

Taranaki Civil Defence Emergency  
Management Group

**Tuesday 1 March 2016**

**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 1 March 2016  
commencing at 10.30am.**



<b>Members</b>	Mayor	A Judd	(New Plymouth District Council)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
	Councillor	M P Joyce	(Taranaki Regional Council)
<b>Attending</b>	Messrs	G K Bedford	(Taranaki Regional Council)
		S Briggs	(Senior Emergency Management Officer)
		B Ingram	(Emergency Management Officer)
	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**

<b>Item 1</b>	<b>Election of Group Chairperson</b>	<b>Page 1</b>
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<b>Item 4</b>	<b>Update on planning for the Group Plan review</b>	<b>Page 18</b>
<b>Item 5</b>	<b>Update on Monitoring and Evaluation Corrective Action Plan and implementation, including review of CDEM functions and delivery</b>	<b>Page 37</b>
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<b>Item 8</b>	<b>General Business</b>	

**Item 9            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 1 March 2016 for the following reason/s:

**Item 10            Confirmation of Confidential Minutes – 8 December 2015**

*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.*

*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).*

## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Election of Group Chairperson**

**Approved by:** G K Bedford, Director, Environment Quality

B G Chamberlain, Chief Executive

**Document:** 1646052

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### Purpose

The purpose of this memorandum is to elect a Chairperson for today's Taranaki Civil Defence Emergency Management Group meeting.

### Executive summary

The Chairman of the Taranaki Civil Defence Emergency Management Group (Councillor B J Jeffares, Taranaki Regional Council) has tendered his apologies for the meeting.

The Civil Defence Emergency Management Group is able to appoint one of its members to act as the chairperson of the Group in accordance with Section 15 of the Civil Defence Emergency Management Act 2002. Section 2.8 of the Group's adopted Model Standing Orders (NZS9202:2003), outlines that a joint committee may appoint its own chairperson.

The Taranaki Civil Defence Emergency Management Group must therefore elect a Chairperson for the duration of the Taranaki Civil Defence Emergency Management Group meeting.

### Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. elects (*name to be inserted here*) as Chairperson of the Taranaki Civil Defence Emergency Management Group meeting held Tuesday 1 March 2016.

### 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** 1 March 2016



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

**Subject: Confirmation of Minutes – 8 December 2015**

**Item:** 2

**Approved by:** G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

**Document:** 1646015

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### 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 December 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 December 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 #1613845 – Minutes Taranaki Civil Defence Emergency Management Group  
Tuesday 8 December 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 December 2015 commencing at 10.30am.**



<b>Members</b>	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)
<b>Attending</b>	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 Gameraen	(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

<b>Attending in Open Meeting</b>	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**

## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Taranaki Civil Defence Emergency**  
**Management Co-ordinating Group**  
**Minutes – 11 February 2016**

**Item:** 3

**Approved by:** G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

**Document:** 1646025

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### 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 11 February 2016, 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 11 February 2016 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 #1639483 – Minutes Co-ordinating Executive Group Meeting Thursday 11 February 2016

**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 11 February 2016  
commencing at 10.30 am.**



<b>Members</b>	Ms	A Kemp	(Chairperson)
			(Taranaki District Health Board)
	Messrs	G K Bedford	(Taranaki Regional Council)
			(Hazards Advisory Group)
		C Stevenson	(South Taranaki District Council)
	Mrs	B McKerrow	(New Plymouth District Council)
	Mrs	S Davidson	(New Plymouth District Council)
	Messrs	M O'Mara	(Stratford District Council)
		L Dagg	(Stratford District Council)
		S Hanne	(Lifelines Advisory Group)
		D Rogers	(Taranaki Seismic & Volcanic Advisory Group)
		B Ingram	(Welfare Co-ordination Group) (Welfare Manager)
<b>Attending</b>		I May	(St John)
	Snr Sgnt	R O'Keefe	(New Zealand Police)
	Mr	S Briggs	(Senior Emergency Management Officer)
	Mrs	K van Gameren	(Taranaki Regional Council)
<b>Apologies</b>	Mr	I Wilson	(Ministry of Civil Defence and Emergency Management)
	The apologies from Mr J McKenzie (South Taranaki District Council), Mr J Clough (Rural Advisory Group), Mr M O'Mara (Stratford District Council), Mr P Fitzell (New Zealand Fire Service), and Ms S Kelly (Taranaki CDEM Group Alternate Group Controller) were received and sustained.		
<b>Notification of Late Items</b>	St John Report Taranaki CDEM Report		
	New Plymouth District Council Emergency Management Annual Report		

## **1. Election of Chairperson and Deputy Chairperson**

- 1.1 The Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group holds office for one year. Mrs A Kemp, Taranaki District Health Board, was appointed Chairperson of the Group in August 2014 and so therefore a new appointment is required to be made.

Mr G K Bedford, Deputy Chairperson, called for nominations for Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

Nominated: Ms A Kemp (Taranaki District Health Board) Dagg/Stevenson  
 There being no further nominations, Ms A Kemp (Taranaki District Health Board) was elected Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

### **Resolved**

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

1. appoints Ms Anne Kemp (Taranaki District Health Board) as Chairperson of the Civil Defence Emergency Management Co-ordinating Executive Group for a twelve-month period to February 2017.

Dagg/Stevenson

- 1.2 The Deputy Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group holds office for one year. Mr G K Bedford, Taranaki Regional Council, was appointed Deputy Chairperson of the Group in August 2014 and so therefore a new appointment is required to be made.

Ms A Kemp, Taranaki District Health Board, called for nominations for Deputy Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

Nominated: Mr Gary K Bedford (Taranaki Regional Council) McKerrow/O'Keefe

There being no further nominations, Mr G K Bedford (Taranaki Regional Council) was elected Deputy Chairman of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

### **Resolved**

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

1. appoints Mr G K Bedford, Taranaki Regional Council, as Deputy Chairperson of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group for a twelve-month period to February 2017.

McKerrow/O'Keefe

## **2. Confirmation of Minutes – 5 November 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 5 November 2015 at 10.40 am.

Bedford/Rogers



## **Matters Arising**

### **Welfare Co-ordination Group**

Mr B Ingram, Welfare Co-ordination Group, provided an update to the Group on the *National CDEM Plan 2015* and the *Guide to the National CDEM Plan*.

## **3. Minutes of the Taranaki Civil Defence Emergency Management Group**

- 3.1 The unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group's meeting held on Tuesday 8 December 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 December 2015.

Kemp/Stevenson

## **4. Taranaki Seismic and Volcanic Advisory Group**

- 4.1 The minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group held on Friday 30 October 2015 were received and noted.

### **Recommended**

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

1. receives the unconfirmed minutes of the Taranaki Seismic and Volcanic Advisory Group meeting held on Friday 30 October 2015.

Kemp/Rogers

## **5. Hazardous Substances Technical Liaison Committee**

- 5.1 The minutes of the meeting of the Hazardous Substances Technical Liaison Committee held on Wednesday 18 November 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 Substances Technical Liaison Committee held on Wednesday 18 November 2015.

McKerrow/Dagg

## **6. Update on planning for the Group Plan review**

- 6.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with an update on the planning for the review of the CDEM Group Plan for Taranaki 2012-2017 required under section 56 of the Civil Defence Emergency Management Act 2002.
- 6.2 It was noted that the four Taranaki local authorities have agreed to conduct a review of structural and functional delivery of responsibilities of the Members of the Taranaki CDEM Group and Taranaki CDEM Co-ordinating Executive Group. The review will incorporate ways to address the number of areas where improvement is required arising from the Ministry of Civil Defence Emergency Management's Monitoring and Evaluation Report of Taranaki CDEM (2015). It is envisaged that the review will also feed into the review of the Taranaki CDEM Group Plan.
- 6.3 The outcome of the review (draft report) would be available for the May 2016 meeting of the Group (12 May) for discussion. It was noted that the finalised project brief for the review would be circulated to the Members of the Group for information purposes.

### **Recommended**

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

- 1. receives and notes the memorandum on the review of the CDEM Group Plan for Taranaki 2012-2017.

Kemp/May

## **7. Update on Monitoring and Evaluation Corrective Action Plan**

- 7.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with an update on the Monitoring and Evaluation Corrective Action Plan that was an outcome of the Ministry of Civil Defence Emergency Management's Capability Assessment Report for the Taranaki CDEM Group.
- 7.2 Further to discussion on Item 6 (Update on planning for the Taranaki CDEM Group Plan review), Members acknowledged that progressing the outcomes (through a corrective action plan) from the Ministry of Civil Defence Emergency Management's Capability Assessment Report, that is required to be lodged with the Ministry, required assistance from all agencies in Taranaki CDEM, not just within the current resources of TEMO. It was agreed that the local authority review incorporate a brief that provides for a project leader for the writing of a corrective action plan.
- 7.3 A letter would be sent to the Ministry of Civil Defence Emergency Management detailing where Taranaki CDEM are at with regards to the development of a corrective action plan, reaffirm the Taranaki CDEM Group's commitment to developing the plan and outline how the Taranaki CDEM Group are working to provide additional resources in areas that are currently inhibiting progress.

### **Recommended**

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

1. receives and notes the memorandum on the update Monitoring and Evaluation Corrective Action Plan that was an outcome of the Ministry of Civil Defence Emergency Management's Capability Assessment Report for the Taranaki CDEM Group.
2. agrees that a letter be sent to the Ministry of Civil Defence Emergency Management detailing where Taranaki CDEM are at with regards to the development of a corrective action plan, reaffirm the Taranaki CDEM Group's commitment to developing the plan and outline how the Taranaki CDEM Group are working to provide additional resources in areas that are currently inhibiting progress.

McKerrow/Stevenson

## **8. Taranaki Emergency Management Office Report (2015-2016)**

- 8.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with a summary of the implementation of the *Taranaki Civil Defence Emergency Management Group Annual Business Plan 2015-2016*.
- 8.2 Discussion was held in regards to the unbudgeted expenditure of \$81K in emergency response. It was noted that it relates to actual expenditure associated with emergency management response (June 2015 flooding event) which is largely recoverable from central government.

### **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*.

Kemp/McKerrow

## **9. Taranaki CDEM Responses 2015-2016**

- 9.1 The memorandum providing the Group with a summary of the events that have been notified to the Deputy Emergency Management Officer and their associated responses to date for this financial year was received and discussed.

### **Recommended**

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

1. receives the memorandum on the summary of the events that have been notified to the Deputy Emergency Management Officer and their associated responses to date for the 2015/2016 financial year.

Kemp/Stevenson

## **10. 2014/2015 civil defence emergency management Annual Reports from Member organisations**

- 10.1 The Group received and noted civil defence emergency management Annual Reports 2014/2015 from St John (tabled at the meeting), New Plymouth District Council (tabled at meeting) and the Group Chairperson.

### **Recommended**

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

1. receives the memorandum and the 2014/2015 civil defence emergency management Annual Reports from St John, New Plymouth District Council and the Taranaki CDEM Co-ordinating Executive Group Chairperson.

Dagg/Rogers

## **11. Report from the Ministry of Civil Defence Emergency Management - MCDEM Work Programme**

- 11.1 Mr I Wilson, Ministry of Civil Defence Emergency Management, spoke to the memorandum introducing a report on the MCDEM Work Programme: December 2015/January 2016 from the Ministry of Civil Defence Emergency Management.

### **Recommended**

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

1. receives the report on the MCDEM Work MCDEM Work Programme: December 2015/January 2016 from the Ministry of Civil Defence Emergency Management.

Bedford/Davidson

## **12. General Business**

There were no items of general business.

There being no further business, the Chairperson, Ms A Kemp (Taranaki District Health Board) declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 12.10pm.

