

Taranaki Civil Defence Emergency
Management Group

Tuesday 8 December 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 8 December 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

Item 1 Public Excluded

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1986, resolves that the public is excluded from the following part of the proceedings of the Taranaki Civil Defence Emergency Management Group meeting held on Tuesday 8 December 2015 for the following reason/s:

Item 2 Recommendations to appoint two new alternate Group Controllers

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect the privacy of natural persons.

Item 3 Procedure for appointment of replacement Group Controller

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect the privacy of natural persons and to enable the Taranaki Regional Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

Item 4 Appointment of alternate Taranaki CDEM Group Recovery Manager

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to protect the privacy of natural persons and to enable the Taranaki CDEM Group to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

Item 5 Resolve to return to an open meeting

In adherence with the Local Government Official Information and Meetings Act 1986, resolves that the meeting of the Taranaki Civil Defence Emergency Management Group held on Tuesday 8 December 2015 now be conducted as an open meeting.

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Agenda Memorandum

Date 8 December 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Confirmation of Minutes – 8 September 2015

Item: 6

Approved by: G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

Document: 1607451

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 8 September 2015 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 8 September 2015 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 #1566278 – Minutes Taranaki Civil Defence Emergency Management Group
 Tuesday 8 September 2015

**Minutes of the Taranaki Civil Defence
Emergency Management Group meeting held
in the Taranaki Regional Council Chambers,
47 Cloten Road, Stratford on Tuesday 8
September 2015 commencing at 10.30am.**



Members	Councillor	B R Jeffares	(Taranaki Regional Council)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
Attending	Councillor	R Jordan	(New Plymouth District Council)
	Councillor	K Squires	(Stratford District Council)
	Mrs	B McKerrow	(New Plymouth District Council)
	Mr	C Stevenson	(South Taranaki District Council)
	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)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	R Ritchie	(Taranaki Regional Council)
	Mr	D L Lean	(Taranaki CDEM Group Controller)
	Mr	I Wilson	(Ministry of Civil Defence Emergency Management)
	Mrs	S Kelly	(Alternate Taranaki CDEM Group Controller)

Apologies The apology from Mayor A Judd (New Plymouth District Council) was received and sustained.

Notification of

Late Items There were no late items of general business.

1. Confirmation of Minutes – 16 June 2015

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 16 June 2015 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 16 June 2015 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

There were no matters arising.

2. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 13 August 2015

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 13 August 2015 at 10.30am
2. adopts the recommendations therein.

Dunlop/Jeffares

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 (13 August 2015) to which the aforementioned minutes relate to, including:

- Annual Reports presentations
- agency feedback on flood event June 2015

3. Flood event 20 June 2015 – recovery update, Taranaki Relief Fund update, and council feedback

- 3.1 Mr G K Bedford, Taranaki Regional Council), provided an opportunity for the Group and council staff to provide comment or feedback on the impact of the June 2015 flood event.
- 3.2 Ms F Greenhill, Taranaki CDEM Recovery Manager, provided an update on the recovery phase in the region post the June 2015 flooding event. It was noted that the recovery aspect of the flooding event is expected to last for several months with farmers indicating that repairs and reinstatement of their infrastructure can only be undertaken when the land has properly dried out. The Taranaki Rural Support Trust is working with affected rural landowners and Enhanced TaskForce Green is working under contract with the South Taranaki District Council in the South Taranaki district. A Taranaki Disaster Relief Fund was established to provide assistance to people

adversely affected by the flooding event, providing financial support for uninsured or uninsurable loss. To date, approx. \$87,000 has been allocated from the Fund.

- 3.4 Mayor N Volzke, Stratford District Council, and Mrs B McKerrow, New Plymouth District Council, advised the Group that the majority of their infrastructure repairs in their districts have been completed (roading assets, etc). Mayor R Dunlop, South Taranaki District Council, noted that due to significant damage to the bridge between Waiinu Beach and Waitotara, temporary access (to the Silver Fern Farms Waitotara plant and beyond) is only available across private land until a long-term solution is found. The Silver Fern Farms Waitotara plant is now operational after their seasonal shutdown. All three district councils are requesting additional funding from the NZ Transport Agency for roading infrastructure repairs.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum inviting Members to provide brief reflections upon the flood event of 20 June
2. receives a verbal update from the Taranaki Civil Defence Emergency Management Recovery Manager, Ms Fiona Greenhill
3. receives a verbal update on the utilisation of the Taranaki Disaster Relief Fund
4. notes that a formal debriefing process is underway and will be reported at the next Taranaki Civil Defence Emergency Management Co-ordinating Executive Group and Taranaki Civil Defence Emergency Management Group meetings.

Jeffares/Volzke

4. GNS GeoNet Report for 2014/2015 and presentation

- 4.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum and provided a presentation on the GeoNet Taranaki Seismicity Report 2014/2015.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum and the GNS GeoNet report and associated presentation.

Jeffares/Dunlop

5. Taranaki Emergency Management Office Report 2014/2015

- 5.1 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 for the year-end 2014/2015.

- 5.2 It was noted that only 66% (38) of the 57 KPI's for 2014/2015 were met due to a number of factors including delays in the release of national legislation and guidelines, the level of engagement of other parties and limited resources within the Taranaki Emergency Management Office (TEMO).
- 5.3 The Group acknowledged that the framework of civil defence emergency management in Taranaki needs to be modified and clarified, including addressing resourcing and capacity matters. It was agreed that the Taranaki CDEM Group Plan for the five-year period 2017 to 2022 should be structurally sound in supporting this objective. Early planning and engagement between each local authority into the Group Plan review was important.
- 5.4 The Group acknowledged that they need to provide strong input and discussion on the future of civil defence emergency management in Taranaki. It was agreed that the next meeting of the Group (8 December 2015) will focus on the 2016/2017 work programme, including budget planning for financial resourcing, the recent Ministry of Civil Defence Emergency Management monitoring and evaluation report and a full report on the June 2015 flooding event debrief.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

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

Jeffares/Volzke

6. Taranaki CDEM Group Controller - notice of resignation D L Lean

- 6.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising the Group of the decision of the Taranaki CDEM Group Controller, Mr D L Lean, to retire on 31 December 2015.
- 6.2 Mr Lean has been in the role of Taranaki Civil Defence Group Controller since 1984. The Group Chairperson, Councillor B R Jeffares, thanked Mr Lean for his work and commitment to civil defence in Taranaki during his time in the role.
- 6.3 It was agreed that the Group will discuss the recruitment and appointment of a Group Controller at their next meeting on 8 December 2015.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives and accepts the resignation of Mr David L Lean as the Taranaki Civil Defence Emergency Management Group Controller on 31 December 2015
2. notes that Mr David L Lean will no longer be able to act as a Taranaki Civil Defence Emergency Management Group Controller from 1 January 2016

3. records their recognition and appreciation of Mr D L Lean's long and committed service to Taranaki, the Taranaki Civil Defence Emergency Management Group and the Taranaki Civil Defence Emergency Management Group Controller position
4. notes that the Taranaki Civil Defence Emergency Management Group have six remaining Group Controllers
5. agrees to consider the appointment of a Taranaki Civil Defence Emergency Management Group Controller pursuant to clause 26 of the Civil Defence Emergency Management Act 2002.

Dunlop/Volzke

7. General Business

There were no items of general business.

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

Confirmed

Group Chairperson: _____
B R Jeffares

Date: **8 December 2015**

Agenda Memorandum

Date 8 December 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 5 November 2015

Item: 7

Approved by: G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

Document: 1607460

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 5 November 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 5 November 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 #1594216 – Minutes Co-ordinating Executive Group Meeting Thursday 5 November 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 Thursday 5 November 2015
commencing at 10.40 am.**



Members	Messrs	G K Bedford	(Taranaki Regional Council) (Deputy Chairperson) (Hazards Advisory Group)
		J McKenzie	(South Taranaki District Council)
	Mrs	B McKerrow	(New Plymouth District Council)
	Mrs	S Davidson	(New Plymouth District Council)
	Messrs	L Dagg	(Stratford District Council)
		P Fitzell	(New Zealand Fire Service) (Hazardous Substances Technical Liaison Committee)
		J Clough	(Rural Advisory Group)
		D Rogers	(Taranaki Seismic & Volcanic Advisory Group)
		D L Lean	(Taranaki CDEM Group Controller)
	Mrs	G Campbell	(Welfare Co-ordination Group)
Attending	Mr	S Briggs	(Senior Emergency Management Officer)
	Mr	B Ingram	(Emergency Management Officer) (Taranaki CDEM Welfare Manager)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence and Emergency Management)
	Ms	S Kelly	(Taranaki CDEM Group Alternate Group Controller)
Apologies	The apologies from Ms A Kemp (Taranaki District Health Board), Mr I May (St John), Ms F Greenhill (Taranaki CDEM Recovery Manager), Snr Sgnt R O'Keefe (NZ Police) and Mr M O'Mara (Stratford District Council) were received and sustained.		
Notification of Late Items	Submission on the Draft Revised Guide to the National Civil Defence Emergency Management Plan 2015		

1. Confirmation of Minutes - 13 August 2015

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 13 August 2015 at 10.30 am.

Lean/Dagg

Matters Arising

Recovery Manager's annual report 2014-2015 and update on recovery activities from the June Flood Event

It was noted to the Group the appointment of an alternate Taranaki CDEM Group Recovery Manager was still being considered and would be a matter for the Taranaki CDEM Group (Joint Committee) to formalise in due course.

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 8 September 2015 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 8 September 2015.

Fitzell/Dagg

3. Rural Advisory Group

- 3.1 The minutes of the meeting of the Rural Advisory Group held on Monday 24 August 2015 were received and noted.
- 3.2 Mr J Clough, Rural Advisory Group Chairperson outlined to the Group their learnings from the June 2015 flood event. The Rural Advisory Group is working towards providing a leadership and co-ordinating role for supporting rural communities and as an advisory entity to Taranaki CDEM from a rural perspective. Taranaki CDEM officers will be providing training to the Group to help identify 'what needs to be done' during a civil defence event and to develop a Standard Operating Procedure for future emergency situations.

Recommended

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

1. receives the unconfirmed minutes of the Rural Advisory Group meeting held on Monday 24 August 2015.

Clough/Rogers

4. Lifelines Advisory Group

- 4.1 The minutes of the meeting of the Lifelines Advisory Group held on Tuesday 25 August 2015 were received and noted.

Recommended

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

1. receives the unconfirmed minutes of the meeting of the Lifelines Advisory Group held on Tuesday 25 August 2015.

Fitzell/McKenzie

5. Welfare Co-ordination Group

- 5.1 The minutes of the meeting of the Welfare Co-ordination Group held on Wednesday 26 August 2015 were received and noted.
- 5.2 The changes to welfare arrangements in the new National CDEM Plan 2015 were noted and discussed. The National Plan becomes operational on 1 December 2015 with new roles and responsibilities assigned to government agencies. Concerns are expressed by the Welfare Co-ordination Group on how prepared the agencies will be for the provision of welfare services once the National Plan comes into effect.

Recommended

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

1. receives the unconfirmed minutes of the Welfare Co-ordination Group held on Wednesday 26 August 2015.

Campbell/Clough

6. Hazards Advisory Group

- 6.1 The minutes of the meeting of the Hazards Advisory Group held on Friday 28 August 2015 were received and noted.

Recommended

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

1. receives the unconfirmed minutes of the Rural Advisory Group meeting held on Friday 28 August 2015.

Bedford/Dagg

7. Hazardous Substance Technical Liaison Committee

- 7.1 The minutes of the meeting of the Hazardous Substance Technical Liaison Committee held on Wednesday 23 September 2015 were received and noted.

Recommended

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

1. receives the unconfirmed minutes of the meeting of the Hazardous Substance Technical Liaison Committee held on Wednesday 23 September 2015.

Fitzell/Davidson

8. Resourcing of civil defence emergency management in Taranaki for 2016-2017 and Taranaki Civil Defence Emergency Management Business Plan 2016-2017

- 8.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the draft annual business plan and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki for 2016-2017.

Recommended

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

1. notes the draft Civil Defence Emergency Management Business Plan 2016-2017 for Taranaki
2. notes the statement of resourcing requirements for civil defence emergency management in Taranaki for 2016-2017
3. notes the administering authority's advice that the total cost of providing civil defence emergency management services to Taranaki is provisionally estimated at \$785,529 for 2016-2017
4. notes that the cost sharing arrangement for 2016-2017 based on the existing cost allocations would be:

Taranaki Regional Council	\$392,764	(50%)
New Plymouth District Council	\$274,935	(35%)
Stratford District Council	\$ 23,566	(3%)
South Taranaki District Council	\$ 94,263	(12%)

Bedford/Dagg

9. Taranaki Emergency Management Office Report (2015-2016)

- 9.1 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 2015-2016*.

Recommended

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

1. receives the memorandum on the implementation of the *Taranaki Civil Defence Emergency Management Group Annual Business Plan 2015-2016*.

Bedford/Fitzell

10. Taranaki Community Emergency Response Team Incorporated Annual Report 2014/2015

- 10.1 Mr S Briggs, Senior Emergency Management Office, spoke to the memorandum presenting the Taranaki Community Emergency Response Team Incorporated (TCERT) annual report 2014/2015 pursuant to section 2.4 of the Memorandum of Understanding between TCERT and the Taranaki Civil Defence Emergency Management Group.
- 10.2 Mr Briggs noted to the Group that TCERT were experiencing challenges in recruiting and retaining volunteers and securing funding. The long-term viability of TCERT was uncertain.

Recommended

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

1. receives the Taranaki Community Emergency Response Team Incorporated 2014/2015 Annual Report.

McKerrow/Dagg

11. Stratford District Council Emergency Management Annual Report 2014/2015

- 11.1 Mr L Dagg, Stratford District Council, spoke to the memorandum presenting the Stratford District Council's emergency management annual report 2014/2015.
- 11.2 Mr P Fitzell, NZ Fire Service, provided a verbal report to the Group on the Fire Services Review looking at all aspects of New Zealand's fire service. Public submissions on the Fire Services Review Discussion Document closed 10 July 2015. The Minister of Internal Affairs intends to take a paper to Cabinet for a decision in early November 2016. Mr Fitzell noted that changes within the NZ Fire Service would be in place by year-end 2017.

Recommended

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

1. receives the Stratford District Council's Emergency Management Annual Report for 2014/2015.

Dagg/McKenzie

12. Taranaki CDEM Controller's Report

- 12.1 There was no further report from the Taranaki CDEM Controller due to matters relevant to the duties of the Controller being noted and discussed earlier in the meeting.
- 12.2 Mr G K Bedford, Taranaki Regional Council, noted to the Group that the meeting is the last for Mr D L Lean, Taranaki CDEM Group Controller, who is standing down from his position on 31 December 2015. The Group thanked and acknowledged Mr Lean for his work and commitment to civil defence in Taranaki during his time in the role.

13. Report from the Ministry of Civil Defence Emergency Management - MCDEM Work Programme

- 13.1 Mr I Wilson, Ministry of Civil Defence Emergency Management, provided a brief verbal report/update to the Group from the Ministry.

14. Submission on the Draft Revised Guide to the National Civil Defence Emergency Management Plan 2015 – late item

- 14.1 Mrs J Ritchie, Taranaki Regional Council, spoke to the memorandum presenting for Members' information the submission made on behalf of the Taranaki Civil Defence Emergency Management Group in respect of the *Draft Revised Guide to the National Civil Defence Emergency Management Plan 2015*.

Recommended

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

1. receives the memorandum *Submission on the Draft Revised Guide to the National Civil Defence Emergency Management Plan 2015*;
2. endorses the submission made on behalf of the Taranaki Civil Defence Emergency Management Group.

Bedford/Davidson

15. Meeting Dates for 2016

- 15.1 The meeting dates proposed for the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group for 2016 were received and noted.

Recommended

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

1. receives and notes the meeting dates for the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group for 2016.

Dagg/McKerrow

16. 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 12.20pm.

Confirmed

Chairperson: _____
A Kemp

Date: **11 February 2016**

Agenda Memorandum

Date 5 November 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: Resourcing of civil defence emergency management in Taranaki for 2016-2017 and Taranaki Civil Defence Emergency Management Business Plan 2016-2017

Item: 8

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

Document: 1608923

Purpose

The purpose of this memorandum is to present the draft annual business plan (presented as a separate document) and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki for 2016-2017.

Executive summary

The work plan has been prepared to set out for the benefit of Members, the key areas for delivery of CDEM functions in the 2016-2017 year. Over the last three years the work plan has been re-shaped from that used in previous years, to reflect the goals and objectives that the CDEMG has adopted to undergird the Group Plan. Accordingly it becomes meaningful for each proposed action, output or outcome to be linked back to its driver, for clarity and for assurance that the goals and objectives are being implemented. Each core activity is related to each of the relevant objectives set out in the new Group Plan, rather than to just one of the '4Rs'. The activities have been shaped by the outcomes of the MCDEM monitoring and evaluation review of Taranaki CDEM, the 2015 CDEM public preparedness survey, and the learnings and the debriefs from the June 2015 floods and the Exercise Pahu recommendations.

The key priorities in 2016-2017 will be the delivery of community resilience, recruitment and training of EOC resources, and the review of the CDEM Group Plan.

