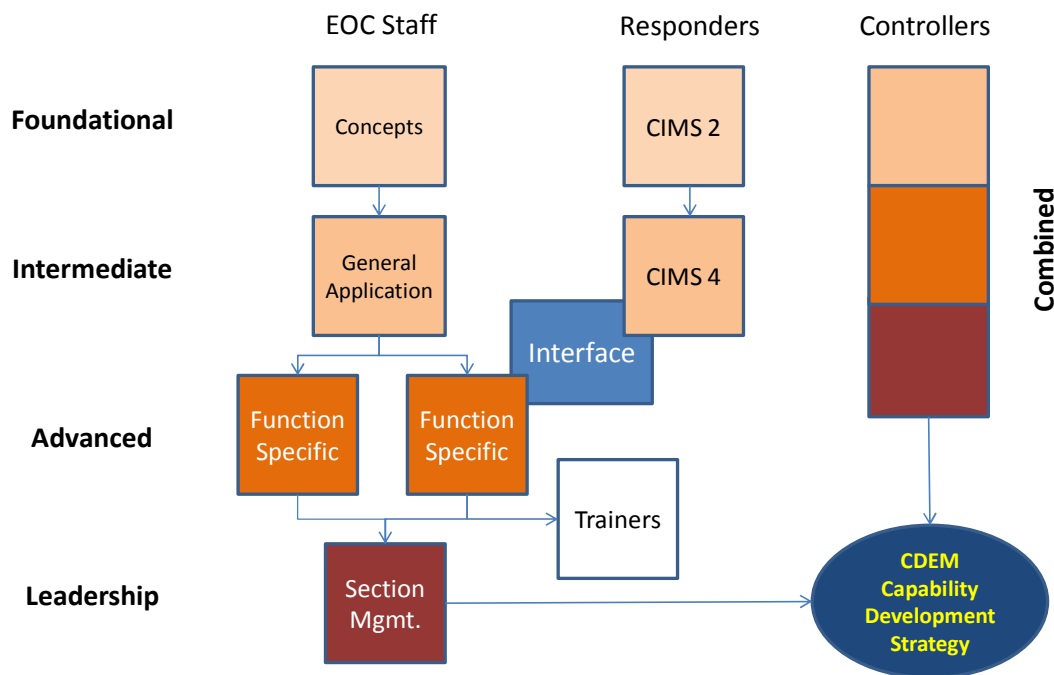


Figure 4 – ITF framework

The **foundational** training is aimed an entry level with an overview of process, structure and/or functions. We have already delivered this training in Taranaki, and intend to deliver more before the end of the 2014/15 financial year.

The **intermediate** training still provides generalised training but provides the learner with adequate information to complete an assigned process or function with supervision. This training has yet to be finalised, but Taranaki is piloting the course. This is expected in the next 2-3 months.

The **advanced** training is process or function specific training that supports the learner to expertly apply skills and knowledge. While this is what most people think the need is, Exercise Pahu has shown that most EOC staff actually need to do intermediate training before doing advanced training.

The **leadership** training prepares those with an advanced level of training or those with existing leadership experience to assume a supervisory or leadership role within the CDEM environment.

The ITF is now working with MCDEM to ensure that new Directors Guidelines (DGLs) and the EOC training are being developed in parallel so that the training can be the method of implementing the DGLs. However, this means that sequence of training is driven by MCDEM's capability development work programme. The ITF are employing a Project Manager to coordinate course development and ensure that timeframes are maintained where possible.

The following development / training is planned:

Subject	Progress
Intermediate Coordination Centre	Being finalised for piloting in 2-3 months. The course covers an overview of the functions, information flow, planning process, intelligence process and key EOC outputs. This is probably the most important course for the majority of the EOC staff and will make a significant difference when it is released.
Operational Planning	DGL out for consultation. Training development being scoped. Completion due December 2015.
Leadership	Development will start late 2015 using much of the material from the Controllers course which is still being refined.
Logistics	Logistics DGL is due May/June 2015 with course development starting late 2015.
Welfare	Welfare was due to be start in 2015, however due to delays in the DGL, training won't be developed until 2016.

As previously mentioned, the unexpected delays of the ITF project have increased our risk further. While much of the hard work is now done, the intermediate course is not completed and until such time, the risks remain unless we mitigate it with interim measures.