### **Confirmed**

**Chairperson:** \_\_\_\_\_  
A Kemp

**Date:** 12 May 2016

## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Update on planning for the Group Plan review**

**Item:** 4

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

**Document:** 1642293

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### Purpose

The purpose of this memorandum is to provide the Civil Defence Emergency Management Group with an update on the planning for the Group Plan review.

### Executive summary

The CDEM Group Plan for Taranaki is a statutory plan required under s 48 of the CDEM Act 2002. A review of the Plan is mandatory after five years (section 56) and must be operational by the end date of the previous plan (i.e. by September 2017 for the current Taranaki plan).

The draft plan must be publicly notified. The submission period must not be less than one month and not more than three months unless the Group directs (s 52). The consultation will need to occur as early as July – October 2016 to enable the submissions to be heard (eg December 2016 CDEM Group meeting) and relevant matters to be included in a re-drafted Plan.

A draft plan is required to be sent to the Minister for review and the Group must allow the Minister 20 working days to comment (eg presentation to the Minister following the June 2017 CDEMG meeting). The Plan must follow written guidelines prepared by MCDEM and be formally approved by CEG and Group (eg no later than September 2017).

The Plan is a strategic document and regulatory tool that guides policy, informs the development of other local authority plans and strategies, and implements other processes such as district planning restrictions. The Guidelines state the Group Plan binds its member agencies and that ... *it is incumbent upon the management and governance representatives of those local authorities to ensure that the Plan, its activities and how the local authority will give effect to delivery of the outcomes are promulgated through their organisations.*

## Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. receives the memorandum on the Update on planning for the Group Plan review
2. endorses the project brief as it currently stands, noting that further development and expansion of the project plan is being undertaken

## Background

The CDEM Group Plan for Taranaki is a statutory plan required under s 48 of the CDEM Act 2002. A review of the Plan is mandatory after five years (s 56) and must be operational by the end date of the previous plan (i.e. September 2017 for the current Taranaki plan, which is in effect for the period 2012-2017).

The draft plan must be publicly notified and must specify a period for public submissions to be made to the Group or a subgroup or committee of the Group. The submission period must not be less than one month and not more than three months unless the Group directs (s 52).

A draft plan is required to be sent to the Minister for review and the Group must allow the Minister 20 working days to comment. The Plan must follow written guidelines prepared by MCDEM and be formally approved by CEG and Group.

MCDEM guideline (DGL 09/15) notes that CDEM Groups should assess their current Group Plan by determining what has been achieved and what is still required to be done, which objectives need to be carried forward, and updating the legal and policy aspects.

As the National Plan and the Guide to the National Plan have both been reviewed in 2015, this updating process will need to be more in depth as the Plan is required to align with both documents, as well as others such as the National Strategy (being reviewed in 2016), risk standards, evaluations and corrective action plans.

The planning guidelines suggest that a review 'team' is required to manage the process. The team is expected to be au fait with all aspects of the local CDEM work and its documents, together with capability assessments and exercise corrective action plans.

The plan review will require consultation with a range of stakeholders and the CDEM Group will need to clearly identify who those stakeholders are, how they will be consulted with, and how the plan will look. Experts will also be required to discuss issues and help to determine objectives. Ongoing consultation throughout the review process is necessary from all stakeholders and CEG.

The guidelines note that the Plan will be a strategic document and regulatory tool that guides policy, informs the development of other local authority plans and strategies, and implements other processes such as district planning restrictions. The Guidelines state the Group Plan binds its member agencies and that *...Therefore it is incumbent upon the management and governance representatives of those local authorities to ensure that the Plan, its activities and how the local authority will give effect to delivery of the outcomes are promulgated through their organisations.*

Concentrated work on the review of the CDEM Group Plan is not starting until July 2016 as per the TEMO Business Plan for 2016-17.

A draft project plan has been started but is incomplete. Some activities have already started concurrently: a hazard matrix has been developed, which when fully prepared will include an inventory of current research and a stocktake of current hazard management activities across all key players within the region; this will inform the hazard review and be a starting point for the development of priorities for the next period. Another item in today's agenda describes a project for identifying key responsibilities, activities, and accountabilities across all CDEM and CEG members.

Members will be progressively updated.

### **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.

### **Attachment**

1636192: Draft Project Plan for review of the CDEM Group Plan.



# PROJECT PLAN FOR

## REVIEW OF CDEM GROUP PLAN FOR TARANAKI 2012-2017

<b>Prepared by:</b>	<i>Jo Ritchie</i>
<b>Prepared for:</b>	<i>Gary Bedford, Shane Briggs</i>
<b>Date:</b>	<i>December 2015</i>
<b>Version:</b>	<i>1</i>
<b>Status:</b>	<i>DRAFT</i>
<b>Document number:</b>	<i>#1608542</i>



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## Background

The CDEM Group Plan for Taranaki is a statutory plan required under s 48 of the CDEM Act 2002. A review of the Plan is mandatory after 5 years (section 56) and must be operational by the end date of the previous plan (ie September 2017 for the current Taranaki plan, which covers the period 2012-2017).

The proposal for the 5-yearly review must be publicly notified and must specify a period for public submissions to be made to the Group or a subgroup or committee of the Group. The submission period must not be less than 1 month and not more than 3 months unless the Group directs (s 52).

A draft plan is required to be sent to the Minister for review and the Group must allow the Minister 20 working days (4 weeks/ 1 month) to comment. The Plan must follow written guidelines prepared by MCDEM and be formally approved by CEG and Group.

## Objectives

The project will achieve the following objectives:

- Identify and update the Hazard research held by the Group
- Identify and provide a stocktake of hazard management activities currently being undertaken by key players in the region
- Clarify and assign functions and responsibilities and accountabilities across the spectrum of emergency management activities inherent within the '4Rs' (reduction, readiness, response, recovery)
- Update the risk analysis included in the Plan
- Incorporate changes required by legislation and national level guidance and directives
- Draft a new Group Plan, taking account of the above elements
- Undertake internal and external consultation on the Plan
- Respond to submissions received on the Plan
- Obtain formal CDEM Group approval of the new Plan
- Obtain approval of the Minister for Civil Defence & Emergency Management

## Scope

Included in Scope:	Excluded from Scope:
<ul style="list-style-type: none"> <li>• Assessment of current Plan by Group members for achievements, ongoing objectives, changes to legislation and policy and generation of a 'review of progress' report if appropriate.</li> <li>• Develop agenda item for CDEM Group committee to reiterate requirement for plan review and why it is important, and to establish a review team</li> <li>• Develop stakeholder engagement strategy.</li> <li>• Identify current level of and gaps in hazard research</li> <li>• Undertake internal and external stakeholder and Group member workshops to discuss and update regional risk analysis and other aspects of Plan including CEG and Group, Councils, lifeline agencies, welfare agencies, advisory group members, expert advisors (eg GNS, NIWA).</li> <li>• Align draft Plan with National Plan, Guide to National Plan, National Strategy, MCDEM Guidelines documents, RMA and RPS</li> <li>• Use feedback from June 2015 flood event and MCDEM capability assessment report to inform review (objectives, priorities).</li> <li>• Prepare and draft proposed Plan</li> <li>• Arrange for PIM team to format for publication and prepare media releases</li> <li>• Publicly notify Plan and request submissions within 1-3 months (Group to decide on time)</li> <li>• Consider, summarise and respond to submissions received</li> <li>• Write agenda items for CDEM Group meetings to provide summary of submissions and to seek approval of proposed amendments in response</li> </ul>	<ul style="list-style-type: none"> <li>• Writing media releases and fact sheets for print and social media forums</li> <li>• Communication of new plan to regional community</li> <li>• Format document for publication</li> <li>• Undertaking ongoing research to plug gaps in hazard research</li> </ul>

Included in Scope:	Excluded from Scope:
<ul style="list-style-type: none"><li>• Make amendments to plan as agreed</li><li>• Communicate with MCDEM to arrange approval of Minister</li><li>• Write agenda items to seek formal approval of reviewed Plan by CDEM Group</li></ul>	

## Assumptions

The key assumptions made during the development of this plan are:

- That there are sufficient human resources available to undertake the activities required under the project plan, and bearing in mind that the CDEM Policy Analyst is available, at most, as a 0.6 FTE.
- That sufficient time will be allocated to complete a thorough stakeholder and public consultation as per the stakeholder matrix (to be completed)
- That the Group has all the hazard research it requires to make a rigorous hazard assessment for the risk analysis that will inform the next iteration of the Group Plan.
- That major stakeholders are accepting of the proposed Plan.

## Constraints

The Project constraints are:

- The Council is legally committed to finalising a review of the current Group Plan by the end of September 2017.
- The Plan must align with the Act, the National Plan and Guide, and the Ministry's guidelines on Group plans.
- The Council must provide 20 working days for the approval of the Minister for Civil Defence & Emergency Management
- The Council must provide between 1 and 3 months for the public to provide submissions.
- Each submitter must be allowed a hearing by the Group or its sub-committee.
- All written submissions must be made public.
- CDEM Group must approve the plan prior to September 2017 and there are only three Group meetings in 2017 prior to and including September.

## Benefits

The benefit	Performance measures	Timeframe	Monitoring	Who
The review provides the Taranaki CDEM Group with an opportunity to review whether the previous objectives have been achieved, to update our regional hazard knowledge and risk profile, as well as other sections of the Plan, and to review for optimal delivery the current structural and organisational framework.	<ul style="list-style-type: none"> <li>• Completion of the plan by the required time.</li> <li>• Engagement from the district councils and other major regional CDEM stakeholder groups.</li> <li>• Traction on expression of objectives.</li> </ul>	By September 2017.	Achieving approval of the Minister of Civil Defence & Emergency Management and ministry officials, and the Taranaki CDEM Group.	Jo Ritchie

## Approach

We are required under the CDEM Act to review our local Group plans every five years. The CDEM Group Plan for Taranaki 2012-2017 is due for review and the review must be completed by September 2017.

MCDEM guidelines (DGL 09/15) note that CDEM Groups should assess their current Group Plan by determining what has been achieved and what is still required to be done, which objectives need to be carried forward, and updating the legal and policy aspects. As the National Plan and the Guide to the National Plan have both been reviewed in 2015, this updating process will need to be more in depth as the Plan is required to align with both documents, as well as others such as the National Strategy and risk standards, exercises, evaluations and corrective action plans.

The planning guidelines suggest that a review 'team' is required to manage the process. The team is expected to be au fait with all aspects of the local CDEM work and its documents, together with capability assessments and exercise corrective action plans.