The work plan has staff resourcing requirements and consequent cost estimates placed against blocs of work. This follows the wish of the CEG and CDEMG to have greater transparency around work programme components and performance, including budgetary performance, and builds on the transitional format in use last year. The intention is to bring greater accountability, without creating unnecessary detail.

The resourcing estimate has been prepared primarily to indicate to the four contributing councils, estimates for incorporation into each respective council's financial planning for 2016-2017. It is to be noted that through the Group Plan, the CDEM Group has made a number of decisions about the way the Group is to be structured and run, in response to various recommendations from MCDEM. These changes (for the benefit of Taranaki CDEM), carry cost implications as set out in the work plan. Particular effort has been made to contain cost changes, given the constraints that the four councils are facing. The resourcing requirements are set out below in the recommendations.

Members will recall that there has been considerable on-going discussion around the need to explore and set priorities and deployment of available resources (including a consideration of additional resourcing) to deliver core functions on a systematic and long-term basis. While there have been several subsequent workshops and the establishment of a small working group to firm up on the expectations of contributing members, this process has not been as fruitful to date as was originally anticipated. Taranaki CDEM has also been through a MCDEM Monitoring and Evaluation review, and has experienced the flooding events of June 2015 with subsequent debrief. These events have highlighted matters that members have wanted incorporated into future Group Plans and annual plans, but to date without clarity as to exactly what is required. The Annual Plan process requires contributing members to make resourcing decisions for 2016-2017 in the interim.

Therefore staff have prepared a budget that contains only two changes of note from that for 2015-2016:

- 1) an increase in the provision for a policy analyst, from a 0.4 FTE to 0.6 FTE. This is to allow for the obligatory review of the Group Plan in 2016-2017, which will require a substantial allocation of resourcing.
- 2) A reduction in the provision of CDEM services from the hydrology section of the Council in anticipation of substantial progress before the end of financial year 2016 on the review of the CDEM Flood Plan and in anticipation of reducing the on-going engagement of hydro staff in CDEM operational matters, given the emergence of new notification technologies and alternative duty arrangements.
- 3) It is intended to continue the existing employment of a part-time administrative assistant, in order to free up trained CDEM officers to focus on delivery of CDEM functions and responsibilities, over administering the many advisory groups as well as the CDEMG and CEG. This new role was filled from July of this year, and even in the period since then has proven its value and cost-effectiveness.

Significantly, members should note that the overall change in the budget has been held to an increase of 4%, reflecting anticipated changes in staff remuneration and allowances and other cost of living adjustments, as well as the changes in the work programme as described above.

These two items bring the proposed budget for 2016-2017 to \$ 785,529, an increase of 4% over the current budget. The work plan and budget are presented to today's meeting for adoption.

This budgetary figure is of course subject to refinement as the Regional Council's costs and cost allocations are reviewed through the annual planning process.

Recommendations

That the Taranaki Civil Defence Emergency Management Group:

1. adopts the draft Civil Defence Emergency Management Business Plan 2016-2017 for Taranaki
2. adopts the statement of resourcing requirements for civil defence emergency management in Taranaki for 2016-2017
3. ratifies the administering authority's advice that the total cost of providing civil defence emergency management services to Taranaki is provisionally estimated at \$785,529 for 2016-2017
4. notes that the cost sharing arrangement for 2016-2017 based on the existing cost allocations would be:

Taranaki Regional Council	\$392,764	(50%)
New Plymouth District Council	\$274,935	(35%)
Stratford District Council	\$ 23,566	(3%)
South Taranaki District Council	\$ 94,263	(12%)

5. agrees that Members will include the cost-sharing arrangements for 2016-2017 to provide civil defence emergency management services to Taranaki for review in the annual planning process for each Council.

Background

CDEM has to be delivered within an increasingly complex framework, across a multitude of elements, and to ever-higher levels of competence and professionalism. Expectations are rising, and must be balanced against what is in the first instance achievable in terms of available regional skills and resources, and in terms of what is affordable and realistic, when assessed against regional risk profiles, risk acceptance, risk reduction, and readiness. Central Government has signalled that it is reducing its own expenditure, yet its demands upon Groups and its expectations of a Group's professionalism and performance (and hence the resourcing onus) continue to rise. The consequences of the Christchurch and Seddon earthquakes continue to bear upon community expectations and perceptions around what civil defence must offer. The targeting of work programmes, and their attendant costs, have therefore been carefully reviewed in preparing this resourcing paper.

Civil Defence Emergency Management (CDEM) Group, which carries the region's civil defence emergency management governance responsibilities, is a relatively autonomous body. In particular, the CDEM Group is required to determine its own budget and how that budget might be apportioned amongst councils.

Discussion

As flagged previously, implementing various recommendations from the new Group Plan, MCDEM, and the outcomes of a Taranaki CDEM workshop held in June 2011, carry implications for work programming and resourcing. These have been carefully reviewed. A key consideration in preparing the 2015-2016 workplan and estimates is that the CDEMG is keenly aware of the need to provide a comprehensive CDEM function in the region, but will not seek a substantial change to resourcing levels without a detailed and closely-examined rationale. The CDEMG has the right to expect careful evaluation and focusing of available resources upon the most worthwhile tasks and outcomes. The proposal to appoint a part-time administrative assistant is seen as a low-cost, high-benefit option in the meantime.

Changes in dollar amounts for the four councils are:-

New Plymouth District Council	\$ 11,954
Stratford District Council	\$ 1,025
South Taranaki District Council	\$ 4,098
Taranaki Regional Council	\$ 17,076

The details of work programmes are provided within the proposed annual work plan. It is anticipated that further work will be done on developing and describing the annual work programme following input from the CDEMG, working group and CEG.

The approximate split of resourcing for 2016-2017 is:-

32% governance, administration, and co-ordination

23% public education and community engagement

24% EOC/CDC readiness, training, and equipping

24% research, planning, and procedures

In general terms, the CDEM Group must provide for:-

- **Administration functions** – the servicing of the CDEM Group, CEG and Advisory Groups (including the preparation of agendas and minutes); preparation of Annual Business Plan and reports; financial management services; publicity and information preparation and distribution, and provision of a fundamental level of governance advice to members. Management of media content.
- **Policy functions** – the development of Taranaki CDEM Group policy, and in particular the implementation of actions and matters arising from the Group Plan, and implementation of the action items set out in the Group Plan for Taranaki and the Council's LTP and RPS. Submissions and assistance to central and local government and to other agencies, such as the review of National CDEM Plans, Director's Guidelines, and as Codes of Practice are also developed. It is noted that MCDEM have flagged reviews of a number of their documents. There is an increased emphasis upon integrating planning procedures and documents such as LTP, district plans, and RPS, and the second generation Plan. Policy advice and assistance will also be required to integrate operational activities and documentation with policy developed by the Group. There is an increased emphasis upon working with the district councils, whose planning functions often directly bear upon the success of risk reduction measures within the region. Research into hazards and their mitigation is on-going at regional and national level. There is an increasing emphasis upon resilience and risk reduction planning, following critical evaluation of the absence of this aspect in New Zealand's riskscape. MCDEM are signalling this as an area for development.
- **Operational planning and preparation** – the establishment of community emergency plans across Taranaki, now well-established but with much to do. The preparation/review of CDEM Group supporting documentation for the Group Controller and CDEM Group's contingency operations. Recruiting, training, and exercising of volunteer and contract staff to ensure effectiveness across the CDEM Group area, including Group Controllers, Recovery Manager, and EOC staff, especially within the introduction of the EMIS system. The identification of new risks or hazards, or new knowledge around existing hazards, may require changes

to existing operational documentation to ensure appropriate and best practice responses, and there will always be on-going reviews to ensure plans remain effective and up to date. MCDEM are putting greater weight on on-going auditing of competencies and capabilities.

Implementing, in partnership with other members and participants, the Public Education Plan and the Training Strategy as well as conducting specified Group training initiatives. Preparation and distribution of educational materials

- **Operations** - maintaining the Taranaki Emergency Management Office (TEMO) and associated operational equipment and facilities in a state of readiness. The provision of a 24-hour all hazards response capability. Maintenance of civil defence centres around the region.

The provision and maintenance of hazard monitoring and evaluation for floods, severe and extreme meteorological conditions, and seismic and volcanic activity.

Participation and liaison with members of the Hazardous Substances Technical Liaison Committee, Welfare Co-ordination Group, Lifelines Advisory Group, Rural Advisory Group/liaison with the Rural Support Trust, Health Advisory Group, Hazards Advisory Group, and Taranaki Seismic and Volcanic Advisory Group.

This memorandum provides an estimate of costs for delivering the CDEM function in Taranaki for 2016-2017. They have been prepared within a context of difficult and constrained circumstances, yet increasing expectations as to what CDEM will deliver. The total draft cost is \$785,529. The Taranaki Regional Council believes that despite the expanded scope of tasks and responsibilities CDEM is requiring, expenditure at this level remains appropriate and adequate.

It is noted that these estimates are presented as draft figures for review and subsequent incorporation into the annual planning process for each Council. They are consistent with figures previously provided to councils within the LTP process.

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 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.

Attachments

Document 1590494: Taranaki CDEM Business Plan 2016-2017

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Section 1 Overview

Civil Defence Emergency Management in Taranaki is governed by the Taranaki Civil Defence Emergency Management Group (CDEM Group), consisting of elected representatives of the four Councils. The Group and its responsibilities are statutory requirements under the Civil Defence Emergency Management Act 2002.

Taranaki Emergency Management Office functions

Civil Defence Emergency Management (CDEM) is a comprehensive, integrated, all hazards approach to emergency management based on the 4 R's - reduction, readiness, response and recovery. It provides for planning and preparation for multi-agency emergencies and for response to and recovery from those emergencies.

The Taranaki Emergency Management Office is involved in the co-ordination and delivery of the Taranaki Civil Defence Emergency Management Group's functions. These include:

- Identification and management of hazards and risks, to reduce the region's vulnerability, in conjunction with the regional community
- Promoting, educating, and raising awareness of the community's role in implementing CDEM reduction, readiness, response and recovery, as set out in the Civil Defence Emergency Management Act 2002
- Training and resourcing of staff
- Responding to and managing the adverse effects of emergencies
- Carrying out recovery activities
- Assisting other Civil Defence Emergency Management Groups
- Monitoring and reporting on compliance with appropriate legislation
- Reviewing the existing Civil Defence Emergency Management Group Plan and developing, approving, implementing and monitoring a new Plan
- Participating in the implementation and review of the National Civil Defence Emergency Management Plan, Guide, and Strategy, and other national level procedures and protocols; and
- Promoting Civil Defence Emergency Management in the Taranaki CDEM Group area

CDEM Group Goals

The Taranaki Civil Defence Emergency Management Group has a vision of 'A resilient Taranaki' which is supported by four goals and 10 objectives.

Group Plan goals	Group Plan objectives
Goal 1 (Readiness): To increase community awareness and understanding of, and preparation and readiness for emergencies; through public education, engagement, and community led CDEM planning.	1a Increasing community and business awareness and understanding of risks and appropriate readiness measures through public education and consultation.
	1b Increasing community participation in hazard and risk management decisions.
	1c Improve implementation of community preparedness measures, through community based planning and engagement.
	1d Improve community preparedness through leadership and commitment to CDEM at political and executive levels.
Goal 2 (Reduction): To reduce the risks from hazards in Taranaki; by improving understanding of hazards, and by developing and monitoring a Group wide risk reduction programme which demonstrates how individual agency initiatives contribute to overall regional risk reduction.	2a Increase the understanding by the Taranaki community of the hazardscape and associated risks.
	2b Undertake long term, strategic reduction of the risks from hazards through collaborative planning with stakeholders and implementation of such plans.
Goal 3 (Response): To enhance Taranaki's ability to respond to emergencies; through continued focus on response plans, professional development and exercises.	3a Enhance the professional development and competency for all CDEM personnel.
	3b Enhance the CDEM's and the community's capability and capacity to respond to and manage civil defence emergencies, with or without a declaration.

Goal 4 (Recovery): To enhance Taranaki's ability to recover from emergencies; through a continued focus on community recovery planning, management and training.	4a To encourage the strengthening of recovery capability and capacity across the wider community and within CDEM.
	4b To promote the implementation of recovery planning across the wider community.

Coverage

The CDEM Annual Business Plan only covers the activities carried out by the Taranaki Emergency Management Office on behalf of the CDEM Group, and its members as a sub contracted delivery.

Other activities are carried out by CDEM Group and the Coordinating Executive Group (CEG) members, as well as partner organisations. These organisations are expected to report to CEG annually.

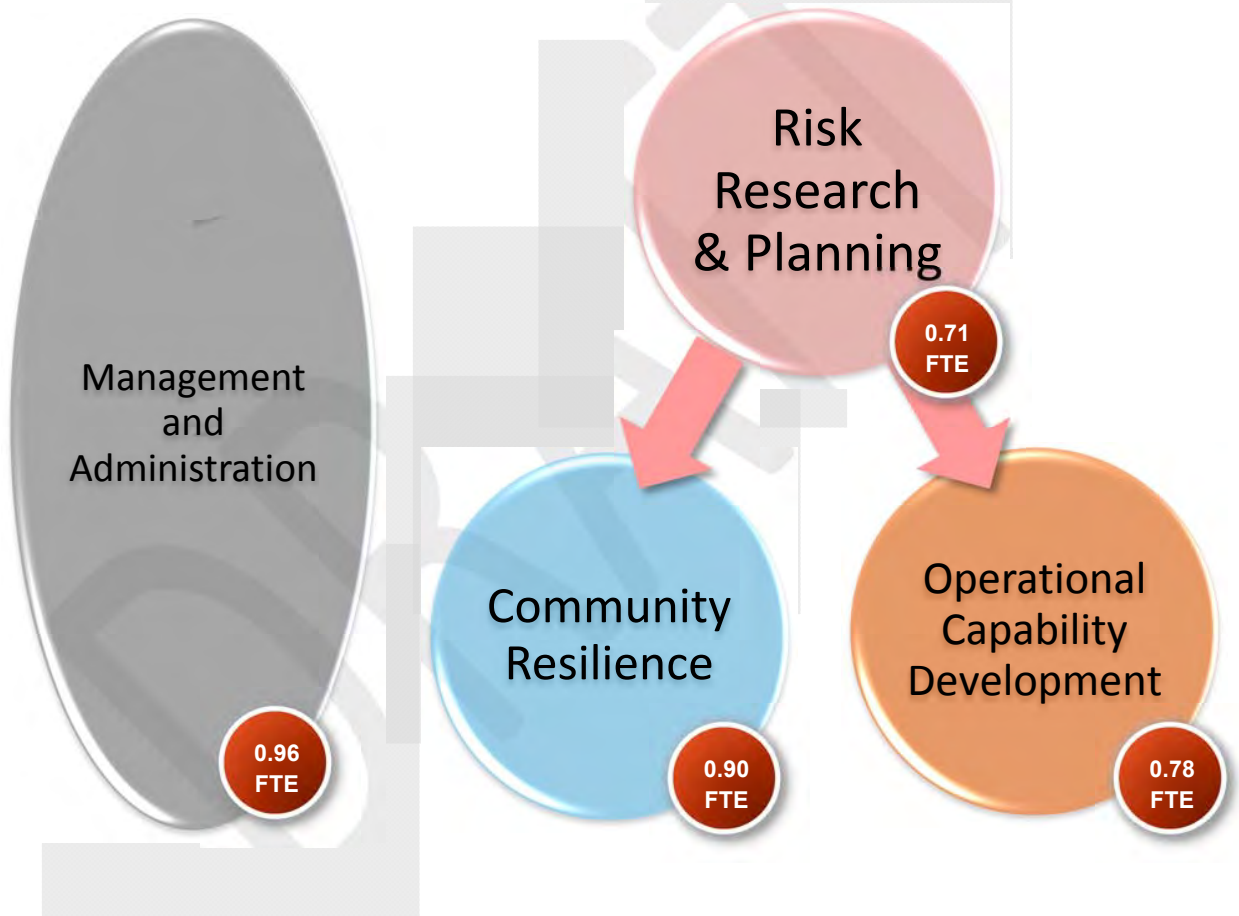
1.1 Activities

There are four broad areas of activity which all tasks fit into. Staff hours are reported against these activities.

Risk Research and Planning informs Community Resilience and Operational Capability Development needs and practices.

Management and Administration covers the day to day management of staff, reporting, organisational and strategic planning and administration support of other activities. It also covers the administration and support of governance (CDEM Group and CEG), coordination groups and advisory groups.

Structure¹



¹ 1 FTE (Full Time Equivalent) is based on a full time employee working 37.5 hours per week over a year, less four weeks annual leave and statutory holidays.

1.2 Allocation of hours

Staff have been allocated hours to one or more activities to meet work load demand, use of their skills and knowledge and relevance to their role.