The intention is to complete the EOC documentation and if the ITF training is not available, deliver in house training until the ITF training is available. This will require all EOC staff to retrospectively attend the ITF training within 2 years.

Until such time as the advance training is available, function familiarisation will be offered to key EOC staff.

The success of the EOC training programme will be dependant on the engagement of EOC staff and ownership of the functions, specifically by function managers.

Controller training is on the agenda for Controllers and funding is available within current and proposed budgets.

Decision-making considerations

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

This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

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 and the Civil Defence Emergency Management Act 2002.

Legal considerations

This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Agenda Memorandum

Date 3 March 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Annual Report of the Taranaki CDEM Group Controller for 2014

Item: 6

Approved by: G K Bedford, Director – Environment Quality
B G Chamberlain, Chief Executive

Document: 1475110

Purpose

The purpose of this memorandum is to present the Taranaki Civil Defence Emergency Management (CDEM) Group Controller's annual report for the year 2014.

Discussion

The Group Controller for Taranaki, Mr David Lean, provides his services under contract to the Taranaki Regional Council as administering authority on behalf of the Taranaki CDEM Group. In terms of accountability, it is appropriate to present the Group Controller's annual report to the Taranaki CDEM Group for information.

The Taranaki CDEM Co-ordinating Executive Group received the annual report for information at their meeting on 10 February 2015.

Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. receives and notes the annual report from the Group Controller of the Taranaki Civil Defence Emergency Management Group, Mr D L Lean, for 2014.

Decision-making considerations

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

This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

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 and the Civil Defence Emergency Management Act 1993.

Legal considerations

This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Document: 1450312: Taranaki CDEM Group Controller's annual report for 2014



David Lean & Associates Ltd.,
P.O. Box 285,
NEW PLYMOUTH.

Mr Gary Bedford,
Taranaki Regional Council,
Private Bag 713,
STRATFORD.

Taranaki CDEM Group Controller Contract No: 1265

David Lean and Associates Ltd.

Greetings Gary,

As required by the above Contract, attached please find the schedule of duties/hours etc. Undertaken during the past 12 month period, to 12 December 2014. I have no sought reimbursement of vehicle/travel expenses that have been incurred, fulfilling the Contract, throughout Taranaki.

There have been no declared States of Emergency in Taranaki, or TEMO activations this year but I am in daily contact with TEMO Staff.

I am committed to this regional service to the people of Taranaki and to provide support for all others working in this field.

Should you have any queries, please don't hesitate to contact me.

Sincerely

David Lean QSO JP
10 December 2014.

Taranaki Group Controller – Contract No. 1265

Significant Activity Report to December 2014

Major Activities: -

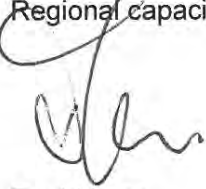
There were no Emergency Declarations during this year.

My focus was directed at performing all functions and duties delegated to the Group Controller by the Civil Defence Group, within the Act and my Contract including;

Daily meetings with Taranaki Emergency Management Staff and regular liaison with the Co-ordinating Executive Group, Volunteer Training Sessions and Meetings, Ministry of Civil Defence / Emergency Management Staff, Group Controllers liaison Sessions, Lifelines Group Meetings. CDEM Planning Meetings, and maximising Media Opportunities. Contact with all three Territorial Local Authorities and Taranaki Regional Council.

Leading - Group Controllers Training Sessions/, participated in TEMO Planning and familiarisation, Public Speaking engagements (4), liaison and meeting with Taranaki Mayors and newly elected Councillors and providing detail to newly elected Members of Parliament, Attended TEMO Training Courses. and CDEM Group and CEG meetings, as practicable. Assisted TEMO staff as part of the introduction of the individual local Community Emergency Plans role out.

Providing Leadership for CDEM including regular Group Controllers meetings and actively seeking suitable replacement Alternative Group Controllers to strengthen Regional capacity. Completed a number of CDEM interviews and media articles.



David Lean
Group Controller.
10 December 2014

Agenda reports

Taranaki Civil Defence Emergency Management Group – Feb 2015

Item 4

[Mt Taranaki Volcanic Unrest Response Plan](#) (950 KB)