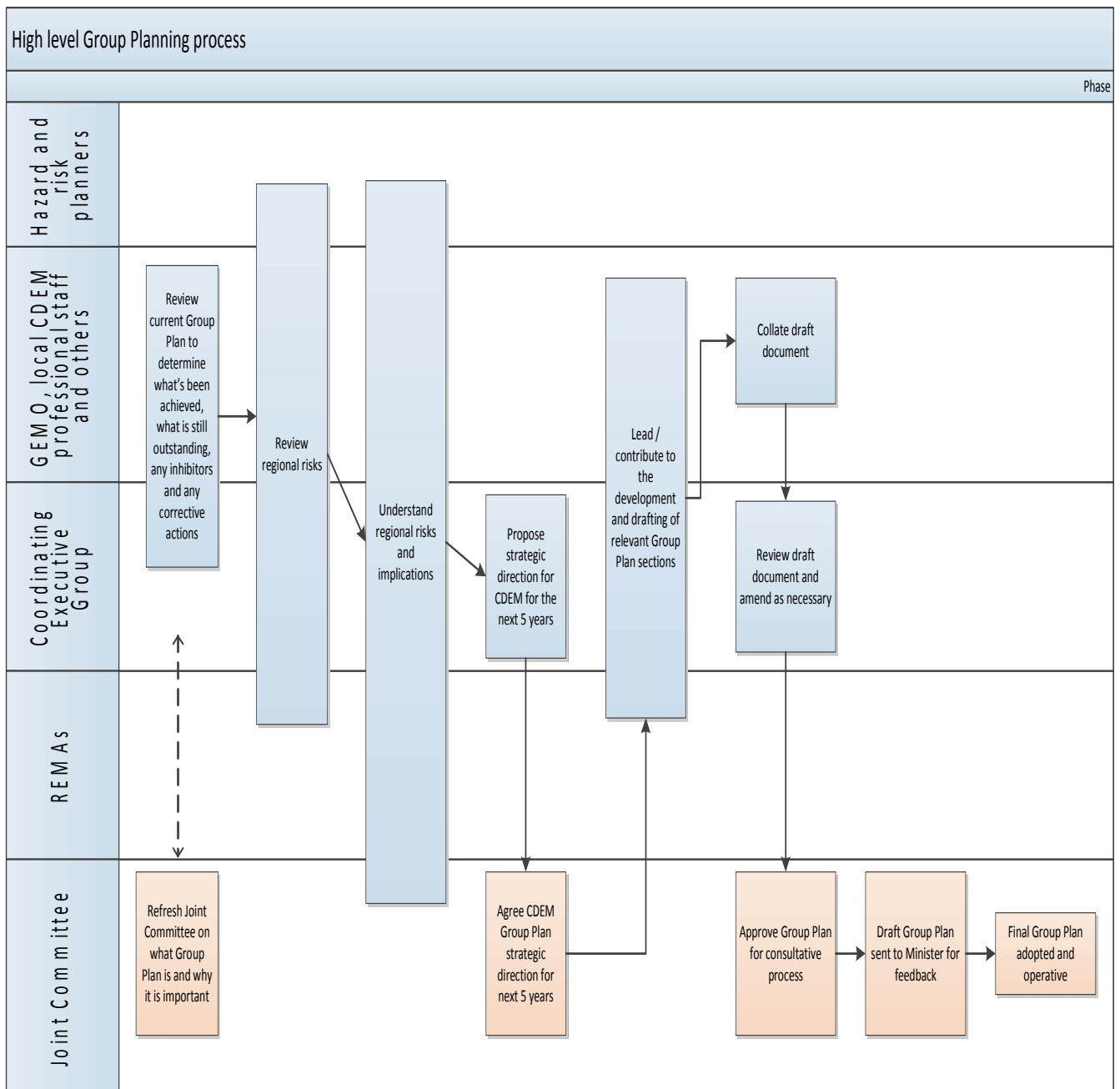
The plan review will require consultation with a range of stakeholders and the CDEM Group will need to clearly identify who those stakeholders are, how they will be consulted with, and how the plan will look. Experts will also be required to discuss issues and help to determine objectives. Ongoing consultation throughout the review process is necessary from all stakeholders and CEG as well (see MCDEM's diagram copied below).

Understanding changes to the region's risk profile is a project in itself, and the guidelines suggest establishing a risk panel, which will:

- Collate information and expertise from across the local CDEM sector and consider inbuilt assumptions
- Analyse risks in terms of likelihood and consequences
- Evaluate the risks using methods compatible with standard AS/NZ ISO 31000:2009 across the built, social, economic and natural environments
- Prioritise the risks
- Describe how the risks will be monitored.
- Consider context factors internal and external to the Group
- Consult other stakeholders and the community on its evaluation of the risks
- Collate and consider what information to include in the Plan.
- Document next steps if further research is required.

A particular example of reviewing the region's hazard risks is the significant increase in potential eruption threat for Mt Taranaki, which was publicised this year in the Mt Taranaki Volcanic Unrest Response Plan. The extent of this change in one hazard should be carefully considered. Getting the best of our Group plan requires that the Group consider how to engage stakeholders in its use when it is finalised and this may require the development of a socialisation plan (see p 51 of the guidelines).

The guidelines note that the Plan will be a strategic document and regulatory tool that guides policy, informs the development of other local authority plans and strategies, and implements other processes such as district planning restrictions. The Guidelines state the Group Plan binds its member agencies and that *...Therefore it is incumbent upon the management and governance representatives of those local authorities to ensure that the Plan, its activities and how the local authority will give effect to delivery of the outcomes are promulgated through their organisations.*



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The planning guidelines (DGL 09/15) contain a checklist of suggested content of a CDEM Group Plan which contains **56 separate items** (Appendix E). The checklist is attached to the hard copy of this project plan.

Criteria that need to be assessed during a review of the Group Plan are also attached (Table 2 Review criteria, p 59, DGL 09/15).



## Key Milestones

Milestone (Key Deliverable)	Estimated Completion Date
Stakeholder Engagement Plan	June 2016
Workshops to consider regional risk profile and priority	July – Aug 2016
Socialisation and Communications Plans	August 2016
Begin updating and drafting Plan	Jul-Sep 2016
Agenda item to CEG and Group indicating beginning of review, process and requirements	Aug / Sep 2016
Stakeholder and community Consultation Period (parallel processes)	Jul – Oct 2016
Submissions hearing period if required and written submissions available	Nov 2016
Prepare final draft Plan	Jan- Mar 2017
Agenda item to CEG and Group seeking approval of changes to plan and/ or work programme/ policies etc or impact on stakeholders' BAU or other community impacts of change to Plan.	May / Jun 2017
Forward Plan for approval by Minister	July 2017
Final CDEM Group Plan	August 2017
Approval of Group Plan for operation by Taranaki CDEM Group	September 2017

## Project Structure

The table below outlines the project roles and key responsibilities.

Role	Person(s) Responsible	Key Accountabilities
<b>Project Owner</b>	Gary Bedford	<ul style="list-style-type: none"> <li>• Ultimately responsible for the project</li> <li>• Ensures that the project is focused throughout its life on achieving its objectives and delivering a product that will achieve the forecast benefits</li> </ul>
<b>Project Manager</b>	Shane Briggs / Jo Ritchie	<ul style="list-style-type: none"> <li>• Runs the project on a day to day basis on behalf of the Project Owner within the constraints laid down by them, and as documented in the Project Plan</li> <li>• Ensures the project produces the required products within the specified tolerances of time, cost, quality, scope, risk and benefits</li> </ul>
<b>Project Advisors (if required)</b>	CDEM Advisory Groups, GNS.	<ul style="list-style-type: none"> <li>• Provide specialist advice to the Project Owner</li> </ul>

## Key Risks

Description of Risk	Probability of Occurrence - Likelihood (Low, Med High)	Impact on Success - Consequence (Low, Med or High)	Mitigation Strategy
Hazard information is poor, out of date or not yet available	Med	Med	Seek updated and good quality hazard information for input into risk assessment workshops
Insufficient resourcing is available to adequately achieve the objectives of the project.	High	High	CDEM Group must provide more resources to achieve Plan project.
Stakeholders and community are apathetic about plan and engagement is hard to achieve, or hold irreconcilable views about elements of CDEM in Taranaki.	Med	High	<ul style="list-style-type: none"> <li>• Strong messages to CDEM Group and CEG that their members must engage in review.</li> <li>• Good communications material to engage community and iwi in need for plan review.</li> <li>• Clarity around statutory and efficient/effective means of delivery</li> </ul>

## Key Dependencies

Linkage or dependency	Description of the linkage or dependency and how it will be managed	Person responsible
GIS and PIM teams required to provide GIS and comms material for Plan	GIS and comms material is required for the Plan and for communications to the public.	Chris Lambert, Damon McGhie, Rusty Ritchie and the PIM team.
Policy analyst time	Impact of project will require more input from policy analyst in order to keep BAU work going at the same time as plan review, otherwise there is a risk of slippage. Increase from 0.4 to 0.6 FTE per week required at the least or recognition that other work will be parked.	CDEM Group
Minister's approval	Ministry will be looking to have this provided for Minister's approval in a particular timeframe and this may impact on our estimated milestone completion dates.	Ministry REMA / Jo Ritchie / Shane Briggs

**Stakeholders**

<b>Stakeholder</b>	<b>Importance to the Project</b>	<b>Matrix Result</b> (Keep satisfied, Manage closely, Monitor, Active engagement)
[TBC]		

Stakeholder Engagement Workshop and Plan needs to be completed for this table and the following one.

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Communication

We'll communicate with this stakeholder...	So that they ...	We'll engage with them by...	This will be the responsibility of...	Regularity of communication ...

**Approvals**

The following indicates that formal approval has been obtained for the project.

*Project Owner* Gary Bedford, Director, Science Services

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Date

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## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Update on Monitoring and Evaluation  
Corrective Action Plan and  
implementation, including review of  
CDEM functions and delivery**

**Item:** 5

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

**Document:** 1642304

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### Purpose

The purpose of this memorandum is to provide the Civil Defence Emergency Management Group with an update on the Monitoring and Evaluation Corrective Action Plan, including its implementation.

### Executive summary

In May 2015 the Ministry of Civil Defence & Emergency Management provided the Taranaki Civil Defence Emergency Management Group a Capability Assessment Report. This was an outcome of the capability assessment, known as the Monitoring and Evaluation (M&E) audit.

The report only provided a single recommendation:

*"That the Taranaki Group examines its collective scores and collaborates in producing a Group level corrective action plan that is approved by the Joint Committee and lodged with the Ministry of Civil Defence and Emergency management."*

The writing of the corrective action plan was delayed due to the June 2015 floods. While it was the intention to have a corrective action plan completed for the February CEG/CDEMG meetings, it remains a work in progress. A partial draft is attached.

The intent of the corrective action plan is to consolidate the Capability Assessment Report and to highlight the areas where further work is required, including a register of the various commitments and expectations of each CDEMG and CEG member. It will identify which organisations or committees need to participate in deliberate discussions and implementation actions on how to best address the various issues. As noted in the Capability Assessment Report, the *"corrective action planning should benefit the whole Group through a collaborative process"*



In the absence of a completed corrective action plan, a table of the Key Performance Indicators that scored less than 60%, or had Capability Criteria that scored less than 60% is being provided. It highlights that there is considerable collaborative planning to be done by the Taranaki Emergency Management Office, Regional Council and District Councils.

Organisation / committee	No. of areas requiring engagement
CDEM Group	6
Coordinating Executive Group	11
TEMO	38
Administrating Authority (TRC)	7
Regional council	26
District councils	34
Emergency Services	10

An independent review of the functions, responsibilities, and services to be provided by the various members of the Taranaki CDEMG and CEG has been initiated by CEG members. The review is described further below. The review is specifically to consider and outline actions for making progress against the various matters raised in the review, in particular those activities and services that individual agencies should be providing to support and to be complementary to those delivered through the Taranaki Emergency Management Office, whether during business as usual or in the case of events (of any magnitude)

The review of the CDEM Group plan will need to address these issues and their resolution.

## Recommendation

That the Taranaki Civil Defence Emergency Management Group:

1. receives the memorandum on the update on the Monitoring and Evaluation Corrective Action Plan and its implementation
2. notes that a review has been commissioned that will substantially inform the corrective action plan and the new Group Plan, in particular those sections dealing with management, administration, governance, and delivery of services

## Background

While in many areas the Taranaki CDEM Group scored higher in 2015 than the previous assessment of 2010, there were areas where the Group scored below the benchmark of 60%. The corrective action plan is focused on the areas where the score was 60% or lower.