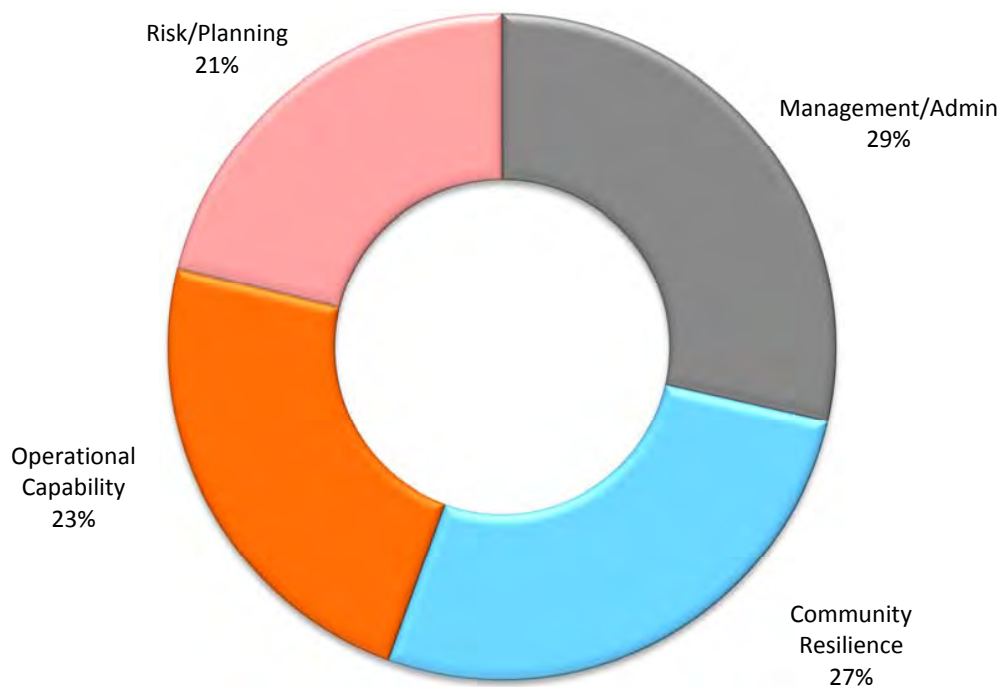


5,726 hours allocated



3.35 FTE staff

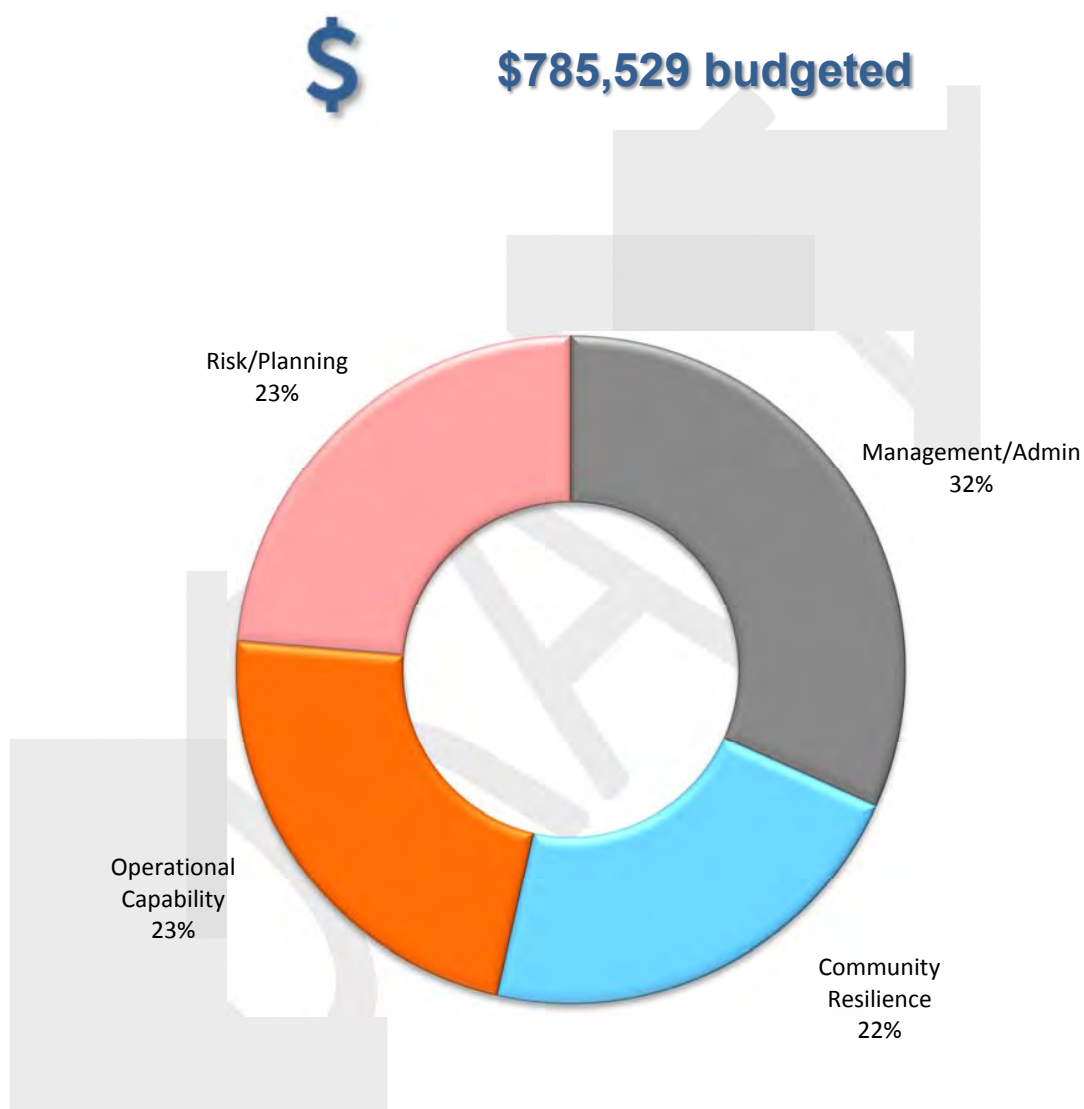
The following chart provides an overview of how the hours have been allocated across each activity.



1.3 Cost of Service allocation

Staff members are charged out at various rates based on their role. Therefore, the allocation of hours per activity will not be the same as the Cost of Service allocation.

The variation is a result of management and supervising staff being charged out at a higher rate than Officers.



Section 2 Work Programme

The Annual Business Plan outlines what work will be carried out by the Taranaki Emergency Management Office staff and Taranaki Regional Council staff who have allocated hours to support CDEM activities.

The information in this section is also used to set the annual objectives for each staff member in their Personal Development Plan.

Objectives and outcomes

Each activity (Management and Administration, Community Resilience, Operational Capability Development and Risk Research and Planning) contribute to achieving the CDEM Group objectives as per the CDEM Group Plan.

The 2016-17 outcomes specify what needs to be achieved in the 2016-17 financial year against each objective.

The outcomes are reported at each quarterly Coordinating Executive Group meeting by way of a Taranaki Emergency Management Office report.

Tasks

While broad outcomes have been provided, a list of tasks have been provided as an indication of some of the work that will occur, to enable outcomes to be achieved under each activity.

2.1 Management and Administration



Management and Administration covers the day to day management of staff, reporting, organisational and strategic planning and administration support of other activities. It also covers the administration and support of governance (CDEM Group and GEG), coordination groups and advisory groups.

✓ Outcomes

Group Plan objectives	2016-17 outcomes
1d Improve community preparedness through leadership and commitment to CDEM at political and executive levels.	Administer CDEM Group, Coordinating Executive Group meetings as required by statute or terms of reference; and ensuring action points are completed.
	Provide a written report to CEG on year to date vs budgeted use of staff time and progress on key performance indicators as agreed in the <i>Annual Business Plan</i> .
	Provide a Corrective Action Plan to CEG in response to any recommendations made in reports affecting the performance or capability of the CDEM Group.
2b Undertake long term, strategic reduction of the risks from hazards through collaborative planning with stakeholders and implementation of such plans.	Administer coordination group and advisory group meetings as required by statute or terms of reference; and ensuring action points are completed.
	Attend Hazardous Substances Technical Liaison Committee and Airport Emergency Committee meetings on behalf of the CDEM Group, and bring relevant matters to the attention of the CDEM Group or CEG.
	Advise the CDEM Group and CEG of changes to hazards or risks and provide advice on the impact it may have on communities.

 Budgeted
hours



1,637 hours



39% of chargeable hours



0.96 FTE

The following staff have been allocated hours for Management and Administration.

Role	Budgeted hours
Director – Environmental Quality	225
Senior Emergency Management Officer	548
Emergency Management Officer	293
Policy Analyst	100
Administration Officer	401
Controller	70
	1,637

 Cost of service



\$249,244



32% of annual budget

 Tasks

Administer (including corporate service functions), follow up on action points and participate in:

- CDEM Group meetings
- Coordinating Executive Group meetings
- Welfare Coordination Group meetings
- Lifelines Advisory Group meetings
- Rural Advisory Group meetings

- Taranaki Seismic and Volcanic Advisory Group meetings
- Hazards Advisory Group meetings
- Controllers meetings
- Public Information Management meetings
- Lifelines Utility Coordinator meetings

Participate in and report to the CDEM Group and CEG on

- Hazardous Substances Technical Liaison Committee meetings
- Airport Emergency Committee meetings

Maintain contacts database to ensure all staff, volunteer, appropriate services and advisory groups contacts are kept up to date.

Ensure the CDEM Group is well-briefed on its political and executive leadership functions and responsibilities.

Consider and implement opportunities to recognise and address hazards and risks in development and review of LGA and RMA tools such as Regional Policy Statement, Hazardous Substances and New Organisms Act provisions, District Plan provisions and LTPs, and within resource consents, via dissemination of information, advocacy, submissions, etc.

Regularly report to the CDEM Group and the CEG on implementation of work programme progress against budget and work plan.

Continue to implement and to monitor the implementation of the findings of reports prepared by MCDEM, NIWA, GNS, and others.

Enhance feedback on CDEM matters between individual member councils and TEMO (e.g. LTPs, consents, work programmes, annual reports and matters of direct interest).

Ensure both local and regional effectiveness is achieved through positive relationships and cooperation between TEMO and councils across all 4R's.

Attend CDEM Regional Managers Special Interest Group meetings and Emergency Management Shared Practice forum.

2.2 Community Resilience



Resilience is derived from the Latin *resalire*, to spring back. While there are many definitions of resilience, it may be defined as “The capacity of an individual, community or system to adapt in order to sustain an acceptable level of function, structure, and identity”²

Community resilience can be further defined as “Communities and individuals harnessing local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency services.”³

Enhanced community resilience is achieved through three strategic objectives:

- Build capacity
- Increase connectedness
- Foster cooperation

Outcomes

Group Plan objectives	2016-17 outcomes
1a Increasing community and business awareness and understanding of risks and appropriate readiness measures through public education and consultation.	Hazard information and preparedness messages are delivered through a range of mediums to enable individuals, cultural groups and organisations to mitigate the adverse effects of identified hazards.
1b Increasing community participation in hazard and risk management decisions.	Implement the CDEM Group resilience strategy.

² Edwards C (2009) Resilient Nation, London, Demos

³ Civil Protection Lexicon (2010) www.cabinetoffice.gov.uk/cplexicon

1c Improve implementation of community preparedness measures, through community based planning and engagement.	TEMO, district councils, emergency services and other stakeholders will work in partnership to enable three Community Emergency Plans to be developed.
3b Enhance the CDEM's and the community's capability and capacity to respond to and manage civil defence emergencies, with or without a declaration.	
4a To encourage the strengthening of recovery capability and capacity across the wider community and within CDEM.	

 Budgeted hours



1,543 hours



27% of chargeable hours



0.90 FTE

Role	Budgeted hours
Senior Emergency Management Officer	200
Emergency Management Officer	917
Communications Manager (TRC)	31
Communications Officer (TRC)	65
Education Officer (TRC)	330
	1,543

\$ Cost of service



\$179,180



23% of annual budget

Tasks

Meet with community boards, emergency services, government agencies, commercial sector, cultural groups, community groups and other interested parties to promote emergency planning.

Work with district councils, community boards, emergency services, government agencies, health, and community organisations to assist identified communities to develop their own Community Emergency Plans and encourage resiliency. Plans may include community involvement with rapid impact assessments and Civil Defence Centres during emergencies and participation in recovery. Invite communities to participate in exercises as a tool to review Community Emergency Plans.

Engage with communities identified as being in risk areas and encourage participation in hazard and risk management decisions.

Work with council iwi advisors and Te Puni Kokiri to engage marae, iwi and hapu to promote emergency planning and whanau preparedness.

Work with Chamber of Commerce, business associations, Resilient Organisation and district councils to encourage business continuity management and planning.

Promote the use of *What's the Plan Stan?* and other CDEM related material to schools and provide advice to teachers to ensure consistent messaging is provided to school children.

Review CDEM website to ensure it provides easy access to hazard information and material relevant to reduction and readiness actions to mitigate the adverse effects of all identified hazards. Pages are maintained to ensure accuracy, accessibility and attractiveness to viewers, and consistency with MCDEM "consistent messages".

Social media, print and radio advertising is used to support public education, CDEM events, workshops, and seminars.

Hazard awareness and preparedness information is provided to public through active engagement and participation in community based activities, information centres, libraries, district council welcome packs, community events, etc.

Participate in the National Public Education Reference Group (NPERG) and other national forums to encourage collaboration and sharing of CDEM education resources.



2.3 Operational Capability Development



Capability development is a broad, strategic and comprehensive approach to growing and developing people to ensure they are effective and confident in their roles. It includes the development of the necessary skills and knowledge which is to be applied in a range of situations, and recognises an individual's attributes, attitudes and experiences.

Professional development alone does not fully capture all of the variables that enable, influence and drive people to be effective in their roles.

Systems and processes must also be in place to both support the learning and to ensure the roles are effective.

The CDEM Capability Development Strategy has five Key Result Areas, which are equally relevant at a CDEM Group level.

1. Emergency Management is recognised as a profession in NZ with clear professional development pathways for key roles and functions
2. Emergency Management leaders are knowledgeable, competent and well supported
3. CDEM volunteers are recruited and trained for activities that both fit with their motivations and meet community needs
4. The sustainability of the strategy is ensured through mandated multi-agency collaboration and on-going commitment
5. CDEM agencies have a culture of evidence-based practice, and have systems in place to support the sharing of research and sound CDEM practice.

Outcomes

Group Plan objectives	2016-17 outcomes
3a Enhance the professional development and competency for all CDEM personnel.	Recruit and train (including exercises) Coordination Centre and Civil Defence Centre staff to meet identified gaps.

3b Enhance the CDEM's and the community's capability and capacity to respond to and manage civil defence emergencies, with or without a declaration.	Evaluate, develop and integrate the national Emergency Management Information System (EMIS) as appropriate.
	Review and update operating procedures and guidelines and integrate into training.
	Maintain functional and capable Coordination Centre, an alternate Coordination Centre and Civil Defence Centres, including maintaining equipment, systems and records.
	Implement Civil Defence Centre changes as a result of the changes to the National CDEM Plan, Guide to the National CDEM Plan, Directors Guideline on Welfare, EMIS welfare module and the Taranaki Civil Defence Centre Strategy (2016).

 Budgeted
hours



1,332 hours



23% of chargeable hours



0.78 FTE

Role	Budgeted hours
Director – Environmental Quality	40
Senior Emergency Management Officer	522
Emergency Management Officer	240
Policy Analyst	37
Administration Officer	239
Communications Manager (TRC)	134
Communications Officer (TRC)	100
Controller	20
	1,332

 Cost of service



\$185,776



24% of annual budget

Tasks

Review EOC staffing arrangements, including the development of a CDEM volunteer programme (recruiting, training, exercising and recognising volunteers).

Exercises are undertaken to provide opportunity for staff and volunteers to maintain familiarity and skills to provide an effective response.

Review how district councils interact with the EOC, including standardisation of SitReps and liaison staff within the EOC.

Continue to evaluate and test EMIS with an intention to integrate EMIS into EOC processes and training. This includes participation at the national EMIS User Group meetings and where appropriate, by providing assistance on EMIS working groups.

Review and update SOPs and guidelines for EOC staff and integrate new process into EOC training.

Complete the implementation of a regional CDEM GIS capability at TEMO with a vision to make it accessible from any location if TEMO is inaccessible or damaged.

Produce hard copies of SOPs for EOC functions and store an electronic version on the TEMO system. Test SOPs through workshops and exercises and action any short comings.

Equip and maintain an Emergency Operations Centre (EOC) for an effective Taranaki CDEM response. Including: Testing the operability of EOC equipment and documentation monthly, e.g. computers, generators, satellite communications.

Review and maintain communication networks to enable communications between EOC, the CDCs, and communities of interest.

Contingencies are established and tested which includes an alternative EOC in South Taranaki and the use of adhoc EOCs.

Enhance cross boundary relationships with neighbouring CDEM Groups by sharing training resources, collaborating on development of training material (Integrated Training Framework), training programmes and co-delivery of training.

Implement changes and update SOPs as a result of the new National CDEM Plan, Guide to the National CDEM Plan and EMIS welfare module.

Review four Civil Defence Centres to ensure they are appropriately located and resourced according to the Welfare Plan for an effective Taranaki CDEM response.

2.4 Risk Research and Planning



New Zealand's hazard risk management and CDEM planning frameworks place a strong emphasis on local initiatives for risk reduction. Individuals, communities and local government are best placed to decide on the management options suited to them, for example through land-use planning and building control activities.

