

Minutes of the Taranaki Civil Defence Emergency Management Group meeting 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)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
	Mayor	A Judd	(New Plymouth District Council)
Attending	Councillor	K Squires	(Stratford 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)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence Emergency Management)

Apologies The apology from Mrs B McKerrow (New Plymouth District Council) was received and sustained.

Notification of

Late Items There were no late items of general business.

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).

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.

Jeffares/Dunlop

Attending in Open Meeting	Mr	B G Chamberlain	(Chief Executive)
	Mr	D L Lean	(Taranaki CDEM Group Controller)
	Ms	A Kemp	(Taranaki CDEM Co-ordinating Executive Group Chairperson)
	Mr	R Ritchie	(Communications Manager)
	Ms	S Kelly	
	Mrs	B Raine	
	Mr	B Manning	
	Mr	D Leask	
	Mr	A Beck	
	Mrs	K Gilberd	

One Member of the media

6. Confirmation of Minutes – 8 September 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 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.

Volzke/Dunlop

Matters arising

There were no matters arising.

7. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 15 November 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 5 November 2015 at 10.30am
2. adopts the recommendations therein.

Dunlop/Jeffares

Matters Arising

There were no matters arising.

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.
- 8.2 The Group sought discussion and clarification on chargeable hours and the prioritisation of tasks emergency management staff will be undertaking in 2016/2017.
- 8.3 The proposed increase of a 4% increase in the budget for 2016/2018 was explained. There is a higher level of resourcing required to cover extra policy and planning time to review the Civil Defence Emergency Management Group Plan for Taranaki. The Group signalled that the 2016/2017 budget was considered for approval subject to an agreed review of civil defence priorities and resourcing in conjunction with the Group Plan review.

Resolved

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.

Volzke/Judd

9. June 2015 Corrective Action Plan

- 9.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum on the preparation of a *June 2015 Flood Corrective Action Plan* from the initial findings and debriefs held after the June 2015 flooding event in Taranaki.
- 9.2 The Group noted a Corrective Action Plan will need to include the CDEM Group, CDEM Co-ordinating Executive Group and other organisations, not just the Taranaki Emergency Management Office. It is a significant piece of work and given the impending review of the Civil Defence Emergency Management Group Plan for Taranaki 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 spent developing better systems, plans and standard operating procedures, and ensuring the Emergency Operation Centre has the right staff that are adequately trained.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum on the June 2015 Corrective Action Plan

2. approves the recommendation not to write a Corrective Action Plan, but to implement previous Corrective Action Plans which address the issues identified in this memorandum.

Dunlop/Judd

10. Taranaki CDEM Emergency preparedness/awareness survey

- 10.1 Mr B Ingram, Emergency Management Officer/Welfare Manager, spoke to the memorandum to receive the Taranaki CDEM Emergency Preparedness/Awareness Survey 2015.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group

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.

Dunlop/Volzke

11. Acknowledgement of service of David Lean as Group Controller

- 11.1 Chairman B R Jeffares, Taranaki Regional Council, spoke to the memorandum to acknowledge the service of Mr David Lean as Group Controller for Taranaki CDEM on the occasion of his retirement on 31 December 2015.
- 11.2 Mr Lean was formally acknowledged by the Group and invited guests through a presentation by Group Chairman, B R Jeffares.

Resolved

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.

Dunlop/Volzke

12. 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 11.50 am.

Confirmed

Group Chairperson: _____
B R Jeffares

Date: **1 March 2016**