The Capability Assessment Report noted:

*“The Taranaki Group score of 60.9% is a reflection of the hard work and investment made by the Group since its 2010 Capability Assessment Report. The target score provided by MCDEM was 60% which represents an improvement of around 15% on the previous 2010 score.”*

*“Where scores are lower, this is reflective of the focus and attention that the Taranaki Group has taken in building the foundations first, and delivering the outcomes on the ground second. It is evident that the Group is heading squarely into the second phase.”*

*“This report makes only one recommendation for the Group to assess its position and develop an appropriate corrective action plan that will enable its continuous improvement. It is intended that the process of corrective action planning should benefit the whole Group through a collaborative process that supports improvements across its member agencies, and levers from existing local good practice. Whilst not a requirement of this capability assessment process, local authorities and shared service arrangements may also benefit from corrective action planning. The process is likely to inform annual work plans and Group Plan development where appropriate.*

The report only provided a single recommendation:

*“That the Taranaki Group examines its collective scores and collaborates in producing a Group level corrective action plan that is approved by the Joint Committee and lodged with the Ministry of Civil Defence and Emergency management.”*

## **Discussion**

Attached for the information of the Group is a spreadsheet that indicates the audit scoring for each aspect of emergency management in Taranaki, and that assigns responsibilities for addressing the delivery of each element. No specific work actions are yet listed. These are still to be developed. It is necessary first to identify and clarify the particular responsibilities for functions, resourcing, administration, delivery, and accountability for each party, and overall leadership of corrective actions on behalf of the Taranaki CDEM Group, before specific actions are developed and assigned.

As preparation for this aspect of the corrective action plan, and also as preparation for the Group Plan review, an independent review of the functions, responsibilities, and services to be provided by the various members of the Taranaki CDEMG and CEG has been initiated by CEG members. The review will go beyond just those matters identified within the corrective action plan. More broadly, the review is specifically to consider and outline actions for making progress across all activities and services that individual agencies should be providing to support and to be complementary to those delivered through the Taranaki Emergency Management Office, whether during business as usual or in the case of response events (of any magnitude).

The focus of the review is not to repeat the MCDEM audit, but to determine and specify the contribution each CDEM Group and CEG member can and should make in order to enhance emergency management in the Taranaki region, and to identify the framework that best delivers this contribution.

The outcomes will substantially inform the corrective action plan and the new Group Plan, in particular those sections dealing with management, administration, governance, and delivery of services.

## **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.

**Attachment**

1628592: M&E Corrective Action Plan spreadsheet

1631625: CDEM review brief

		MCDEM	Group		CDEMG	CEG	TEMO	TRC (Admin)	Regional	District	ES
<b>Goal 1: To increase community awareness, understanding, preparedness and participation in CDEM</b>		<b>63.4</b>	<b>66.0</b>								
<b>G1B-1</b>	A deliberate, strategic, and coordinated approach to community resilience is taken <i>There is a documented strategy for how the organisation intends to approach enhancing the resilience of its communities</i> <i>The strengths and vulnerabilities of communities in the jurisdiction have been analysed in order to inform resilience programmes</i> <i>Organisation has analysed relational communities as well as geographic communities</i> <i>Communities have been prioritised according to need, and this informs the priorities of the resilience programme</i> <i>The existing landscape of resilience-related work in the jurisdiction (who is doing what, where) has been analysed for implications and opportunities</i>	50.0	53.1				X			X	
<b>G1B-2</b>	Community resilience and related programmes are monitored and reviewed <i>Organisation has a methodology for assessing the levels of resilience of their communities</i> <i>Organisation has a methodology for analysing the impact of their efforts in community resilience building</i> <i>Organisation's community engagement and resilience programmes are reviewed for effectiveness on an annual basis</i> <i>Council's Quality of Life (or other community survey) has questions relating to individual, household, and community preparedness that usefully</i>	40.0	41.8			X	X			X	
<b>G1C-2</b>	Social capital is invested in as a method of enhancing community resilience <i>Organisation understands the concept and value of 'social capital', and uses it to inform community resilience programmes</i> <i>Organisation supports activities that build 'community' based on commonality ('bonding')</i> <i>Organisation looks for opportunities to build or create relationships that link communities with each other ('bridging')</i> <i>Organisation looks for opportunities to build or create relationships that link communities into wider networks and sources of support ('linking')</i> <i>Organisation supports or creates initiatives that build a 'sense of place'</i>	25.0	23.3				X			X	
<b>G1C-3</b>	Volunteer participation in CDEM is supported and encouraged <i>Organisation has mapped existing volunteer networks and established relationships</i> <i>Organisation has identified capacity to coordinate CDEM volunteers - in 'business as usual' and in response</i> <i>Organisation has a structured training programme for volunteers</i> <i>Organisation has established processes for the management of spontaneous volunteers (including registration, screening, tasking, and evaluating)</i> <i>Organisation has a plan for communicating with volunteers (planned or spontaneous) during emergencies</i> <i>Organisation has established review and recognition processes for volunteers</i>	30.0	38.8				X		X	X	
<b>G1D-1</b>	Information on hazards and risks is readily available to the public <i>At-risk communities, households, and landowners are proactively targeted with relevant hazard risk information</i>	60.0	58.0				X		X	X	
<b>G1D-2</b>	Community input on hazard risk management is sought, and 'acceptable levels of risk' defined <i>There is a process for identifying at-risk communities for specific hazards and risks</i> <i>There is a process for engaging at-risk communities to ensure information uptake</i> <i>Communities are engaged to help determine acceptable levels of risk</i> <i>Communities with specific risk are consulted on risk management options</i> <i>Communities are informed of the outcomes of risk reduction activities and of any residual risk</i>	25.0	29.9	Local			X		X	X	
<b>Goal 2: To reduce the risks from hazards to New Zealand</b>		<b>41.9</b>	<b>48.2</b>								
<b>G2A-2</b>	EM research is applied <i>Organisation can demonstrate an 'evidence-based' approach to CDEM planning across the 4Rs</i> <i>Social science research informs community-based CDEM planning</i> <i>Organisation ensures sound documentation (record keeping) of emergency management research</i> <i>Organisation actively promulgates new emergency management knowledge to all relevant staff</i>	45.0	51.3				X	X	X	X	
<b>G2B-1</b>	Hazard risks are understood through ongoing research <i>Organisation can demonstrate an 'evidence-based' approach to CDEM planning across the 4Rs</i> <i>Social science research informs community-based CDEM planning</i>	50.0	60.0				X		X	X	
<b>G2B-2</b>	Hazard risks are analysed to determine local impact <i>Level of risk is assessed in the context of existing regulatory controls</i> <i>Vulnerabilities to communities, infrastructure and services etc. are described and understood, including any trends and forecasts of how these vulnerabilities might change over time</i> <i>Organisation periodically uses new hazard information to review its hazard risk profile</i>	55.0	63.7				X		X	X	



		MCDEM	Group		CDEMG	CEG	TEMO	TRC (Admin)	Regional	District	ES
<b>G3B-3b</b>	Emergency operating centres (EOC/ECC) are staffed adequately <i>Organisation has planned for the tension between managing BAU functions and staffing the EOC/ECC during a response</i> <i>EOC/ECC function leads have their role position included in their BAU position description</i> <i>There are plans for acquiring 'surge capacity' staffing, if needed</i> <i>EOC/ECC staff are competent and practiced in the use of EMIS</i> <i>Organisation has a process to measure and monitor the capability of EOC/ECC staff</i> <i>Organisation has a functional, effective 24/7/365 duty team that is tested regularly</i>	45.0	56.3				X		X	X	X
<b>G3B-3c</b>	Emergency operating centres (EOC/ECC) are resourced and operated efficiently <i>EOC/ECC has an agreed KPI for activation time which is practiced at least once a year</i> <i>There are documented processes to manage information provided to the EOC/ECC by agencies and which public informs intelligence and decision making</i> <i>Interoperability between Local EOCs and the Group ECC is planned and practised</i> <i>Effective communication systems and processes exist between key response agencies</i> <i>EOC/ECC has been audited in the last 2 years</i>	60.0	62.7		X	X	X		X	X	X
<b>G3B-6</b>	Controllers are able to provide effective leadership <i>Controllers have appropriate financial delegations that are documented in order to expediently manage a response</i> <i>Controllers are involved in organisational strategic decision making to determine possible impacts response capability</i> <i>Controllers are accountable for highlighting EOC capability risks to the CEO</i>	60.0	68.9		X	X		X			
<b>G3B-7</b>	Critical resources can be sourced rapidly in response to an emergency <i>Organisation has planned approaches for implementing Rapid Impact Assessment</i> <i>Consequence-based planning is used to assess likely resources needed for response</i> <i>Shortfalls in critical resources likely to be required for response are identified and planned for</i> <i>Organisation has populated the resources component of EMIS identifying own assets available for a response</i> <i>Organisation has MOUs in place with suppliers of critical resources required for response</i> <i>Organisation has a plan for the management of post-disaster building safety inspections</i>	20.0	20.2				X	X	X	X	
<b>G3B-8</b>	Logistics processes are in place to manage resources effectively in an emergency <i>There are locations identified for use as staging areas for the receipt and management of resources</i> <i>There are established procedures for logistics management of staging areas, including an identified agency or individuals who will manage them</i>  <i>There are procedures in place for the deployment of local, regional and national rescue resources</i> <i>There are procedures for receiving, storing, sorting, inventorying and distributing donated goods</i> <i>There is a financial facility and means to procure resources during the response phase of an emergency</i> <i>There is a robust resource tracking system that manages accountability, use and return of any resources that are procured</i>	28.0	28.3				X	X	X	X	
<b>G3B-9b</b>	Local welfare planning is comprehensive and coordinated <i>A Local Welfare Committee (LWC) is in place, meets regularly</i> <i>All member LWC agencies understand their roles and responsibilities during planning and response</i> <i>Local welfare plan or procedures are in place and signed off by member agencies</i> <i>Likely (local) welfare needs and issues are identified in the plan/procedures</i> <i>Realistic/appropriate response options are identified in the plan/procedures</i> <i>Local welfare plan/procedures have been exercised</i> <i>An appropriately-qualified Welfare Manager and alternate(s), is identified and appointed</i> <i>Welfare Manager has undergone comprehensive training, has participated in exercises, and is ready to do the job</i> <i>Welfare Manager is supported sufficiently by the council to be able to do the job</i>	25.0	24.8		Local		X			X	
<b>G3B-9c</b>	Welfare is able to be provided to affected communities in a timely, effective manner <i>Sufficient welfare staff are identified to ensure immediate response</i> <i>Organisation has trained and practiced procedures for the registration of affected people following emergency events</i> <i>Organisation has a standard approach to individual and community needs assessment</i> <i>Arrangements are agreed and plans are in place for the delivery of welfare functions</i>	35.0	33.9				X			X	
<b>Goal 4: To enhance New Zealand's capability to recover from civil defence emergencies</b>		<b>50.1</b>	<b>54.9</b>								
<b>G4A-1</b>	Structures, roles and responsibilities for recovery are pre-determined and documented	45.0	51.7				X				