The hazards and risks to be managed under the Civil Defence Emergency Management Act 2002 (CDEM Act) include any hazard that may result in a civil defence emergency. The Act requires

- local authorities and CDEM Groups to coordinate planning, programmes and activities relating to CDEM across the 4Rs by encouraging cooperation and joint activity
- provide a basis for the integration of national and local planning through the alignment of local CDEM planning and activities with the National CDEM Strategy and National Plan, and
- encourage a coordinated approach to emergency management planning across the wide range of agencies and organisations with emergency management responsibilities.

Whilst the plans that are produced are valuable, the process of planning is important to ensure that the plans developed meet the needs of the people affected.

✓ Outcomes

Group Plan objectives	2016-17 outcomes
2a Increase the understanding by the Taranaki community of the hazardscape and associated risks.	Distribute, as soon as practical, changes in legislation or guidelines to affected CDEM Group or CEG members, and coordinate submissions on behalf of the CDEM Group.

<p>2b Undertake long term, strategic reduction of the risks from hazards through collaborative planning with stakeholders and implementation of such plans.</p>	<p>Complete the 2017-2021 CDEM Group Plan in collaboration with partner organisations, undertake public consultation and submit to the Ministry of Civil Defence & Emergency Management for formal approval.</p>
<p>3b Enhance the CDEM's and the community's capability and capacity to respond to and manage civil defence emergencies, with or without a declaration.</p>	
<p>4b To promote the implementation of recovery planning across the wider community.</p>	
<p>3b Enhance the CDEM's and the community's capability and capacity to respond to and manage civil defence emergencies, with or without a declaration.</p>	<p>Undertake an annual review of each CDEM contingency plan to ensure consistency, and make minor changes as required, or identify future work required.</p>
	<p>Complete the Welfare Plan and distribute to relevant parties.</p>

 Budgeted
hours



1,214 hours



21% of chargeable hours



0.71 FTE

Role	Budgeted hours
Director – Environmental Quality	230
Senior Emergency Management Officer	180
Policy Analyst	704
Administration Officer	100
	1,214

 Cost of service



\$185,776



24% of annual budget

Tasks

Distribute, as soon as practical, all draft legislation, guidelines and policies to relevant parties for consultation. Provide an opportunity for the Coordinating Executive Group and Civil Defence Emergency Management Group to comment on official submissions prior to them being submitted. This may be via the Chairs, or committee meetings.

Ensure the Civil Defence Emergency Management Group Plan is kept current in accordance with statutory requirements.

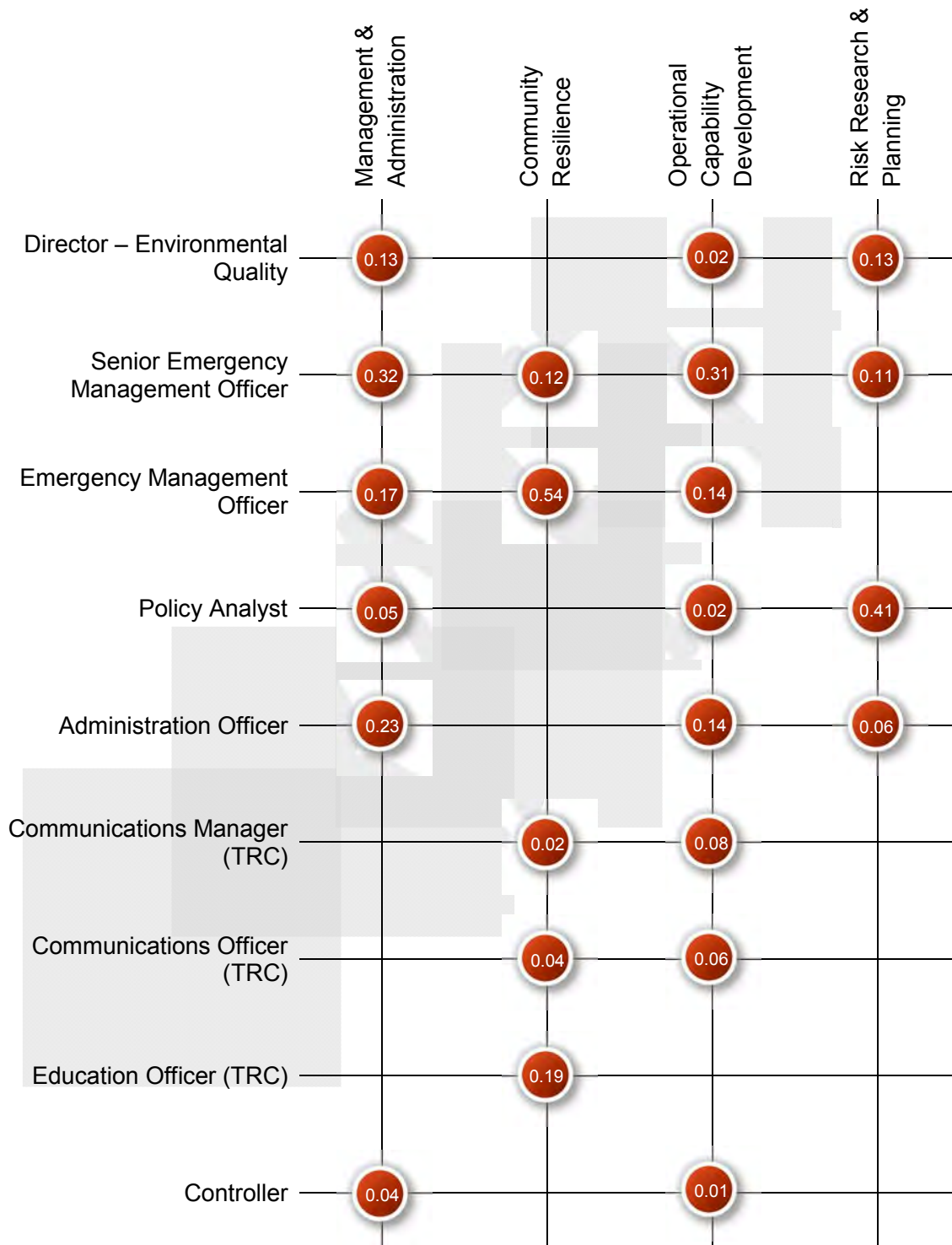
Review content of existing plans to ensure accuracy of contact details, references and integration with other plans. Make minor changes as required or provide report including urgency, allocation of time, risk of not updating and the impact on current work programme.

Complete the Welfare Plan in response to changes in the National CDEM Plan and Guide to the National CDEM Plan.

Complete the 2017-2021 CDEM Group Plan in collaboration with partner organisations, undertake public consultation and submit to the Ministry of Civil Defence & Emergency Management for formal approval.

Collaborate and share plans that impact across neighbouring CDEM Group boundaries, including attending the Regional Hazard Special Interest Group.

Section 3 Organisational Matrix



Agenda Memorandum

Date 8 December 2015



Memorandum to
Chairperson and Members
Taranaki Civil Defence Emergency Management Group

Subject: June 2015 Corrective Action Plan

Item: 9

Approved by: G K Bedford, Director – Environment Quality

B G Chamberlain, Chief Executive

Document: 1609348

Purpose

The purpose of this memorandum is to present the initial findings from debriefs held after the June 2015 flooding event to Taranaki CDEM.

Executive summary

At the last CDEM Group meeting, the members were advised that a June 2015 Flood Corrective Action Plan would be presented at the next meeting. Debriefing and reviewing of performance after exercises and events is normal practice and is recognised as good practice.

After the June 2015 flooding event, more than 600 items of feedback were received as a result of multiple debriefs. Feedback on areas for improvement were categorised against previous categories used in 2014 to review the trends over the previous 35 years.

The top five common issues in the June 2015 flooding event were:

1. Information flow
2. Communications
3. Systems, guidelines, plans and standard operating procedures
4. Incident Management
5. Other equipment (predominately GIS)

Staffing levels (1% lower than “other equipment”) and staff training have been previous issues and were sixth and seventh. While not in the top five, these remain major issue. Some of the issues around information flow and communications would have been solved with staff training or following procedures.

Incident management was seen as a bigger concern in the flooding event than it was in the previous 20 year average. Some of this is due to confusion over roles and responsibility (also affected information flow), and therefore increased difficulty in managing the event, as well as the scale of this event being larger than those in the previous 35 years.

A Corrective Action Plan will need to include the CDEM Group, CEG and other organisations, not just the Taranaki Emergency Management Office. This is a significant piece of work and given the impending review of the Group Plan and that many of the

issues have been issues for sometime (procedures, staffing, training) and are a priority in the existing Annual Business Plan, it is questionable as to whether writing a Corrective Action Plan is a good investment of the limited resources. It's suggested that the time would be better spent developing better systems, plans and standard operating procedures, and ensuring the Emergency Operation Centre has the right staff that are adequately trained.

Recommendations

That the Taranaki Civil Defence Emergency Management Group:

1. receives the memorandum on the June 2015 Corrective Action Plan
2. approves (alternatively declines) the recommendation not to write a Corrective Action Plan, but to implement previous Corrective Action Plans which address the issues identified in this memorandum.

Background

The Taranaki CDEM Group has a practice of reviewing exercises and events to determine where improvements can be made. The recent Ministry of Civil Defence & Emergency Management's Capability Assessment Report commented on the review of "lessons learnt and the subsequent implementation of improvements"¹ in Taranaki. This shows the maturity of the Group to consistently undertake a self reflective approach.

After the June 2015 flooding, the Taranaki Emergency Management Office undertook a series of debriefs on behalf of the CDEM Group. These debriefs involved over 100 people and included:

- Emergency Operation Centre staff
- Organisations involved, or could that have been involved
- Rural Advisory Group
- Lifelines Advisory Group
- Welfare Coordination Group
- Nga Rauru
- Co-ordinating Executive Group

Approximately 600 items of feedback were received across "what could be improved" and "what worked well".

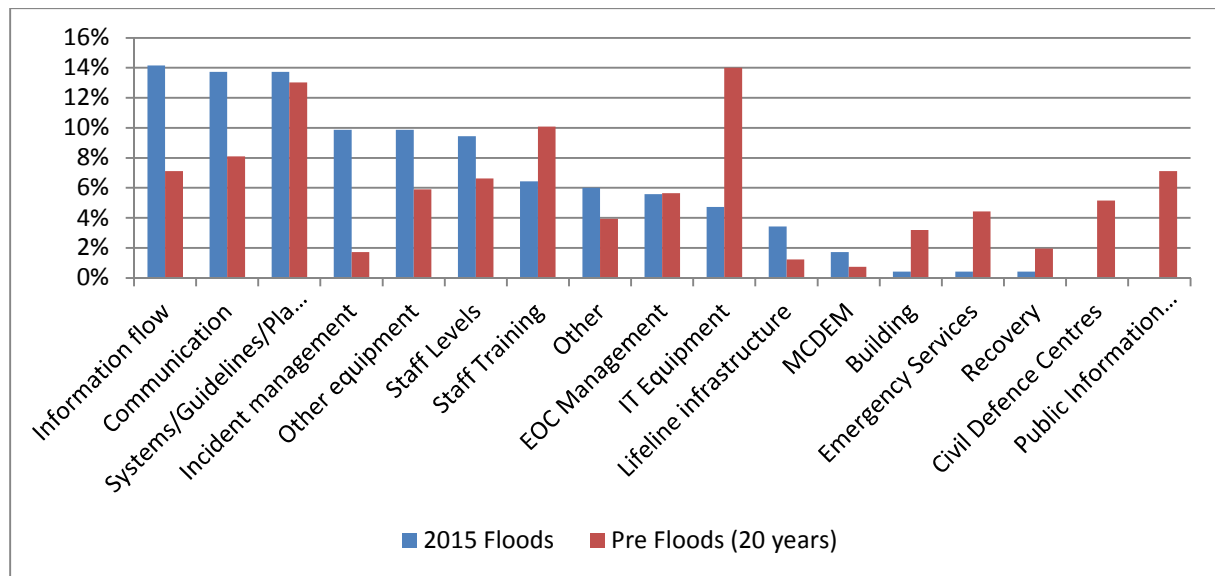
Each piece of feedback for improvement was categorised against a list of categories that was used in 2014 to compare the previous 35 years of exercises and events (1980, 1988, 1990, 2000-2013). The June 2015 flooding event was then compared against the 20 year trend to identify if there any anomalies against the trend, or if issues are still unresolved (or reoccurring) from previous Corrective Action Plans.

There was an intention to write a Corrective Action Plan and provide to the CDEM Group for consideration. This has not been written.

Discussion

The following table compares the percentage of times issues were raised in a category from the June 2015 flooding event (in blue) with the issues were raised in the same category over the last 35 years of exercises and events (red).

¹ (Ministry of Civil Defence & Emergency Management, 2015)



Due to the varying amount of feedback between debriefs, the organisations involved, and the complexity of the exercise or event, it is hard to draw an exact comparison. However, given that this approach compares across 35 years of data, the June 2015 flooding event can be compared against averages.

Incident management was seen as a bigger concern in the June 2015 flooding event than it was in the previous 20 year average. This is partially due to confusion over roles and responsibility (which also affected information flow), which increased the difficulty in managing the event. The scale of the June 2015 flooding event was larger than those in the previous 35 years. Larger scale events are harder to manage and require stronger and clearer leadership and direction.

Systems, guidelines, plans and standard operating procedures has been a consistent trend, and is an area of work that is being addressed in the current Annual Business Plan, although slowly, and will need continued focus for some time.

Information flow and communications continue to be an issue, and is unlikely to be fully resolved due to the nature of the uncertainties during an emergency. Despite the challenges, it can be improved through systems and processes, training, and clear understanding of roles and responsibilities.

While staff training featured less than the 20 year average, it is suggested that a cause and effect analysis is likely to show that the cause of many issues is related to lack of training/lack of familiarity with procedures.

Other equipment predominately related to GIS and mapping capability. This has been an issue that has been discussed for over eight years and will require the support of all agencies, especially territorial authorities to resolve. While some progress has been made, it will require allocation of resources.

The following areas showed significantly less areas for improvement from previous events. This reflects the considerable work that has gone into improving some of these areas and reinforces that improvements are made when effort is put into addressing them.

- Public Information Management
- Civil Defence Centres
- Recovery

- Emergency services
- EOC facilities (building)
- IT Equipment

While a Corrective Action Plan is good practice, it will take considerable time and resources to write, as it needs to include all agencies not just the Taranaki Emergency Management Office. The resource invested in coordinating and writing a Corrective Action Plan would be better spent developing systems, guidelines and standard operating procedures and ensuring the correct staffing and training is in place. This is consistent with previous Corrective Action Plans and Annual Work Plans.

The CDEM Group Plan needs to clarify structures, roles and responsibilities across the CDEM Group. The review of the Group Plan should consider some of the feedback from the June 2015 flooding event.

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 8 December 2015



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

**Subject: Taranaki CDEM Emergency
preparedness/awareness survey**

Item: 10

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

Document: 1609002

Purpose

The purpose of this memorandum is to receive the Taranaki CDEM Emergency Preparedness/Awareness Survey 2015.

Executive summary

The Taranaki CDEM Emergency Preparedness/Awareness Survey 2015 is designed to obtain understanding of the state of public awareness of hazards in Taranaki and of preparedness for emergencies. The results have been compared with previous surveys completed by Taranaki CDEM, and also national surveys undertaken by the Ministry of Civil Defence & Emergency Management where applicable.

Recommendations

That the Taranaki Regional Council:

1. receives the memorandum *Taranaki CDEM Emergency Preparedness/Awareness Survey 2015*
2. notes that the results of the Taranaki CDEM Emergency Preparedness/Awareness Survey 2015 will feed in to the Taranaki Resilience Strategy to be completed in 2015/2016.

Background

The Taranaki Emergency Management Office has undertaken preparedness/awareness surveys on a five year basis, dating back to 1995. It was agreed as part of the Group Plan 2012 – 2017 that a preparedness/awareness survey would be completed in 2015.

Discussion

The results of this survey, as well as previous surveys done locally and nationally, will largely inform the Taranaki Resilience Strategy. This will be completed in the 2015/16 year. The strategy will focus on broader issues around preparedness including attitude, social change, social capital and overall resilience.

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.

Attachments:

Document 1609000: Emergency Preparedness/Awareness Report 2015

Taranaki Civil Defence & Emergency Management Emergency Preparedness / Awareness Survey 2015

Prepared by

Taranaki Emergency Management Office

Executive summary

This report sets out the findings of a survey into public awareness of hazards, and readiness for emergencies in Taranaki. The survey was completed on behalf of the Taranaki Civil Defence and Emergency Management Group in June 2015. The survey methodology was based on phone (randomized outbound calls made by a team of surveyors), and an online survey, which was self-motivated participation, but promoted through Taranaki Civil Defence and Taranaki Regional Council social media.

The aim of the survey was to determine how prepared the Taranaki Region is in the event of an emergency, and also measure current awareness of hazards in the region.