		MCDEM	Group		CDEMG	CEG	TEMO	TRC (Admin)	Regional	District	ES
	<p>Role, representative agencies and likely tasks for a social environment task group are defined</p> <p>Agencies involved in the social environment task group are aware of, understand and accept their role and responsibilities in the task group</p> <p>Role, representative agencies and likely tasks for a built environment task group are defined</p> <p>Agencies involved in the built environment task group are aware of, understand and accept their role and responsibilities in the task group</p> <p>Role, representative agencies and likely tasks for a natural environment task group are defined</p> <p>Agencies involved in the natural environment task group are aware of, understand and accept their role and responsibilities in the task group</p> <p>Role, representative agencies and likely tasks for a economic environment task group are defined</p> <p>Agencies involved in the economic environment task group are aware of, understand and accept their role and responsibilities in the task group</p>										
<b>G4A-2</b>	<p>Recovery Managers are identified, trained, supported and ready to perform the role</p> <p>Recovery Managers have participated in a CDEM exercise in the last 2 years</p> <p>Recovery Managers have been delegated the power to make decisions and commit financial resources</p>	55.0	61.6		X	X	X				
<b>G4A-3</b>	<p>Recovery Plan outlines arrangements for holistic recovery management</p> <p>Likely functional activities in the post-event period are identified</p> <p>Management arrangements for each functional activity are described</p> <p>Plan sets out the expectations (roles and responsibilities) of each partner agency</p>	69.0	69.2				X				
<b>G4A-4</b>	<p>Recovery planning is integrated with risk reduction and other community planning</p> <p>Recovery planning is integrated with business continuity planning</p> <p>Recovery planning is integrated with (CDEM Group or other) operational planning</p> <p>Recovery planning is integrated with LTP and RMA planning</p> <p>Recovery planning is integrated with risk reduction planning and activities</p>	30.0	37.0	Local			X		X	X	X
<b>G4A-5</b>	<p>Arrangements for the transition from response to recovery are pre-defined</p> <p>Recovery Managers and Controllers have discussed the processes for and issues around the transition from response to recovery</p> <p>The transition from response to recovery has been exercised</p>	50.0	60.6				X				
<b>G4B-1</b>	<p>Impact assessments are conducted before, during and after events in order to inform recovery planning and management</p> <p>Organisation has a standard approach to impact assessment that transitions smoothly from the pre-event period to the response to the recovery phases, enabling comparisons of impact at various times through the event</p> <p>Pre-event vulnerability assessments are effective in informing likely consequences of impacts and likely recovery needs</p> <p>There is a clear plan in place for how, where, and what types of information will be collected during and after an event</p> <p>There is a process for collecting or estimating numbers, locations, circumstances and ethnicity of displaced and/or injured people</p> <p>There is a process for conducting needs assessments or acquiring needs assessment data (defining individual and community needs, support and resource requirements, etc)</p> <p>There is a process for estimating or obtaining economic losses</p>	30.0	31.4				X			X	X
<b>G4B-2</b>	<p>Plans and procedures for establishing a recovery centre or 'one-stop shop' are in place</p> <p>Staffing of recovery centres has been considered; likely sources of staff have been identified</p>	55.0	66.4	Local			X		X	X	
<b>G4B-3</b>	<p>The community is an integral part of recovery planning and management</p> <p>Principles for community engagement in recovery management and a community engagement process is defined and documented</p> <p>The emergency management planning process is structured so that it is open to, and encourages community participation</p> <p>Likely roles, functions and tasks for community groups are defined (e.g. local recovery committees)</p> <p>There are strategies in place to reach vulnerable and/or special interest or marginal groups within the community</p>	40.0	41.3	Local			X			X	
<b>G4B-4</b>	<p>Information management systems are effective in supporting recovery management</p> <p>There are information management systems in place to support impact assessments, and track recovery assistance needed</p> <p>Staff who will be involved in recovery are familiar with the information management systems; systems have been tested in exercises</p>	40.0	42.4				X				
<b>Enabler 1: Governance and management arrangements support and enable CDEM</b>		<b>74.7</b>	<b>82.0</b>								
<b>E1A-5</b>	<p>Local authority CDEM activity is planned, aligned, monitored, and effective in achieving CDEM objectives</p> <p>Organisation has an annual CDEM work programme</p>	55.0	55.4	Local			X	X		X	



		MCDEM	Group		CDEMG	CEG	TEMO	TRC (Admin)	Regional	District	ES
	Organisation's CDEM work programme demonstrates alignment with CDEM Group Plan objectives, targets and actions Organisation's CDEM work programme lists internal objectives, targets and actions Organisation's CDEM work programme is monitored regularly for progress, and evaluated at the end of the year There have been demonstrated advances in community resilience over the last two years as a result of the CDEM work programme										
E1C-3	Organisation’s hazard reduction funding is prioritised to risk  Organisation has identified hazard risk reduction as a key strategic priority that informs budget setting Organisation can demonstrate that risk reduction expenditure is deliberately linked to the mitigation of identified hazard risks Organisation has a methodology that measures the reduction of community-based hazard risk as a result of risk reduction expenditure	50.0	51.6	Local					X	X	
Enabler 2: Risk management is comprehensive and integrated throughout the organisation		70.4	74.6								
E2A-2	Business Continuity Management has a formalised programme with high-level commitment  BCM programme has a specific budget/resource allocated to it There is an overarching (organisation-wide) strategic Business Continuity plan that describes how the organisation approaches BCM, including governance, structures, and plans There is an annual work plan or programme with clearly defined objectives and deliverables	50.0	52.4	Org			X		X	X	
E2A-3	Critical business functions and processes, and potential impacts on them are defined  The range and extent of impacts to the business from the critical business functions not being operational are described Recovery objectives (e.g. Maximum Tolerable Outage (MTO), Recovery Point Objective (RPO) and Recovery Time Objective (RTO)) are defined for all critical processes A stakeholder analysis is conducted that identifies all key stakeholders and their needs, and informs a strategic view of the human and organisational landscape in a crisis	50.0	55.3	Org			X		X	X	
E2A-4	Business continuity strategies and arrangements are developed and implemented  Critical IT systems and applications have been identified, required recovery timeframes agreed with business owners and recovery capability implemented	80.0	89.0	Org			X		X	X	
E2B-1	Leadership and culture are enabling of a forward-looking, agile organisation  The organisation has enough operating resources to be able to absorb shocks or unexpected change	80.0	81.8	Org			X		X	X	
E2B-2	Effective relationships, partnerships and networks are developed  There is a good understanding in the organisation of the wider response environment in an emergency, including what government actions are likely to be, and how they would affect the organisation MOUs with other organisations are in place to access resources from them in a crisis	70.0	69.3	Org			X		X	X	
					6	11	38	7	26	34	10



## **Taranaki Civil Defence Emergency Management: Review of structural and functional delivery of responsibilities of the members of the Taranaki CDEM Group and Coordinating Executive Group**

### **Purpose:**

The key purpose of the review is to identify and provide clarity around the joint and several roles and responsibilities of the members of the Taranaki CDEM Group (ie the four local authorities of Taranaki), and having done so, to identify and allocate potential respective corrective actions as required by MCDEM arising from the Group's monitoring and evaluation audit. In addition the review will also examine the roles and responsibilities of other members of the Coordinating Executive Group (CEG). The review will seek to address the questions:

1. What should be delivered by the local authorities, and what should be delivered by the Emergency Management Office (administered by the Taranaki Regional Council on behalf of the CDEM Group), in order to best provide a lawful, efficient, and effective civil defence for the region in accord with the Civil Defence Emergency Management Act 2002?
2. What should be delivered by other CEG parties?
3. What are the current deliverables and arrangements?
4. How should the Group move from the present to the recommended state in the most sensible progression, taking priorities and appropriate resourcing into account?

The review is to be a background paper to inform the pending review of the Taranaki CDEM Group Plan. In particular it is envisaged that a re-written section 8.1 (Governance and management) of the current Group Plan should encompass not only the CDEMG, CEG, and TEMO/EOC, but should set out joint and several functions, actions/activities, and expectations for the four local authorities and other CEG members.

### **Background:**

It is generally held that there is a lack of clarity and recognition of the particular roles and responsibilities of the individual members who comprise jointly the Taranaki CDEM Group. There have been on a number of occasions expressions of uncertainty and anxiety as to whether each member is meeting the obligations imposed individually and jointly under the CDEM Act, and whether the current arrangements for delivery of some functions through the Taranaki Emergency Management office are fit for purpose and represent the best value for money and fulfilment of members' responsibilities across all elements of emergency management.

The current Group Plan must by law be reviewed in 2017. Therefore it is timely to evaluate what structures and allocations of responsibilities provide the best fit for the purposes of CDEM.

Further, CDEM in Taranaki has recently been audited by the Ministry of Civil Defence and Emergency Management (Monitoring and Evaluation report, MCDEM, 2015). That audit called for a Corrective Action Plan to be formulated and subsequently implemented. It is expected that this review will substantially address a number of the areas where improvement is needed as identified in that audit. Further discussion of the audit findings are attached to this project brief as an appendix.

A partially completed Corrective Action Plan is also attached. It sets out the areas for attention, and the responsible agency/agencies, but does not specify the corrective actions to be undertaken by each party. It is expected that the review will extend to include a draft set of individual proposals/recommendations for specific actions, that would meet the expectations of MCDEM and of the Taranaki CDEMG for capable and resourced hazard and emergency management functions in Taranaki across the '4 R's' - hazard and risk reduction, community and agency readiness, response capability and capacity, and recovery implementation.

The Corrective Action Plan (when completed) may represent an investment and total programme of works that is beyond delivery in the short term, whether due to inadequate resourcing, lack of specific capabilities, current prioritization or other reason. It will be for the CDEM Group to make final decisions around prioritization and degree of completion. However, the review should provide some guidance and commentary around which areas of the CAP represent the greatest vulnerabilities and liabilities to members, in addition to offering an overall programme of works as described in the previous paragraph.

### **Method:**

Alongside reviewing reference documentation (see below), it is expected that the primary method of investigation will be interviews with key representatives (chief executives, staff, and elected representatives) of the four local authorities, Emergency Management Office staff, the chair of CEG, the MCDEM Regional Emergency Management Officer (liaison), and emergency service representatives (as members of CEG).

The review is to focus on the roles and responsibilities and accountabilities of each party, within and across the various elements of CDEM: risk reduction and resilience; readiness; response; and recovery. Within each element, consideration should be given to the shaping, interactions, weightings and prioritization, of management and administration, research, policies and planning, organizational and community resilience, and operational capability maintenance and enhancement.

The reviewer is expected to also draw upon their own experience and competence to provide insights and in the generation of options for review implementation.

### **Output:**

A report that clearly specifies statutory obligations, roles and responsibilities, and lines of mutual accountability, amongst the various parties. It should specify how these can be best given effect to (for example, but not as the only option for an outcome of the review) by annual CDEM business plans and/or service level agreements for each agency that are provided to and held accountable by the CEG and CDEM Group as a whole. The review needs to reflect on what must be provided by law by each party, and what can be delivered by arrangement or agreement. In respect of response arrangement, the review should take into account that the Group Plan provides for 5 levels of response, from single agency to national state of emergency: how the responsibilities of each party might be delivered at each level should be explored.

The review report should be implementation-focused, ie it should set out recommended actions and clear specific assigned tasks, and should not be just a high level re-statement of material already contained in the CDEM Act or generic guidance material.

The review report may offer several alternatives for resourcing and delivery of organizational obligations.

**Outcome:**

Improved clarity of responsibilities, interaction, co-ordination and working relationships between members of the CDEM Group and the CEG, across business as usual, incident response, and recovery situations.

The new Group Plan will enshrine a more comprehensive, more robust and more resilient structure and organizational allocation of roles than is currently the case.

The future performance expectations and resourcing requirements for the Emergency Management Office will be readily acknowledged and provided for.

Taranaki CDEM will become more cost-effective and efficient, and will progress beyond its current level of capacity and capability, through each member addressing its own contributions and performance.

CDEM and CEG members will be held mutually accountable for delivery of emergency management within Taranaki.

The CDEM Group will be better placed to ensure the strategic and operational needs of Taranaki CDEM are acknowledged and will be met.

**Resources and references:**

- 2015 MCDEM monitoring and evaluation report on Taranaki's CDEM
- 2012 Taranaki CDEM Group Plan
- TEMO work plans for 2015-2016 and 2016-2017
- CDEM Act 2002
- Annual plans of the four local authorities
- MCDEM Director's guidelines

**Timeframe**

The review should be completed within three months of contract signing, with a draft report ready for circulation within 8 weeks. It is intended that the draft report should be circulated prior to the next meeting of the CEG (12 May), and its findings and recommendations workshopped on that date.

**Point of contact**

Gary Bedford, Director Environment Quality Taranaki Regional Council (senior administering officer for CEG and TEMO).

## **MCDEM audit report findings**<sup>1</sup>

From time to time MCDEM audits each region's CDEM (including individual members of the CDEM Group and CEG) against a wide-ranging set of criteria. The second such audit of CDEM in Taranaki was undertaken in early 2015 and reported to the Group in June 2015.

The report noted a steady improvement and commitment and gains by the Taranaki CDEM Group, with an increase in its overall score of 14.6% to reach 60.9%, which was above the target set by the Director. Local authorities' individual scores were not examined in the report.

The Executive summary calls for improvements across member agencies, and specifically notes that local authorities may also benefit from corrective action planning.

**Community awareness and participation:** the audit report noted integration between CDEM professionals and TA community development teams re message delivery and education. The employment of an EMO with community development background was praised as creating clear opportunities and direction.

The report specifically raised concerns over the current delivery of local authority responsibilities, as follows:

*Whilst the self-assessment of the Group recognises that there are improvements to be made in this area, interviewing revealed a mixture of conversations about volunteers. The CDEM Act 2002 requires the delivery of two streams of activity for local authorities;*

S64 Duties of local authorities

- (1) A local authority must plan and provide for civil defence emergency management within its district
- (2) a local authority must ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency.

*In order for the local authorities to be able to fulfil both these requirements its first recourse is to use the people it employs to provide its business as usual service delivery. To describe the Council employees as volunteers, who deliver statutory requirements, confuses discussions between Group participants about responsibilities (i.e. what is in their job description). The lack of resolution of this basic premise also affects conversations about capability development and capacity building and the CEO's of the local authorities would assist these matters to move forward considerably if this issue was addressed in the short term. Consistency of language and commitment to fulfilling section 64 of the CDEM Act would then also allow a considered discussion about volunteers who do not have obligations through local authority affiliation.*

**Risk reduction:** the audit report showed this was the area of lowest score, with territorial authorities in particular scoring very low. The report noted: *Local authorities have self-identified that there is work to do in the further local analysis of that (ie the regional council's hazard and risk reduction) information, the collation of other relevant data that they have, and deliberate conversations with their communities about risk options and risk acceptance.*

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<sup>1</sup> TRC documents FRODO 1514838 and 1513455

**Management of emergencies:** EOC exercising and group level planning was praised. The audit noted one area of concern as follows:- *the Group level welfare arrangements in conjunction with planning undertaken by the Taranaki Group Emergency Management Office (TEMO) are robust. However the breadth of local welfare activity is not well understood across the Taranaki CDEM Group. This is reflected in the scoring by the local authorities with regard to their planning for, understanding of and ability to deliver welfare to communities in an emergency. This area would benefit from deliberate conversations between the TEMO, the local authorities and the Coordinating Executive Group as to roles, responsibilities, expectations and capacity with regard to how welfare will be delivered locally.*

Other areas of concern encompassed the identification, mobilisation, and management of resources during emergencies.

**Recovery:** *'Like local welfare arrangements, the roles, responsibilities, expectations and capacity between the CEG, TEMO and local authorities is not well understood with regard to recovery and would benefit from further discussion.'*

The appointment of a recovery manager (a STDC employee) was noted with approval. [It can further be noted that an alternative recovery manager (an NPDC employee) has also been made more recently].

**Governance and management:** the more recent improvements in the TEMO professional staff and in the CEG understanding of its role and responsibilities, accountability, and stewardship were noted with approval. The chair was especially commended. The positive commitment of CEG members to a collaborative process was noted. The degree of reporting (including financial reporting) was warmly endorsed.

The report noted that discussions were underway around service level agreements, supported by all parties in the interests of clarity.

The audit noted with concern that : *'Whilst Group CDEM activity is self-assessed by Taranaki at the higher end of the advancing phase, local CDEM activity scores lower and sits within the developing bracket. Examining this score in conjunction with interviewing it was apparent that the roles and responsibilities and delineation between TEMO CDEM activity and local authority CDEM activity is not well understood or defined. Who does what and how that is accounted for are conversations that the Taranaki Group is currently undertaking and this is a positive step to achieving clarity. It is also evident that given the outcomes that the Group needs to achieve, particularly in terms of the new national welfare arrangements, community resilience activity and significant capability development shortfalls, the Group must consider whether its level of resourcing is sufficient to meet these challenges in the short and medium term.*

The MCDEM presenter also noted that there seemed to be poor circulation of CDEM matters to individual councils from their CEG/CDEMG representatives.

**Organisational resilience:** there was a general expression of concern that each Taranaki organisation needs to ensure they are robust and resilient eg addressing business continuity and critical business function support.

## MCDEM Monitoring and Evaluation Audit: items and responsible parties for corrective action

Note: 'local' (spreadsheet column preceding individual agency assignment) means that the question as posed was aimed at each local authority, but in some aspects this element may be delivered by the TEMO office on behalf of local authorities in Taranaki.

'org' means that the question applies internally to each organisation and cannot be assigned.

DRAFT

## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Regional Hazard Management Stocktake**

**Item:** 6

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

**Document:** 1643006

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### Purpose

The purpose of this memorandum is to inform the Group of the request to participants in CDEM in Taranaki, to undertake a hazard management stocktake of information resources and of activities for their agency. The stocktake will record their risk reduction, readiness and response work around hazards, and thus readily allow the CDEM Group, individual agencies, and the region's communities to identify what is being done (which may bring certainty and a degree of security), and therefore what is not being done (which allows the Group and the community to make an informed decision about acceptable residual risk).

This work will feed into the risk analysis work required for the review of the CDEM Group Plan for Taranaki 2012-2017, which is due to begin this year.

### Executive summary

A review of the CDEM Group Plan for Taranaki 2012-2017 is mandatory after 5 years and must be operational by the end date of the previous plan (ie September 2017 for the Taranaki plan). One of the requirements for the review of the Group Plan is an update of our regional hazard knowledge and risk profile.

To that end, Emergency management staff have approached the Hazards Advisory Group (HAZAG), and will be contacting a range of other organisations and agencies, to (1) start the process of documenting their risk reduction, readiness and response work around the identified hazards, and (2) to provide information on any research or contingency plans they use to support that work. Eventually the Group will need to consider whether the region has all the information and research needed to ensure an effective coordinated response to any particular hazard.

### Recommendation:

That the Taranaki Civil Defence Emergency Management Group:

1. receives the memorandum advising the Group of the intention to undertake a regional hazard management stocktake



2. endorses the approach to agencies to provide information on the measures they are delivering across the 4Rs (reduction, readiness, response, and recovery), and an inventory of hazard and risk information references and resources.

## Background

The CDEM Group Plan for Taranaki 2012-2017 is a statutory plan required under s 48 of the CDEM Act 2002. A review of the Plan is mandatory after 5 years (section 56) and must be operational by the end date of the previous plan (ie by September 2017 for the Taranaki plan).

One of the requirements for the review of the Group Plan is an update of our regional hazard knowledge and risk profile, including work to:

- identify and update the inventory of the hazard research held by the Group
- update the risk analysis included in the Plan
- identify gaps in hazard research.

Policy analyst staff have begun the job of creating a draft 'hazard matrix' document, which identifies the hazards as per the current Group Plan (together with some minor changes), and sets out documentation held by the Regional Council. Stratford District Council is also working to identify material.

Secondly, the MCDEM monitoring and evaluation audit highlights the need for the Taranaki region to have a sound knowledge of what measures are being implemented to reduce risk (the potential frequency and severity arising from the occurrence of adverse events). The audit covers items such as:-

### **A deliberate, strategic, and coordinated approach to community resilience is taken**

*There is a documented strategy for how the organisation intends to approach enhancing the resilience of its communities*  
*The strengths and vulnerabilities of communities in the jurisdiction have been analysed in order to inform resilience programmes*  
*Organisation has a methodology for analysing the impact of their efforts in community resilience building*  
*Organisation's community engagement and resilience programmes are reviewed for effectiveness on an annual basis*

### **Information on hazards and risks is readily available to the public**

*At-risk communities, households, and landowners are proactively targeted with relevant hazard risk information*

### **Community input on hazard risk management is sought, and 'acceptable levels of risk' defined**

*There is a process for identifying at-risk communities for specific hazards and risks*  
*Communities are informed of the outcomes of risk reduction activities and of any residual risk*

### **Hazard risks are analysed to determine local impact**

*Level of risk is assessed in the context of existing regulatory controls*  
*Vulnerabilities to communities, infrastructure and services etc. are described and understood, including any trends and forecasts of how these vulnerabilities might change over time*  
*Organisation periodically uses new hazard information to review its hazard risk profile*

### **Hazard risk information informs organisational plans, priorities, and expenditure**

*Organisation uses its hazard risk profile to inform strategic business planning*

*Organisation uses hazard risk information to identify gaps within existing organisational plans and controls*  
*Statutory instruments are reviewed to incorporate new hazard risk information*  
*Implications of new findings in hazard risk information or research are financially assessed and are used to inform Annual Planning and Long Term Plans*  
*Information on increased hazard risk is shared with emergency management professionals*

### **Implementation of risk reduction programmes is inclusive and coordinated**

*Organisational risk reduction activity across a range of business units (i.e. policy, planning, regulatory and service delivery), is joined up and can demonstrate cohesive community risk reduction*  
*Inter-agency mechanisms, (e.g. regional hazard reduction group etc.) are maintained to update agencies on progress, resolve issues and address collective needs*  
*Council land use planning engages with emergency management professionals to understand any potential consequences to communities in the management of hazard risk*  
*Risk reduction programmes inform asset management planning*  
*Residual risk is documented and informs emergency management planning*

### **Hazards, vulnerabilities, and risks are monitored on an ongoing basis**

*Risk reduction programmes are evaluated for effectiveness*  
*Shifts in communities' vulnerability to, perceptions of, and attitudes towards hazards and risk are evaluated as part of risk management reviews*

It should be noted that some of the above elements of emergency management were amongst the lowest scoring elements within the MCDEM audit.

## **Discussion**

To date there has been no methodical stocktake of what each agency, or sections of each agency, have done or are doing to reduce risk and to be ready for adverse events that may affect the Taranaki region. This is seen as a critical vulnerability for the management of the '4Rs' within our region (reduction, readiness, response, and recovery).

This memo proposes that each agency that plays a meaningful role in the management of emergencies in Taranaki should be asked to compile from their own perspective a record of measures they are delivering across the 4Rs. These records can then be collated by CDEM officers to provide a comprehensive and well-informed database, that will readily allow the Taranaki CDEM Group, individual agencies, and the region's communities to identify what is being done (which may bring certainty and a degree of security), and therefore what is not being done (which allows the community to make an informed decision about acceptable residual risk).

It is intended that the CDEM Group should contact each relevant agency and ask that the attached spreadsheet be completed.

As a worked example, for the first hazard listed (volcanic eruption-lahars and associated floods), the regulatory section of a district council may note that (for 'Done') for the last x decades, there have been building location restrictions; currently ('Doing') relevant building location restrictions and building code requirements are applied, and hazard identification information is provided on PIM/LIMs and within the District Plan; and in the future ('To do') there might be a prospective survey to identify and prepare a register of existing 'at risk' buildings. Under 'Readiness/response' the regulatory section might record (for example) that provision has been made (eg MOUs) for surge capacity to undertake a large number of

inspections of damaged buildings within a short period. Under 'Recovery' the regulatory section might note that hazard zones would be re-surveyed following such an event; and that because of an anticipated staggered period of re-build, no surge capacity would be needed for building inspections.