The survey is somewhat limited in the sense that the question asked can only be done so in a short timeframe, so many questions are not probed for further detail. The 2015 survey does contain questions regarding peoples' perception of how prepared they are, and factors that have affected their ability or motivation to be prepared for an emergency. This information may be useful in determining how to change attitudes towards preparedness, rather than continuing to push the same message to those who have no desire to be prepared. Another limitation in the survey is that some terminology has changed since the 2010 survey. For example, 'Emergency Survival Kit' has been replaced by 'Emergency Survival Items', meaning you do not need to have a separate survival kit, but having the items available in your home. This could skew figures to show a higher level of preparedness than previous surveys, without any fundamental change.

In terms of specific findings;

- Taranaki residents are split 50:50 on whether someone will always be there to help you in an emergency.
- Most of the population believes that it is their own responsibility to look after themselves and their families in an emergency.
- Citizens are most aware of volcanic eruptions, and believe this is most likely, followed by storms, earthquakes and floods.
- Most people rely on their neighbours being able to help them before any emergency services; however the younger generation may be more likely to rely on Civil Defence.
- There has been an increase in those who have household emergency plans, but little to no change in those who have getaway kits.
- Survival items have improved drastically, especially items such as important documents, emergency toilet facilities, medications and pet supplies – however this could be a result in the change of terminology from 'Emergency Survival Kit' to Emergency Survival Items'.
- There has been an increase of awareness of the location of Civil Defence Centres.
- There is sound knowledge about the potential impact an emergency could have on lifeline services.

Residents understand the importance of being prepared, however only 38% of those who were phone interviewed, and 10% of those who did the online survey consider themselves fully prepared. The survey report concludes with a recommendation that the findings are used to inform the

Taranaki Resilience Strategy, which will be developed in the 2015/16 year. This will encompass any recommendations around preparedness messaging, social change, social capital and overall resilience.

Acknowledgments:

All respondents who agreed to participate in the survey, both over the phone and online.

Introduction

The Taranaki Emergency Management Office (TEMO) conducts a public survey every five years on behalf of the Taranaki Emergency Management Group to see how aware and how prepared people of the Taranaki region are in the event of a disaster. The Taranaki Civil Defence & Emergency Management Group Plan 2012 – 2017 requires the undertaking of a survey to measure community preparedness and awareness. This survey is intended to establish a clear understanding of current community awareness and readiness, which will be compared with surveys done in 1995, 2000, 2005, and 2010 to gauge a change of awareness and readiness in the region where possible. This will also be measured against the Ministry of Civil Defence & Emergency Management's (MCDEM) annual preparedness survey where comparison allows.

Purpose

The purpose of the survey was:

- (a) To obtain understanding of the state of public awareness of hazards in Taranaki and of preparedness for emergencies.
- (b) To compare the 2015 survey figures with previous surveys, and the Ministry of Civil Defence & Emergency Management's survey.
- (c) To provide information to assist in planning future public awareness campaigns and community engagement around preparedness.
- (d) To use the results of the survey to inform the Taranaki Civil Defence & Emergency Management's *Resilience Strategy* to be completed in the 2015/16 year.

Objective

This survey is designed to determine the current state of Civil Defence & Emergency Management awareness, and preparedness for a disaster in the Taranaki region in comparison with the 1995, 2000, 2005 and 2010 survey where applicable, as well as the annual national surveys completed by the Ministry of Civil Defence & Emergency Management where comparable. The results will inform the effectiveness of our current preparedness and awareness messaging and strategies, but also informing the *Taranaki Resilience Strategy* which will be completed in the 2015/16 year.

Management

The survey was managed by Ben Ingram, Emergency Management Officer. Six staff members were employed for that purpose for one week each, and phone calls were staggered between 22 July 2015 and 8 July 2015. An online survey with the same questions was also available from 22 July through until 6 August 2015.

3493 call were made by the staff. Of which, 1568 calls were answered. Of the answered calls, 530 people agreed to take part on the survey. Roughly, one in every six attempted phone calls resulted in a successful survey.

Survey design

To have validity, a respondent survey must be selected in a random fashion. This means people who were selected for the phone survey cannot have a particular bias. In order to achieve this, participants were randomly selected from New Plymouth, Stratford, and South Taranaki. The total population of the Taranaki region is: 109,749 as at census night 2013. The population statistical breakdown of the region's three districts is as follows:

New Plymouth: 74,184

South Taranaki: 26, 577

Stratford: 8,988

In order to create a representative sample we required a total number of 723 surveys completed with the following breakdown across districts:

New Plymouth: 519

South Taranaki: 159

Stratford: 45

This would give us a 95% confidence interval, which is seen to be an acceptable margin for any given poll or survey. It is fair to assume that a sample this size would give a relatively accurate indication of how prepared the citizens of Taranaki are. It was also important that the sampling method was conducted in a manner that people were called without any prejudice or bias (Bryman 2004; McLafferty, 2003). In order to resolve this issue, surveyors called every 7th person in the phone book.

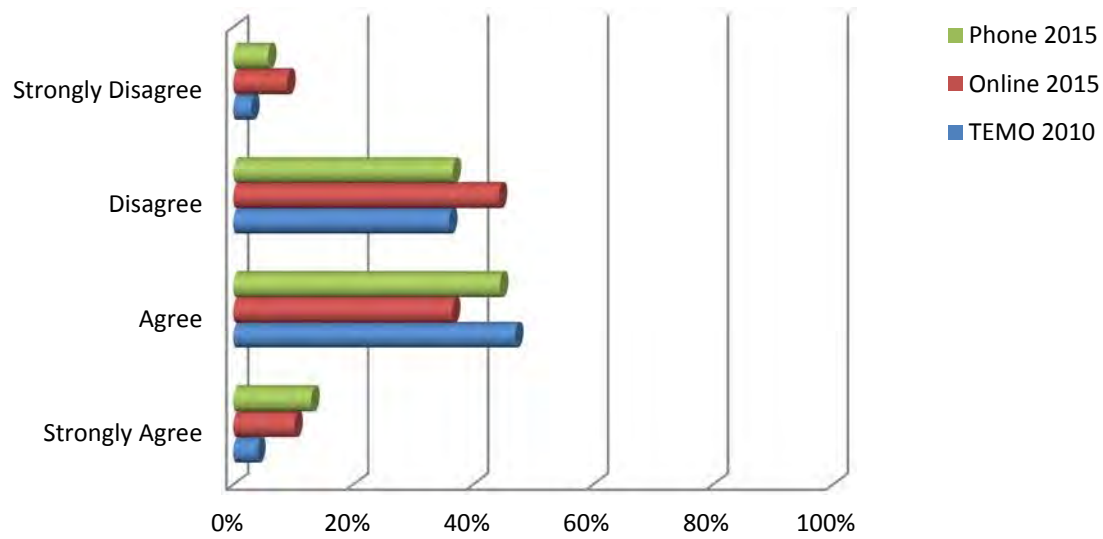
Due to the online presence that exists in 2015 that may not have in earlier surveys, it was somewhat hard to plan around. There is an unknown element of how many people will choose to take up the opportunity to partake in a survey when it is advertised online. However, when the survey was advertised on the Taranaki Civil Defence Facebook page, as well as Taranaki Regional Council's website, there were a significant number of participants. The number required to complete the survey at a 95% confidence interval was exceeded, and final numbers were as follows:

New Plymouth: 859

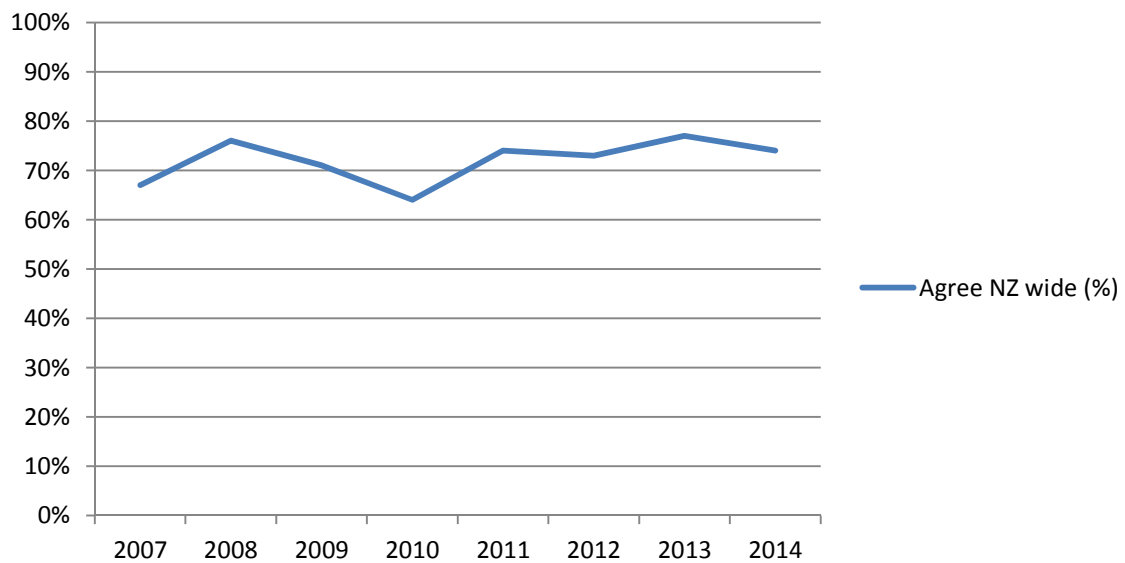
South Taranaki: 380

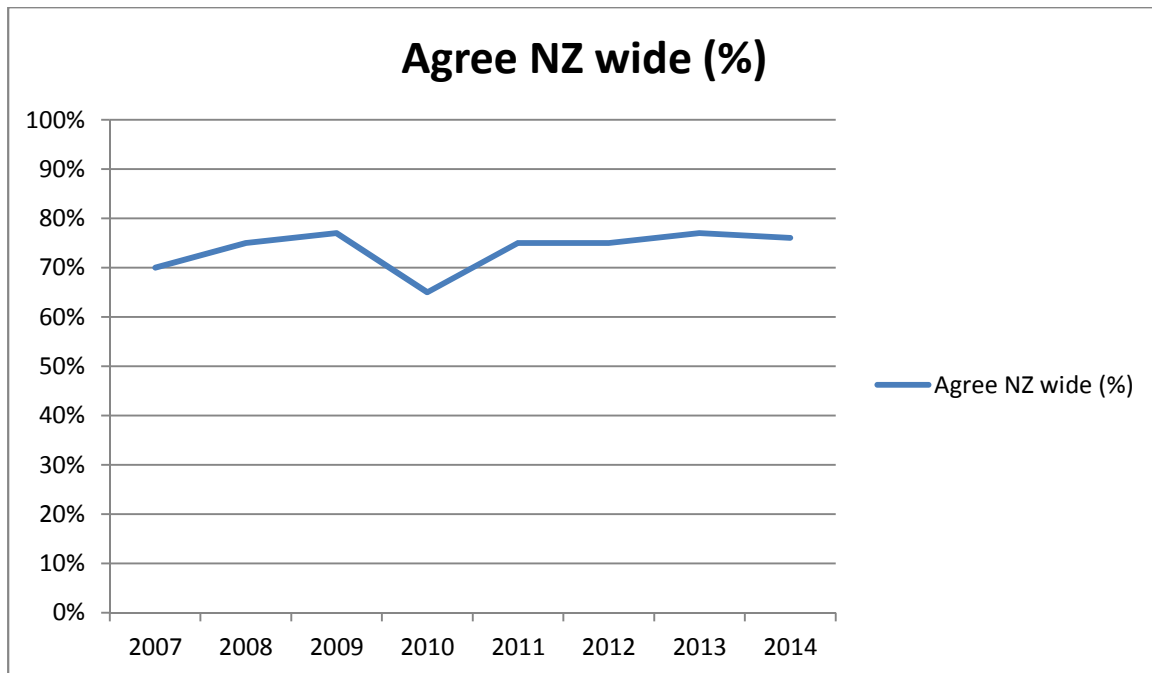
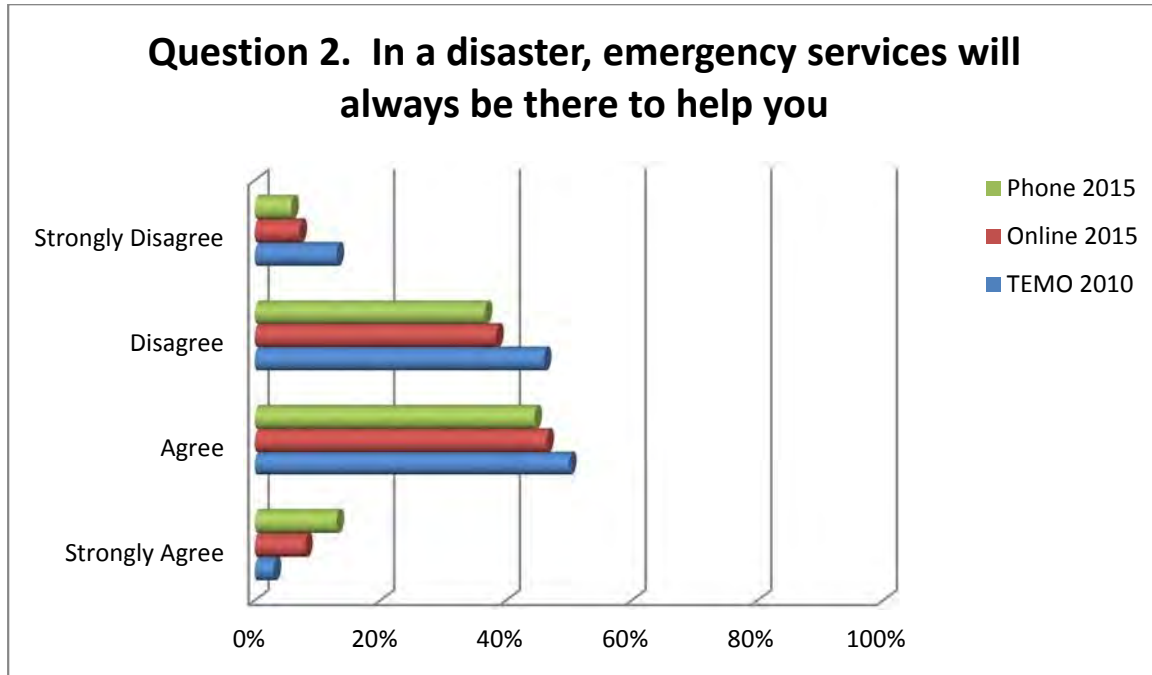
Stratford: 235

Question 1. In a disaster, there will always be someone to help you

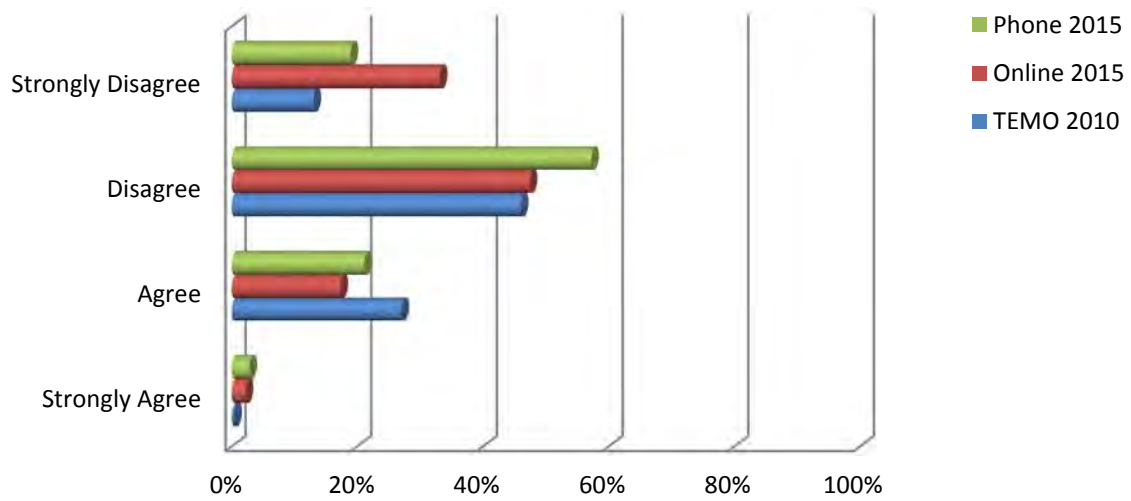


Agree NZ wide (%)