This work, when completed, will form a core element of the Group Plan, as both a statement of the current status of risk and hazard management across the region, and attendant vulnerabilities and resilience, and a register of future actions that will enhance the region's resilience and strengths.

Understanding the region's risk profile, and any necessary changes, requires this stocktake of hazard management work. To that end, members of HAZAG have been asked start the process of documenting their risk reduction, readiness and response work around the identified hazards, across all sections of their organisation/agency, and to provide information on any research or contingency plans they use to support that work.

Eventually the Group will need to consider whether the region has all the information and research needed to ensure an effective coordinated response to any particular hazard. The Group will particularly need to consider whether risk is being adequately and appropriately addressed within the region, including the level of residual risk that remains.

### **Appendices/Attachments**

Document #1581684: Draft Hazard Matrix: Information and Research for the Taranaki CDEM Group Region

Document #1617528: MCDEM Guidelines: Suggested content for CDEM Group Plan

Document #1642524: Regional inventory of risk reduction and response activities in Taranaki

## Summary of Hazard Information and Research for the Taranaki CDEM Group Region<sup>1</sup>

High-level hazard information contained in Officials' Committee for Domestic and External Security Coordination, *National Hazardscape Report 2007*, Department of the Prime Minister and Cabinet

Beban J G, Coomber M A, and Saunders W S A, 'Analysis of natural hazard provisions in regional policy statements, territorial authority plans, and CDEM Group Plans, *GNS Science Report 2014/28*, May 2014

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
<b>Volcanic eruption - Mt Taranaki :</b> Lahars and associated floods Tephra (Ash fall) Pyroclastic flows Lava flows Gases and acid rain Earthquakes	Taranaki Regional Council, 2015, <i>Mt Taranaki Volcanic Unrest Response Plan for the Taranaki Civil Defence Emergency Management Group</i>	<b>Volcanic hazards:</b> Bayley S, 'Living with Volcanoes–The Taranaki Story', <i>Tephra</i> , 21(2) 18-23, 2004	
		Bebbington M, Cronin S J, Chapman I, and Turner M B, 'Quantifying volcanic ash fall hazard to electricity infrastructure', <i>Journal of Volcanology and Geothermal Research</i> 177, 1055–1062, 2008	
		Grant-Taylor T L, GNS, 'Volcanic History of Western Taranaki', <i>New Zealand Journal of Geology and Geophysics Volume 78-86</i> , 1963	
		Hickling J, Clements M, Weinstein P, and Woodward A (1999), 'Acute health effects of the Mount Ruapehu (New Zealand) volcanic eruption of June 1996', <i>International Journal of Environmental Health Research</i> , 9:2, 97–107	
		Hull A G, 'Earthquake and Volcanic Hazards in Taranaki–Potential threats to oil and gas production and distribution infrastructure' in 1996 <i>New Zealand Petroleum Conference Proceedings Volume I</i> , 10 to 13 March 1996, pp 261–271	
		International Volcanic Health Hazard Network (IVHNN), Cities and Volcanoes Commission, GNS Science and the United States Geological Survey (USGS), <i>The Health Hazards of Volcanic Ash: A Guide for the Public</i> (pamphlet), <a href="http://www.ivhnn.org">www.ivhnn.org</a>	
		International Volcanic Health Hazard Network (IVHNN), Cities and Volcanoes Commission, GNS Science and the United States Geological Survey (USGS), <i>Guidelines on Preparedness Before, During and After an Ashfall</i> , (pamphlet), <a href="http://www.ivhnn.org">www.ivhnn.org</a>	
		Ministry of Agriculture and Forestry, <i>Volcanic Eruption!–Impacts and hazard mitigation for New Zealand's primary production industries</i> , (pamphlet), 2009	
		Neall V E, <i>The Volcanic History of Taranaki</i> , Massey University of New Zealand, Soil and Earth Sciences Occasional Publication No. 2, 2003	
		Tunbridge M, <i>Public Health Service Volcanic Resource</i> , MidCentral Health Limited, 2013	
		Wardman J B, Wilson T M, Bodger P S, Cole J W and Stewart C, 'Potential impacts from tephra fall to electric power systems: a review and mitigation strategies', <i>Bulletin of Volcanology</i> , Vol 74, No 10, December 2012	
		Wilson T M, Stewart C, Sword-Daniels V, Leonard G S, Johnston D M, Cole J W, Wardman J, Wilson G, and Barnard S T, 'Volcanic Ash impacts on critical infrastructure', <i>Journal of Physics and Chemistry of the Earth</i> , 2011	

<sup>1</sup> Send to TAs, CEG members, Lifelines

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
Lahars		Neall V E and Stewart R, 1998, 'Egmont Lahar Event 5 September 1998 – Report of an Inspection'.	
		<b>Planning and forecasting</b> Becker J S, Johnston D M, Leonard G S, Robertson C M, and Saunders, W S A, 'A Synthesis of challenges and opportunities for reducing volcanic risk through land use planning in New Zealand', <i>The Australasian Journal of Disaster and Trauma Studies</i> , Volume 2010-1	
		GNS Science, 'Resilient infrastructure: planning for the next volcanic crisis in New Zealand', course notes, <i>Planning for a volcanic Crisis Short Course</i> , Auckland, 2013	
		Green R M, Bebbington M S, Cronin S J, & Jones G (2013); Geochemical precursors for eruption repose length; <i>Geophysical Journal International</i> , 193(2), 855-873.	
		Johnston D, Becker J, Jolly G, Potter S, Wilson T, Stewart C, and Cronin S, 'Volcanic Hazards Management at Taranaki Volcano: Information Source Book', <i>GNS Science Consultancy Report, 2011/37</i>	
		Martin B J, <i>Likely Impacts within the Taranaki region of future eruptions from Egmont Volcano</i> , University of Auckland Masters Thesis, unpublished, 1998	
		Ministry of Agriculture and Forestry, 'Impact of a volcanic eruption on agriculture and forestry in New Zealand', <i>MAF Policy Technical Paper 99/2</i> , 1998	
		Ministry of Agriculture and Forestry, 'Volcano Alert', 2000 Update	
		Scott, B.J.; Travers, J. 2009 Volcano monitoring in NZ and links to SW Pacific via the Wellington VAAC. <i>Natural hazards</i> , 51(2): 263-273; doi:10.1007/s11069-009-9354-7	
		Spence R J S, Kelman I, Baxter P J, Zuccaro G, and Petrazzuoli S, 'Residential building and occupant vulnerability to tephra fall', <i>Natural Hazards and Earth System Sciences</i> , 5, 477-494, 2005	
		Turner M B, Cronin S J, Bebbington M, and Platz T, 'Developing a probabilistic eruption forecast for dormant volcanoes: a case study from Mt Taranaki, New Zealand', <i>Bulletin of Volcanology</i> 70: 507–515, 2008	
		Turner M. B, Bebbington M S, Cronin S J, & Stewart R B (2009); Merging eruption datasets: building an integrated Holocene eruptive record for Mt Taranaki, New Zealand; <i>Bulletin of volcanology</i> , 71(8), 903-918.	
		Wilson T, Dantas A, and Cole C, 'Modelling livestock evacuation following a volcanic eruption: an example from Taranaki volcano, New Zealand', <i>New Zealand Journal of Agricultural Research</i> , 2009, Vol 52, 99–110	
		Wilson T M, Stewart C, Cole J W, Johnston D M and Cronin S J, 'Vulnerability of farm water supplies to volcanic ash', <i>GNS Science Consultancy Report 2009/01</i> , February 2009.	
		Alloway B V and Neall V E, (date unknown) 'Summary Diagram of the Presently Known Eruptive History of Egmont Volcano in the last c12,000 year period'	
		[TBC] "Operational Requirements for an Earthquake Forecasting Programme for New Zealand"	
		Johnston D, Paton D, Scott B, Houghton B, Kozuch M, Vere-Jones D, (GNS), 'Volcano and Earthquake Alerts, Warnings and Forecasts in New Zealand', 1999	
		<b>Response and Recovery</b> Wilson T, Cole J, Cronin S, Stewart C, and Johnston D, 'Impacts on agriculture following the 1991 eruption of Vulcan Hudson, Patagonia: lessons for recovery', <i>Journal of Natural Hazards</i> (2011) 57: 185–212	
		TRC, 1996, Establishment of Baseline Air and Water Quality in various Eastern Hill Country Catchments in relation to possible ash fallout during an active phase of Mt Ruapehu. [TBC]	

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
		NIWA Report EVW70206, June 1997, 'The 1995/96 eruptions of Mt Ruapehu: Stream water quality impacts and ecosystem recovery.	
		Blong R J, 1984, 'Volcanic Hazards: The Effects on Utilities and Machinery', (extract from <i>Volcanic Hazards: A Sourcebook on the Effects of Eruptions</i> (1984) (held in TRC Library).	
Volcanic eruption – distant source:			
- Tephra			
- Gases and acid rain			
Earthquake – severe - local fault:		Hull A G and Dellow G D, 'Earthquake Hazards in the Taranaki Region', <i>GNS Science Consultancy Report 1993/03</i>	
		Sherburn S and Quinn R, 'An Assessment of the Effects of Hydraulic Fracturing on Seismicity in the Taranaki Region', <i>GNS Science Consultancy Report 2012/50</i> , February 2012	
		Taranaki Seismicity, [annual report 2009-2015], <i>GNS Science Consultancy Report</i>	
-		<i>Disposal of debris following urban earthquakes: Guiding the development of comprehensive pre-event plans</i> , GNS Science Report 2009/33, August 2009	
- Inglewood fault			
- Waverley fault		GNS, Significant Earthquakes affecting the Waverley region in Historical Time 1840 to present', Extract from South Taranaki Earthquake Hazard Analysis – Waverley Fault Zone Study Stage 2	
		<i>Townsend T, Hull A and Begg J (GNS), 'South Taranaki Earthquake Hazard Analysis Waverley Fault Zone Study: Pre-Historic Earthquake Investigations', GNS Report 33592D.20</i>	
- Oanui fault			
- Unknown faults			
Liquefaction		Dellow G D and Ries W, 'Liquefaction Hazard in the Taranaki Region', <i>GNS Science Consultancy Report 2013/57</i> , April 2013  commissioned by the Taranaki Regional Council, New Plymouth District Council, Stratford District Council and South Taranaki District Council.	