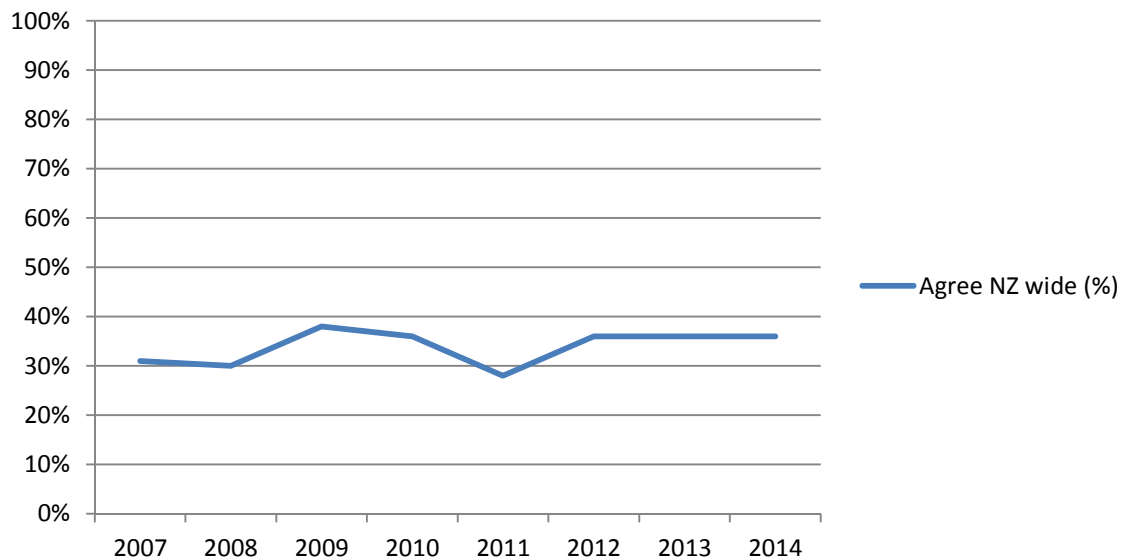




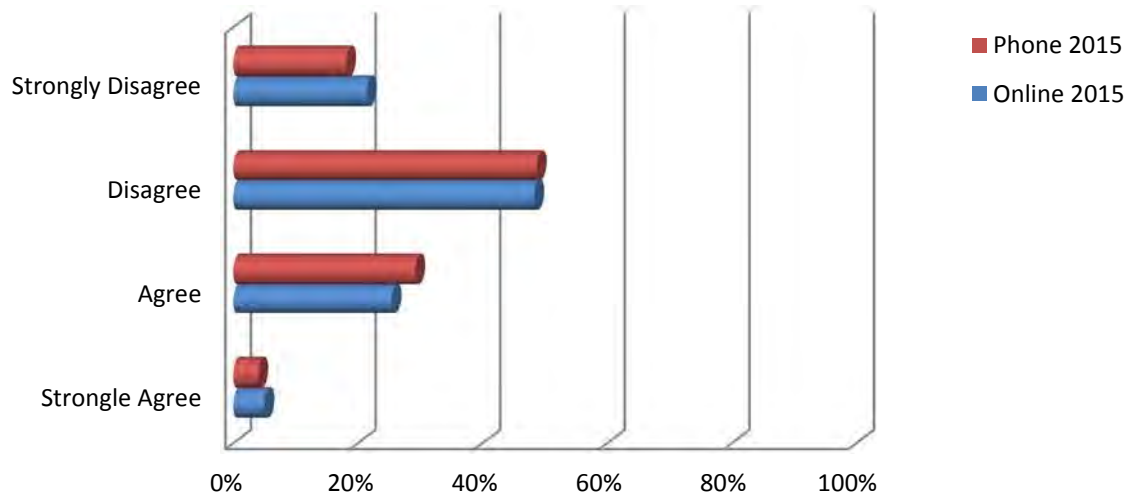
Question 3. There will always be adequate warning before a disaster strikes



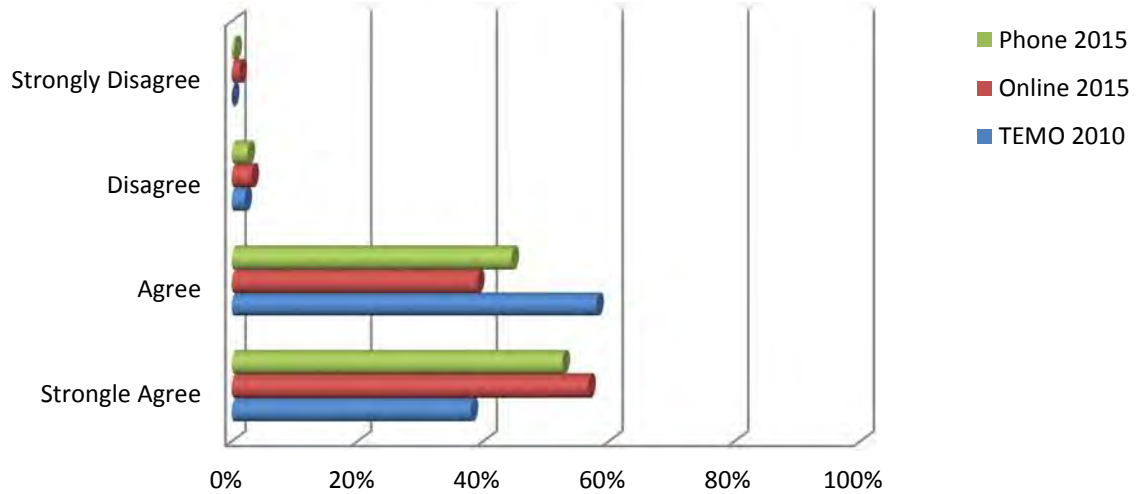
Agree NZ wide (%)

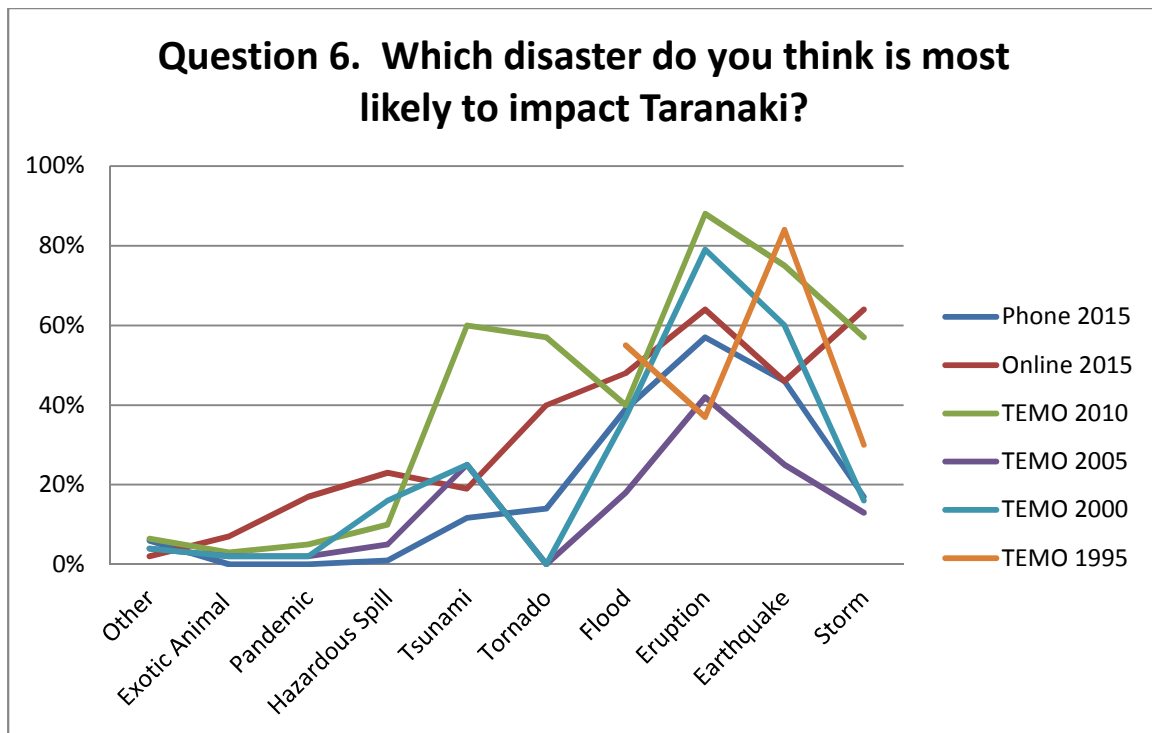
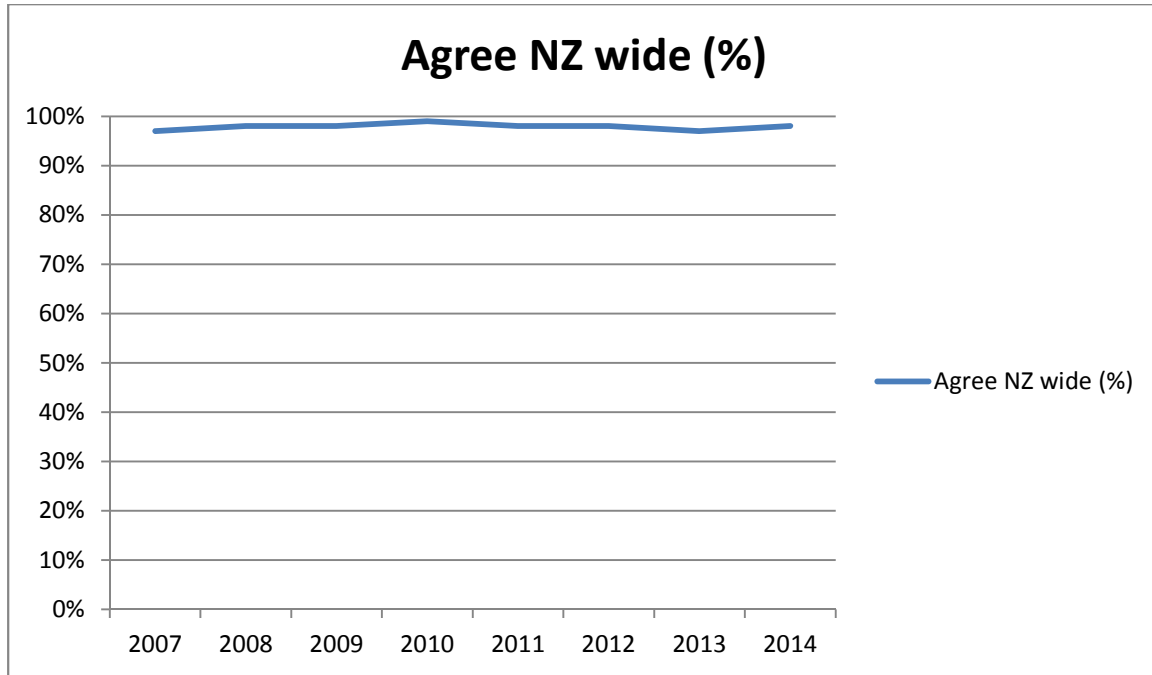


Question 4. You won't make an emergency plan until a disaster occurs.



Question 5. It is your responsibility to look after yourself and your family during a disaster





Question 7. In a significant disaster, what would you do?

The most common answers include:

“Look after my family”

“Get home and put plan into action”

“Stay put”

“See what I can do to look after family, neighbours”

“Look after myself first, then family, then community”

“Try to communicate with my family”

“Panic, I couldn’t get out, I’m too old”

“Stay at home, assess with situation”

“Get family and animals and bunker down”

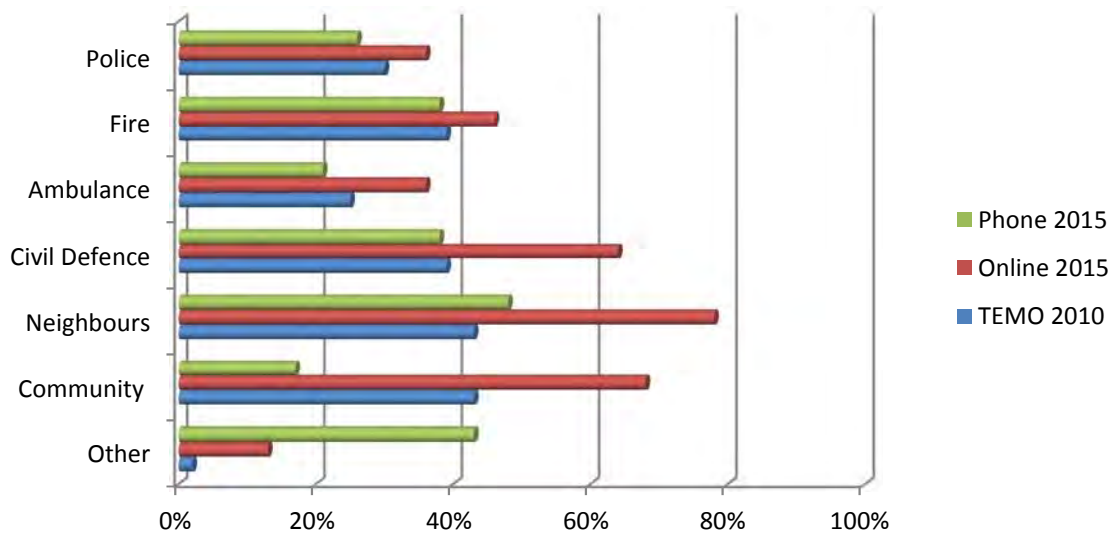
“Meet at my house or my parents’ house if we can’t get there”

“Follow advice from Taranaki Civil Defence and Emergency Services”

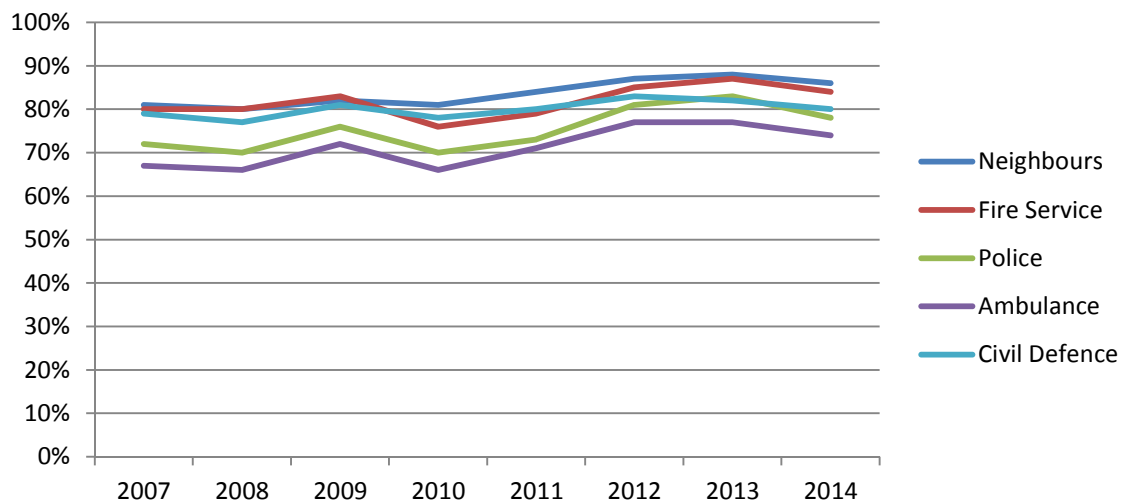
“Stay put unless advised to evacuate”

“Don’t know, wait for help”

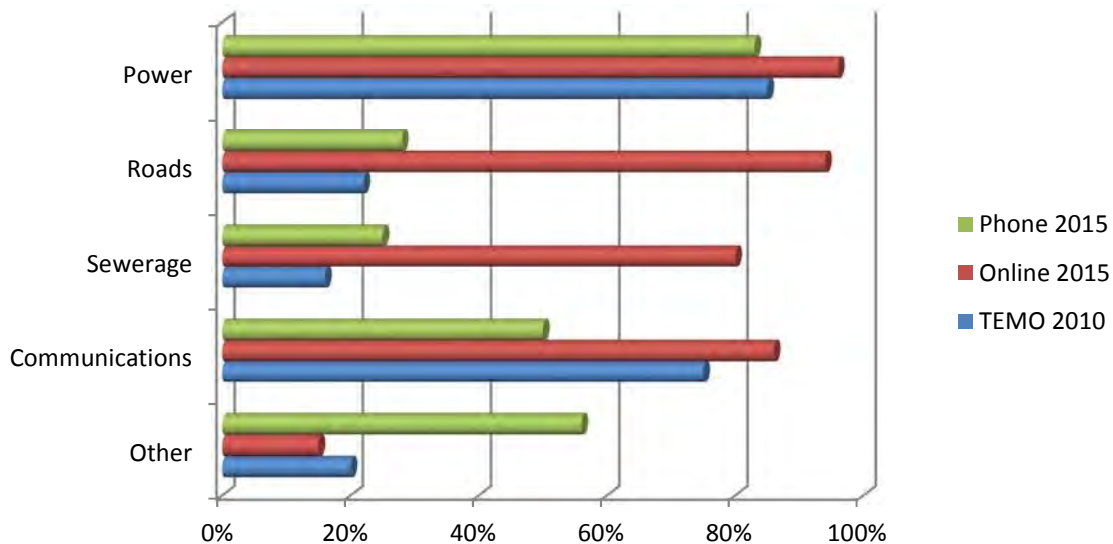
Question 8. In the event of a disaster, who do you think will be able to help you?



Who you think will help you in an emergency NZ wide (%)

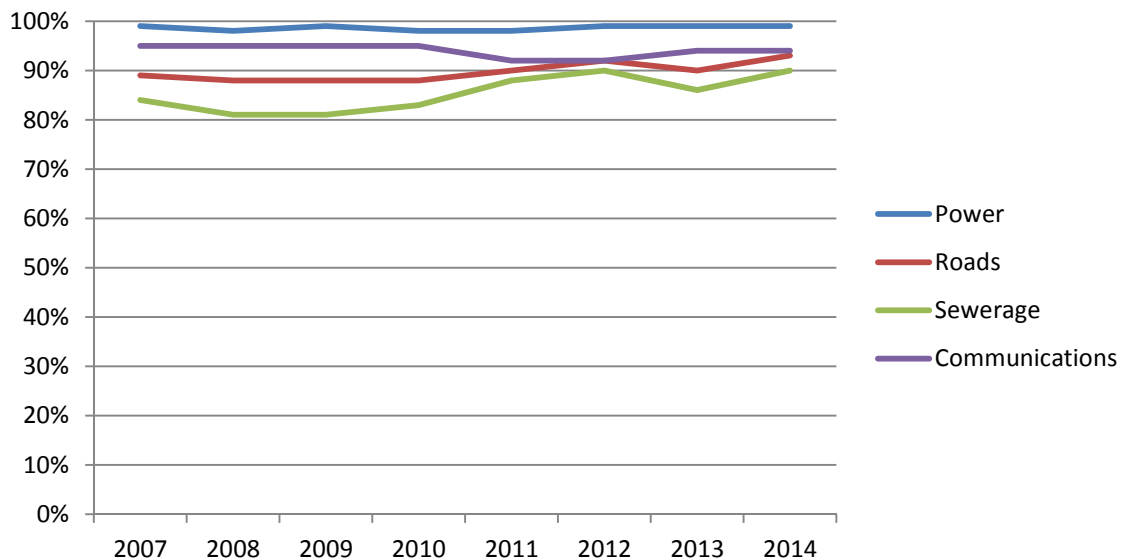


Question 9. Following a disaster some services/utilities may be disrupted or unavailable. What services do you think they might be?

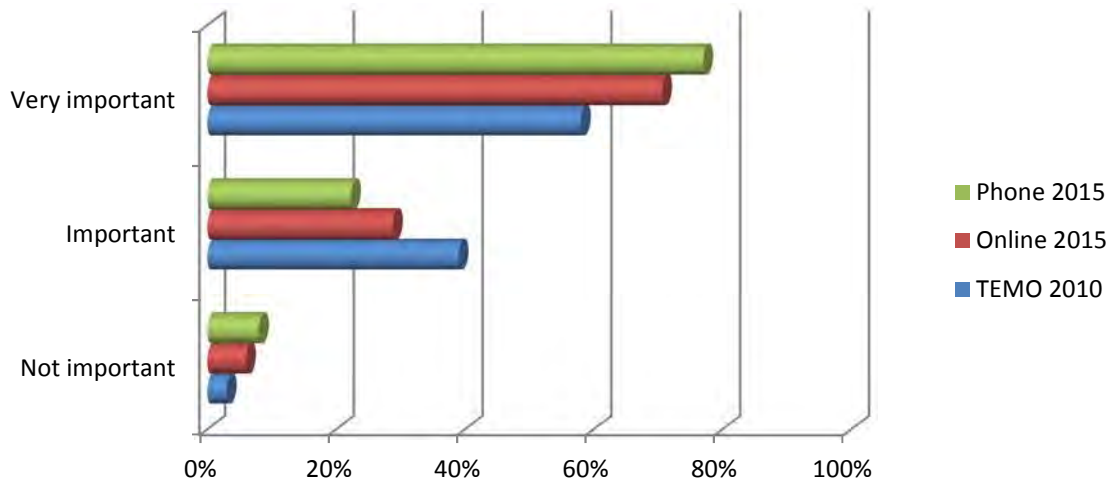


There are a significantly higher percentage of those who completed the survey online who thought that roads, sewerage, and communication services could be unavailable in an emergency. This could be due to the younger demographic of the online participants, who may have a greater reliance on services such as communication technology.

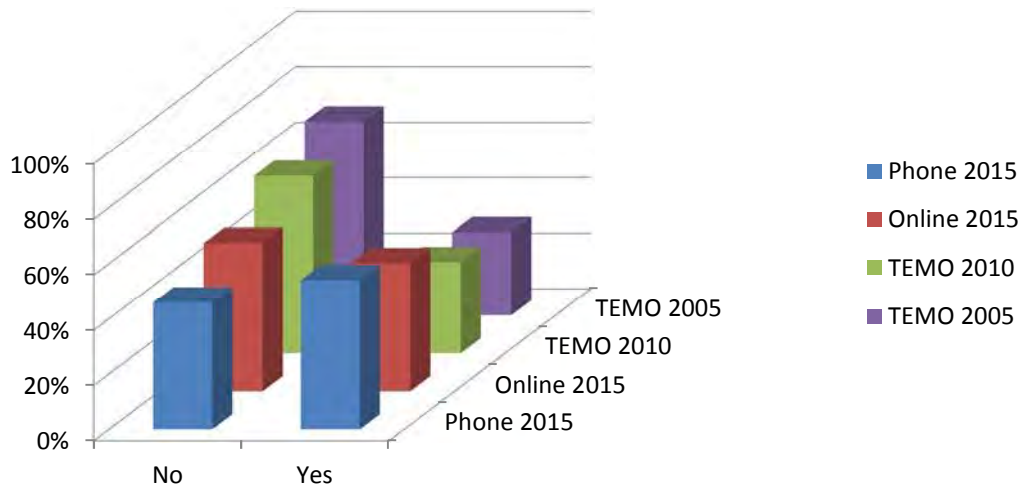
Disruption of services NZ wide (%)



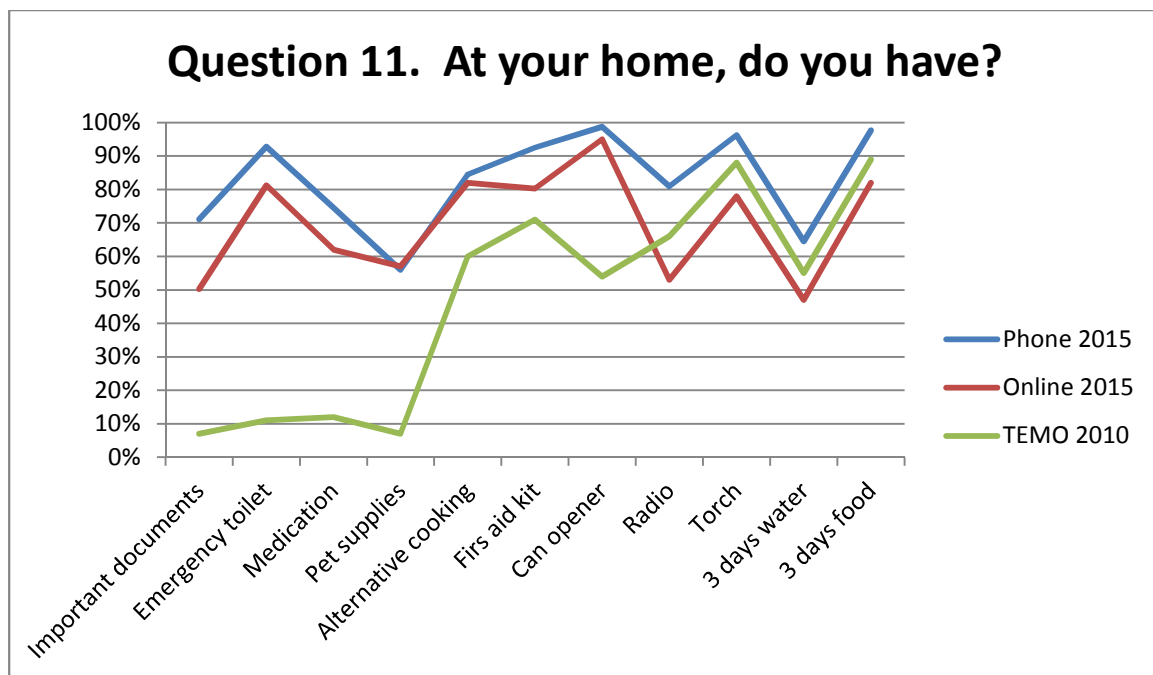
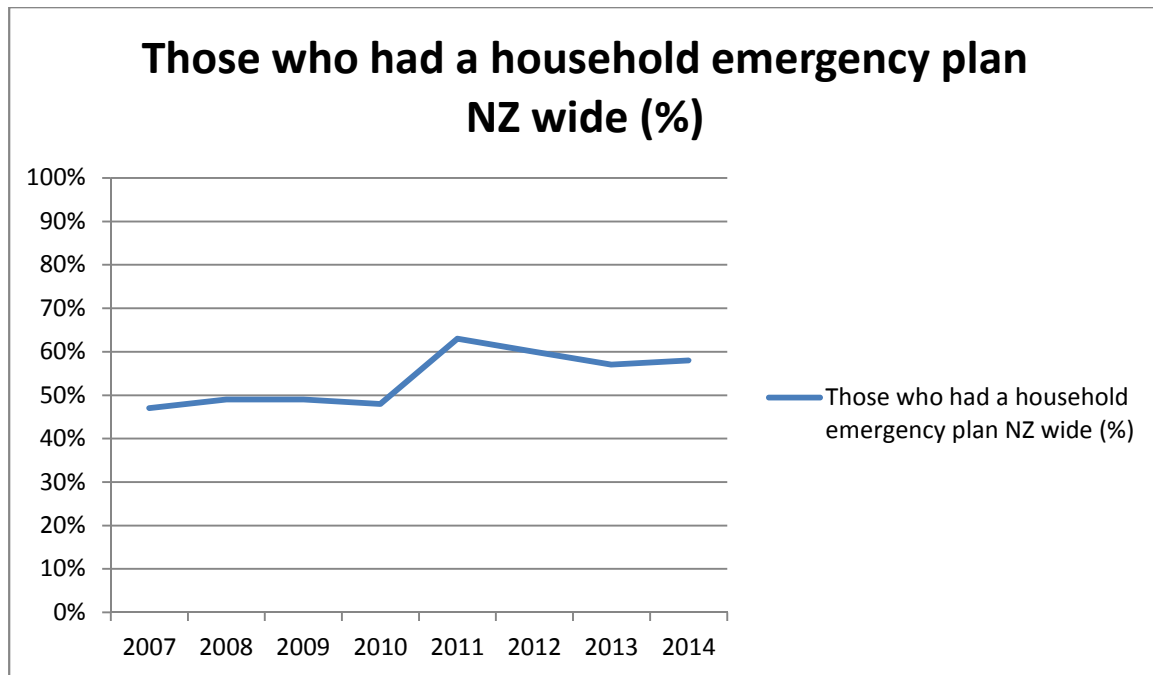
Question 10. How important do you think it is to prepare for a disaster?



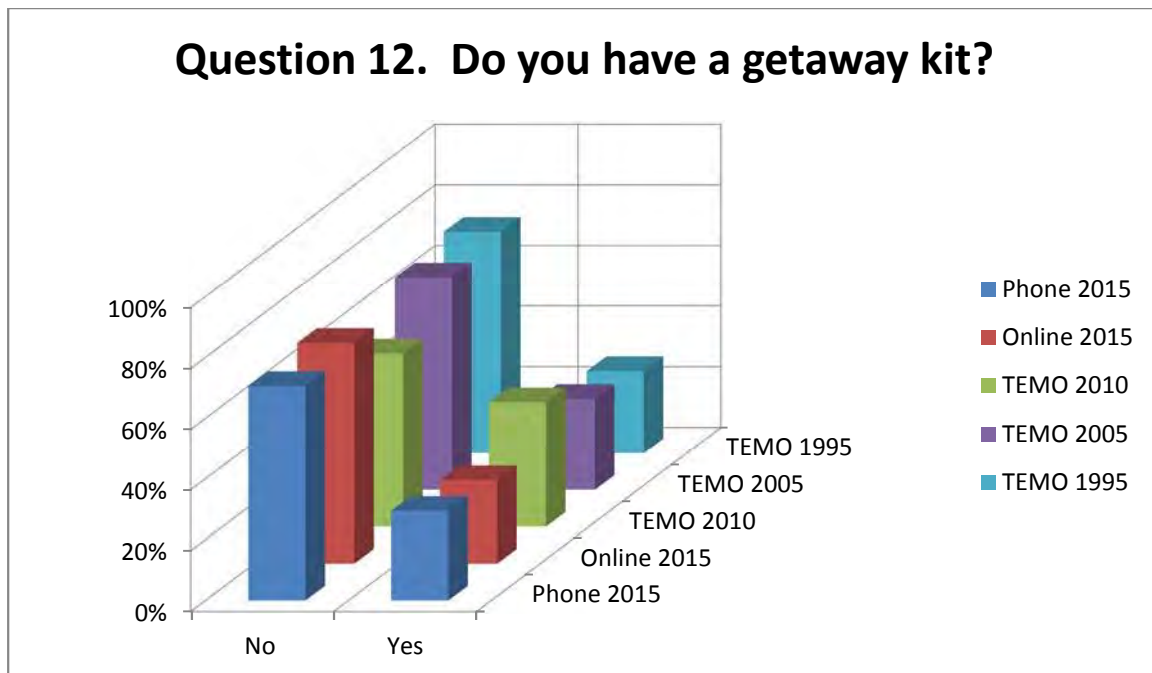
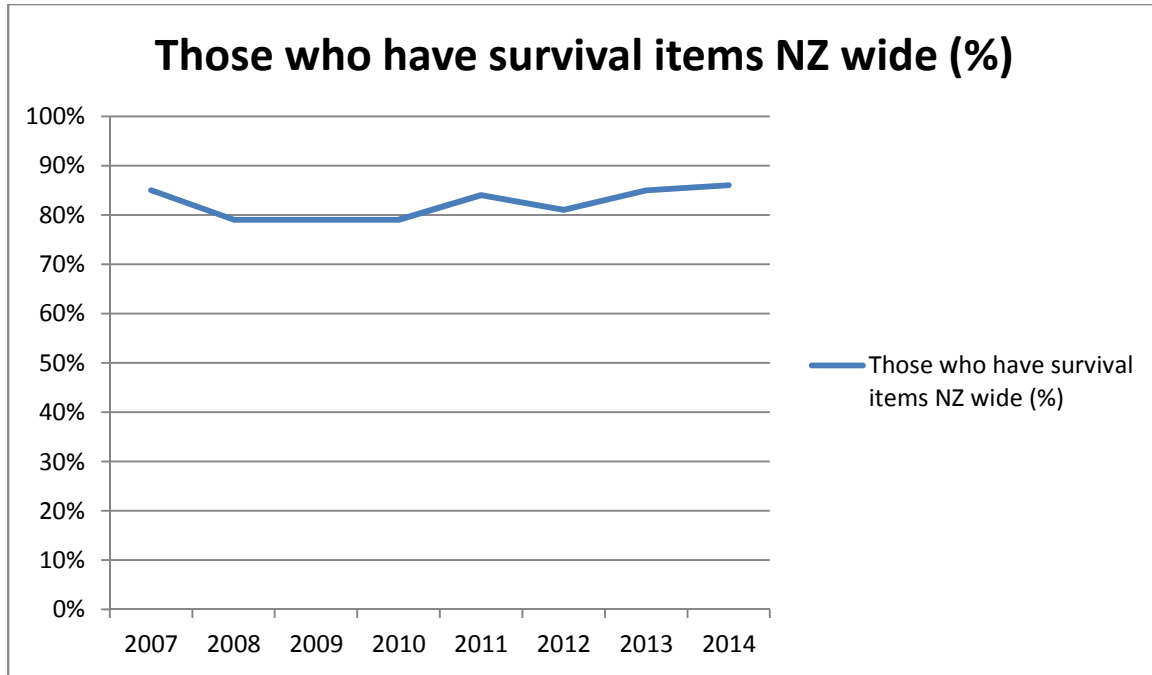
Question 11. Do you have a household emergency plan?



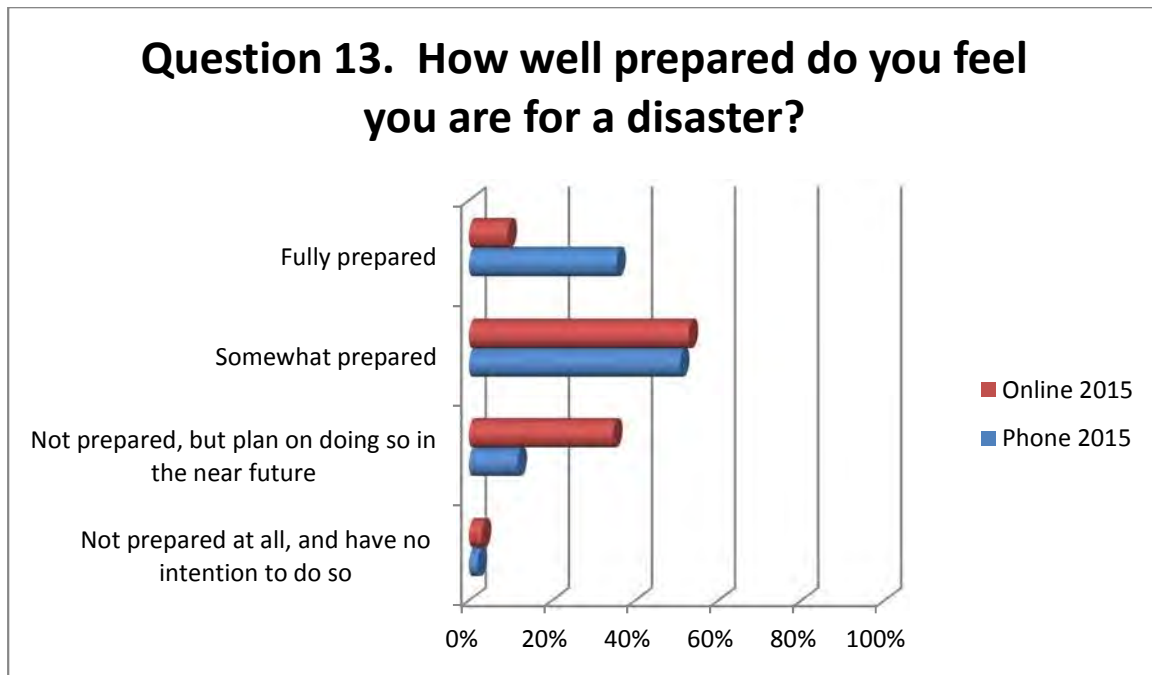
The number of people who have household emergency plans has grown from 30.8% in 2005 to over 54% in 2015. This is now on par with the national average.



There seems to have been a significant increase in those who have survival items. Especially around important documents, emergency toilet capability, medication and pet supplies. This could be due to the change in terminology from storing your 'Emergency Survival Kit' to have 'Survival items' in your house.



There are still a significantly low number of people who have Getaway Kits prepared for an emergency. This has not changed significantly since 1995.



Reasons for being somewhat prepared but not fully include:

“Cost, have plans to get generator, but they are very expensive on a limited budget”

“Procrastination”

“Not needed as of yet”

“Ignorance”

“Hoping it won’t happen”

“Time, haven’t got round to it”

“Laziness”

“No money”

“Not truly understanding what impact a disaster could have on us”

“Other things always come first”

“I doubt there will ever be a big disaster”

Reasons for not being prepared, but planning on doing so include:

“Apathy”

“Laziness”

“Ignorance”

“Never going to happen to me”

“Too relaxed about it”

“Time, money, space”

“Optimistic that it won’t happen”

Reasons for having no intention to prepare for a disaster include:

“Laziness”

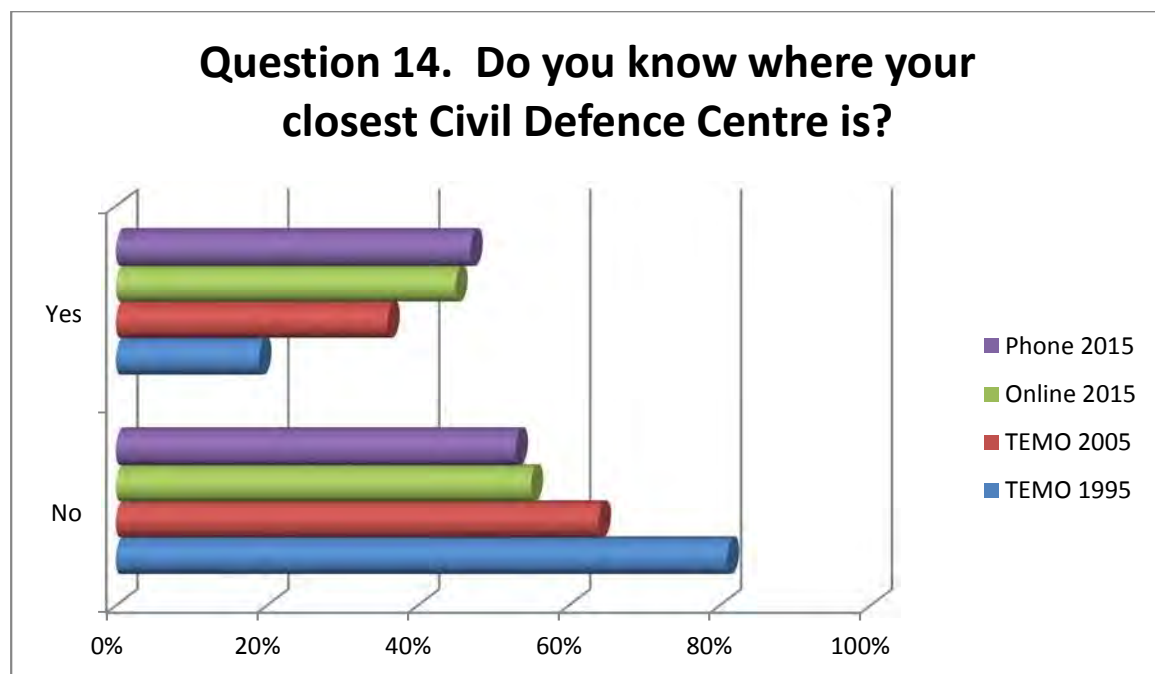
“I don’t feel we are in a high risk zone”

“Can’t cover all possibilities”

“There is not enough information out”

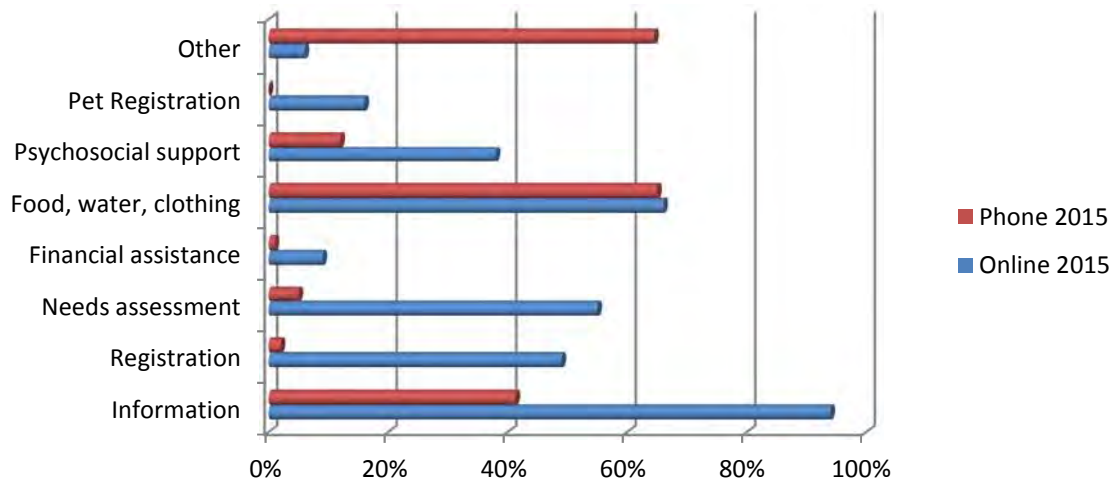
“Don’t think a disaster will occur when I am alive. I look after myself”

These are consistent with Colmar Brunton (2014) findings on lack of preparedness from the national survey for the Ministry of Civil Defence & Emergency Management.



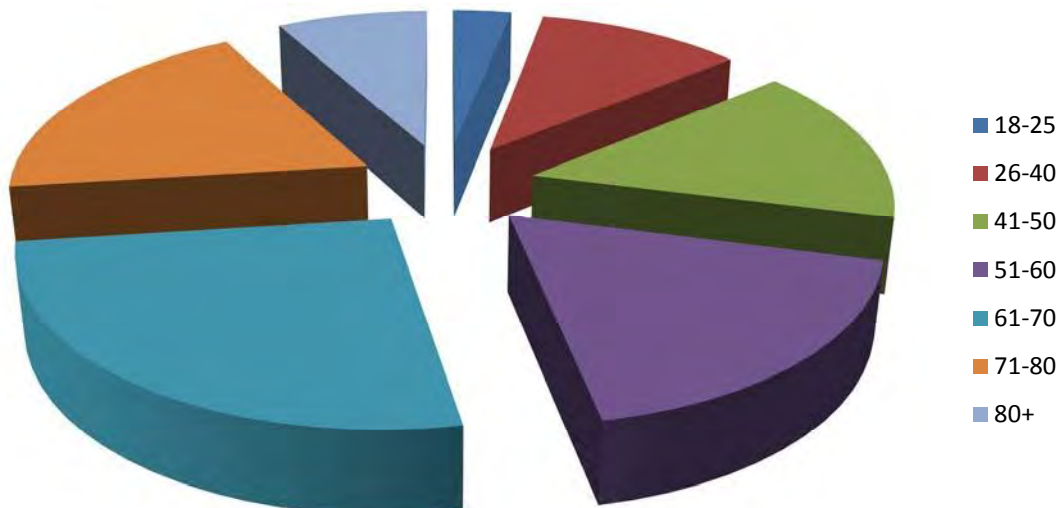
There has been a slow but steady increase of awareness of local Civil Defence Centres. This is likely due to upgraded signage, and the locations being listed on the Taranaki Regional Council website.

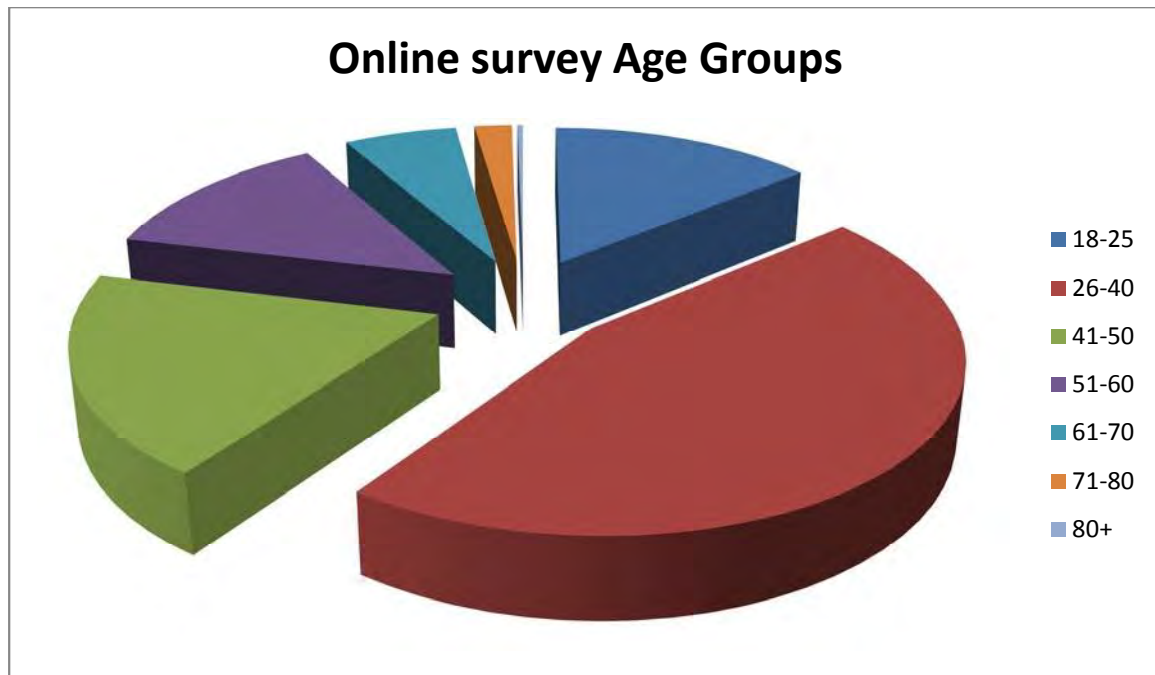
Question 15. In an emergency, what would you expect to find at a Civil Defence Centre?



There is still significant confusion around what actually happens at a Civil Defence Centre (CDC). Those who completed the online survey were more aware of services that could be available at a CDC.

2015 Phone survey Age Groups





Conclusion

1474 people participated in the preparedness survey. The purpose of this survey was to determine how prepared the Taranaki Region is in the event of a disaster. This report graphs the questions to see whether things have changed over time, and how that measures against national statistics. Taranaki has improved in some aspects of preparedness, but not in others. More people now have a household emergency plan, but the number of people with emergency survival kits has not changed significantly since 1995. The majority of questions answered are consistent with previous surveys done, with the only notable change being the significant increase in Emergency Survival Items. The particular increase was in items such as important family documents, emergency toilet capability, medications, and pet food. Some of these items increased from 11% of people having them to between 70% - 80%. Such an increase is unlikely, so it could be assumed that the change in terminology had a significant impact on the results. This change in terminology is adjusting 'Emergency Survival Kit' to 'Emergency Survival Items'. This has been adjusted nationally, and therefore people are now asked whether they have these items in their home for three days, rather than a kit that is set aside for emergencies. There is a sound understanding of what Taranaki's hazards are, and the services that could be disrupted as a result of an emergency. There is also an understanding of the importance of being prepared, and people understand that it is their responsibility to look after themselves and their family in an emergency. Understanding however, does not seem enough to influence the majority of people to act and get themselves prepared. There are a number of reasons for this, including laziness, limited finances, and the 'it will never happen to me' mentality.

Recommendation

To use the findings' in this report, and previous preparedness reports to inform the development of the *Taranaki Resilience Strategy*. This will include factors such as changing attitudes towards preparedness, social change, social capital, and overall resilience.

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Agenda Memorandum

Date 8 December 2015



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

Subject: Acknowledgement of service of David Lean as Group Controller

Item: 11

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

Document: 1600672

Purpose

The purpose of this memorandum is to acknowledge the service of David Lean as Group Controller, on the occasion of his retirement.

Executive summary

A record of Mr Lean's service, and tributes to his work as a controller, is set out below. This material will be provided as a media release following today's meeting. Close associates of Mr Lean will attend today's meeting at 11.45 am to witness a presentation on behalf of Taranaki CDEM and the Group's acknowledgement of his long and dedicated service.

Recommendations

That the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum *Acknowledgement of service of David Lean as Group Controller*
2. formally acknowledges the service of David Lean as Group Controller, Taranaki CDEM.

Discussion

IN THE EYE OF THE STORMS

David Lean is retiring as Taranaki Civil Defence Controller after more than three decades leading the response to major storms, floods and tornadoes in the region.

As Taranaki's 'Mr Civil Defence' since the 1980s, David Lean has vivid memories of some of the region's most dire moments.

"Standing by Paritutu Rock during Cyclone Bola in 1988, watching winds so powerful that they were pushing the sea back out to sea – that was frightening," he says. "I was doubly concerned as the father of three young children and knowing that the roof was peeling off my own house. But Civil Defence duties had to take precedence."

Similarly, there was tension in the early stages of the emergency that was declared after a swarm of tornadoes swept through Oakura in July 2007. "That was a nasty, life-threatening situation," says David. "As it turned out, one young woman was injured when a window shattered but thankfully, there were no other casualties. The property damage was horrendous, though, and lives were seriously disrupted."

David reels off other big Civil Defence moments – Cyclone Hilda and the Waitara floods of 1990, the Waitotara floods in 2004 and, most recently, the widespread flooding and slips that occurred in June 2015, resulting in a week-long state of emergency.

Through all the displays of nature's destructive power, however, there was always a positive constant. "What's always been impressive is the rapport between all the players involved – medical people, councils, emergency services," he says. "It's important to have a team where everyone is on a first-name basis, there's a high degree of mutual respect, and everybody works together to achieve the best possible outcome in the shortest possible time."

In the early days of David's involvement with Civil Defence – when he was Controller by virtue of being New Plymouth Mayor – he remembers something of a "Dad's Army" attitude to it.

"That's far from the case these days," he says. "What you see now is all the forward planning that's put in place and continually updated and upgraded. Civil Defence professionals are very busy people.

"Nowadays the community has come to understand and expect that someone will pick it up and be ready to respond when something horrible happens – someone that has done enough preparation and can accept the responsibility and leadership to take action to lessen the impact and get the community back to normality as quickly as possible.

"Getting the community back on its feet, back to some semblance of normal, everyday living, is to my mind one of the most important aspects of Civil Defence."

He also believes that the Christchurch earthquakes were a wake-up call, making people more aware of the need to be prepared.

"There is better education now, especially at pre-schools and primary schools," he says.

"And then we've got things like New Zealand ShakeOut, the national earthquake drill. It may have been laughed at by some commentators but it's important for people practise and rehearse their response, and to think about the personal implications of a sudden, disruptive disaster.

"We saw what happened in Christchurch – disaster striking where many people thought it would never happen. We don't want that attitude here. It will happen here in some form or other – it's a matter of when, not if."

For the future, he hopes Taranaki can continue to present a united front in the face of adversity. "I think people have come to realise that we need to look after ourselves," he says. "We're in a region that is not without its geographical challenges, and whether we sink or swim is largely up to our own efforts."

The Chairman of the Taranaki Civil Defence Emergency Management Group, Brian Jeffares, says David made a big contribution.

“For over 30 years now we have been well served by a group of outstanding individuals led by David. It is he who set the momentum and culture of Civil Defence in Taranaki. His no-nonsense, unflappable approach has been to the forefront in his time as Controller and I know he will be sorely missed.

“I wish him well for the future and on behalf of the approximately 107,000 Taranaki citizens, I thank him for his commitment to our province.”

Bev Raine served Taranaki Civil Defence in various roles from 1982 to 2007, working closely with David during emergency events and their aftermath, and on other community projects.

She says his “excellent leadership skills and ability to sort out the major problems from the minutiae” were evident right from the early days, and particularly during Cyclone Bola in 1988 and Cyclone Hilda in 1990.

She recalls the teamwork involved as they worked through the sensitivities and complexities of relief funding and Government disaster assistance after the big events. “We seemed to understand each other and were not afraid to say what we think, and certainly not afraid of hard work.”

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.