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
Earthquake – severe - distant fault			
Coastal hazards:		Lumsden, J L, 1993, <i>Report on Shoreline Erosion Adjacent to the Bell Block Sea Wall, North Taranaki</i> , Taranaki Regional Council, 1993	
		Lumsden, J L, 1995, <i>Report on Shoreline Erosion Adjacent to the Bell Block Sea Wall, North Taranaki</i> , New Plymouth District Council	
		Fulton-Bennett K & Griggs G B, "Coastal Protection Structures and their Effectiveness", Joint publication of the State of California Department of Boating and Waterways and the Marine Sciences Institute of the University of California at Santa Cruz, (extract only – on Rip-rap	
- Erosion	New Plymouth District Council, <i>Coastal Strategy</i> , www.newplymouthnz.com, Council Documents, Plans and Strategies, 2006	Foster D N, <i>Design of Rubble Mound Breakwaters and Revetments</i>	
	New Plymouth District Council, <i>Coastal Strategy Implementation Plan</i> , www.newplymouthnz.com, Council Documents, Plans and Strategies, Coastal Strategy, Updated 2014	Lumsden John, 1995, Beach Management – <i>Putting Sea Walls in their Place</i> , Transactions, Vol 22, No Institution of Civil Engineers, November 1995.	
	New Plymouth District Council, <i>Coastal Erosion Strategy</i> , www.newplymouthnz.com, Council Documents, Plans and Strategies, 1995	[TBC] Buckeridge, J St JC, <i>A Systems Approach to the Geotechnical Design of Rigid Seawalls</i>	
		[TBC] Barrett Rob J, 'Use of Plastic Filters in Coastal Structures', <i>Proceedings of the Xth International Conference on Coastal Engineering, Tokyo, Japan, September 1966</i>	
		[TBC] Dunham J W & Barrett R J, 'Woven Plastic Cloth Filters for Storm Sea Walls', <i>Journal of the Waterways Harbors and Coastal Engineering Division</i> , February 1974.	
		[TBC] Wainui Beach Protection Scheme, April 1976	
		[TBC] Burgess J S, Aug 1975, 'Beach Change – a Vital Factor in Coastal Erosion Control', <i>Journal of Soil &amp; Water</i> , August 1975.	
		[TBC] Forbis, John, Dec 1974, 'Man and the Sea', <i>Journal of Soil &amp; Water</i> , December 1974	
		[TBC] Patchett, M A and others, <i>Investigations of Erosion at Oakura Beach</i> , Taranaki Catchment Commission, 1978?	
		[TBC] Goldsmith, P and Kirk R, <i>Beach Erosion: Oakura &amp; Neighbouring Beaches 1977-1978: Comprehensive Study &amp; Recommendations</i>	
		[TBC] Patchett M A, for Taranaki Catchment Commission, <i>Investigations of Erosion at Onaero Beach, 1978</i>	
		[TBC] Dr R M Kirk, Morris & Wilson, <i>Coastal Erosion and Sand Transport around Port Taranaki Research Proposal</i>	
		Stephens P & Dymond J, Landcare Research NZ Ltd, 1999, <i>Design of a Monitoring System for Bare Sand Changes and Coastal Erosion in Taranaki</i> , Landcare Research Report LC9899/056	
		TRC, 2002, <i>Taranaki Coastal Info Inventory Metadata Info Sheet</i>	
		Journal of Soil & Water, December 1974, 'Beach Reclamation Costly'.	
		Journal of Soil & Water, April 1976, 'Wainui Beach Protection Scheme'.	
		TRC, 1995, 'Calculation of Erosion Rate from New Plymouth District Council's Survey Data'.	

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
- Tsunami	Taranaki Regional Council, 2010, <i>Tsunami Initial Action Plan for the Taranaki Civil Defence Emergency Management Group</i>	Goodier, C and Clode G, <i>Taranaki Tsunami Inundation Analysis</i> , Hawke's Bay Regional Council, Asset Management Group Technical Report, Prepared for Taranaki Civil Defence Emergency Management Group, <i>HBRC Plan Number 4362</i> , June 2012	
	Taranaki Civil Defence Emergency Management Group, 2010, <i>Tsunami Contingency Plan, May 2010</i>	National Tsunami Hazard Model, <i>GNS Science Consultancy Report 2013/59</i> , 2013.	
		Power, W. L. (compiler) (2013). Review of tsunami hazard in New Zealand (2013 update). GNS Science consultancy report 2013/131	
		Power W L, 'Tsunami hazard curves and de-aggregation plots for 20km coastal sections, derived from the 2013 National Tsunami Hazard Model', <i>GNS Science Consultancy Report 2013/59</i> , January 2014	
		De Lange W P, Healy T R, 1984, 'New Zealand Tsunamis 1840-1982', <i>New Zealand Journal of Geology and Geophysics</i> , 1986, Vol 29, 115-134	
		De Lange W P, Healy TR, 1984, Annotated list of New Zealand Tsunami Events 1840-1982, <i>New Zealand Journal of Geology and Geophysics</i> , 1986, Vol 29,	
- Storm surge <sup>2</sup>			
Slope instability:		DeRose Ron C, 1996, <i>Relationships between slope morphology, regolith depth, and the incidence of shallow landslides in eastern Taranaki hill country</i>	
		[TBC] DeRose R C, Trustrum N A, Thomson N A, Roberts A H C, 1995, 'Effect of landslide erosion on Taranaki hill pasture production and composition', <i>New Zealand Journal of Agricultural Research</i> , 1995, Vol 38:457-471	
- Mt Taranaki		[TBC] Hewitt, AE, LandCare, May 1998, <i>Structural Vulnerability of Taranaki soils</i>	
- Eastern Hill Country		O'Leary S M, Stephens B R, 'A Guide to the Use of New Technique for Monitoring Sustainable Land Use in North Island Hill Country', <i>Landcare Research Contract Report LC9697/002</i> , July 1996. (Frodo #846196)	
		MAF, Landcare and TRC, "Sustainable Land use in the Taranaki Hill Country – a Case Study, TRC Technical Report 92-19 (Frodo #846128)	
		DSIR, 'Physically Sustainable Land Uses in the Taranaki Region', DSIR Contract Report No 92/27, (Frodo #846138)	
		'Forested Land', Technical Paper, Report 92/29 (1992) (Frodo #846143)	
		'Rural Land Use to achieve sustainable management', Discussion Paper, July 1992 (#846144)	

<sup>2</sup> Previously known as 'Sea state (marine waves)



Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
River and stream bank erosion	Proposed Soil Conservation Protection Plan – Waitara River – Ngati-Maru Marae, Te Upoko o Te Whenua, October 1992 (Frodo #846136)		
Riverbed aggradation		Taranaki Catchment Commission, Nov 1981, <i>Aggregates for the Taranaki Region</i>	
Flooding inundation:	Taranaki Regional Council: Flood Event Standard Operating Procedure	NIWA Project ELF 10222, 'Probable Maximum Flood: Guidelines for NZ, Niwa Client Report CHC 2010-041, April 2010	
	Taranaki Regional Council: Flood Warning Procedures Manual	Taranaki Flood, 10-15 March 1990	
	Taranaki Regional Council: Severe Weather Event Procedures	Taranaki Catchment Commission, Oct 1982, 'Flood Events in Taranaki, Part A – Historical Index, and Part B – River Index (Frodo #17919)	
	Draft Taranaki Flood Response Plan for Taranaki CDEM Group	Aggradation in Rivers in Ring Plain, (Frodo #890704)	
		R McDonald, <i>Flood Events in Taranaki</i> , (Frodo #1597134)	
		R McDonald, <i>Flooding in Taranaki 1954-1980</i> , (Frodo #1455984)	
- Lower Waitara River	<i>Waitara Flood Response Plan 2005</i>	Waitara Township, Flood Protection Review, 1990	
	Lower Waitara Flood Protection (Frodo #954234)	Gibb Dr J G, Report prepared for New Plymouth District Council, <i>Strategic options for the Training Moles at the Waitara River mouth</i> (Draft), October 1996.	
- Lower Waitotara River	<i>Waitotara Flood Response Plan 2008</i>	Reducing the Risk: Proposed river clearance and maintenance programme for the Waitotara Catchment, TRC, Feb 2006, (Frodo #28555)	
	Waitotara River Flood Management Strategy, Sept 1995	Waitotara Valley, Feb 2004 Storm Event, (Frodo #65709)	
	Waitotara River Catchment Plan (Frodo #997827)		

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
- Lower Tongaporutu			
- Stony River			
- Eastern Hill Country			
- New Plymouth – Central business district		Newton-King, O'Dea Gibson & Evans, <i>Environmental Impact Report on Flood Control Proposals for the Huatoki &amp; Mangaotuku Streams &amp; Tributaries, (Concise report only)</i> New Plymouth City Council, April 1982	
- New Plymouth – Lower Waiwhakaiho		TRC, 'Low flows in the Waiwhakaiho River', (Frodo #1601516)	
- Stratford			
- Hawera			
- Opunake			
Heavy Snow beyond National Park boundary		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
Severe Hail		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
Severe Frost		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
Lightning		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
Damaging winds		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
		'Climate Hazards and Extremes - Taranaki Region: High Winds and Tornadoes', NIWA Client Report: WLG2007-048, June 2007	
Tornado		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
Drought		Ministry of Primary Industries (formerly Ministry of Agriculture and Forestry), 'Drought definition, recognition and assistance measures', (2009)	
		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
		Taranaki Irrigation Study – Final Report for TRC, Report C11022/2, February 2012 (Frodo #1015334)	
		R McDonald, <i>Periods of Low Rainfall in Taranaki</i> , (Frodo #16090772)	
		TRC, 'Low flows in the Waiwakaiho River', (Frodo #1601516)	
		Daw G, <i>An Explanation of El Nino, La Nina and the Southern Oscillation</i> , NIWA Report AK97129, 1997	
Heat wave		Chappell P R, 'The Climate and Weather of Taranaki, 2 <sup>nd</sup> edition', <i>NIWA Science and Technology Series, Number 64</i> , 2014	
Lifeline Utility failure:		Centre for Advanced Engineering, <i>Risks &amp; Realities: A Multi-Disciplinary Approach to the Vulnerability of Lifelines to Natural Hazards</i> (This book is held in the TRC Library).	
	- Electricity (network local supply) – long term		
	- Electricity (network local supply) – short term		
	- Road network – long term		
	- Road network – short term		
	- Information and Communication Technology – long term (more than 8 hours)		
	- Information and Communication Technology – short term (less than 8 hours)		
	- Water – major urban supply – long term		

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
- Water – major urban supply – short term			
- Water – small community supply – (including drought, as above) - long term			
Water – small community supply – (including drought, as above) - short term			
- Water supply contamination (chemical or biological)			
- Sewerage – long term			
- Gas – high pressure gas pipeline		Natural Gas Corporation, Landowner Pipeline Safety Info	
		Natural Gas Corporation, <i>Pipeline Safety Information</i>	
-			
- Gas – local gas supply – long term			
<b>Hazardous substances</b>	Taranaki CDEM, <i>Emergency Debris Management Plan 2012</i> (Frodo #1003624)	TRC, 'Management of Unwanted and intractable hazard wastes' (Frodo #1633964)	
	[TBC] Civil Defence Hazardous Substance Evacuation Procedures	TRC, 'Hazardous Waste Management in Taranaki', (Frodo #1633984)	
		TRC, 'Roles at Clandestine Meth Lab sites' (Frodo #988569)	
- Local ground and water (spillage or leakage)			
- Widespread (industrial spillage or leakage)		TRC, 'Examination of the Toxicity of Petroleum Pipeline' (Frodo #1601574)	
- Oil Spill	The Inspectorate section of the Taranaki Regional Council holds the documents that make up the Regional Oil Spill Contingency Plan, and the Council also holds copies of oil spill contingency		

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
	plans for sites holding petroleum-related consents.		
- Aerial emissions			
<b>Major transport accident</b>			
- Air			
- Rooding		NZTA, New Zealand Road Safety Research, (annual reports)	
- Rail			
- Marine/Port	Port Taranaki and Harbour Safety Management System Manual, Aug 2014 (Controlled copies: Frodo #1455975)		
<b>Structural failure (including dam failure):</b>			
- Small structure			
- Significant structure (Flood retention dams, stadiums (Yarrows), hospitals (TDHB))			
<b>Fire</b>			
- Structural –downwind effects (smoke)			
- Vegetation –downwind effects (smoke)			
<b>Climate Change</b>		Ministry for the Environment, 2008, <i>Climate Change effects and impacts assessment: A guidance manual for local government in New Zealand</i> , 2nd Ed.	
		NIWA project NPD06301, <i>Climate Trends, Hazards and Extremes - Taranaki Synthesis Report</i> , NIWA Client Report: AKL-2008-080, Oct 2008	
		NIWA, MWH, GNS and BRANZ (2012) <i>Impacts of Climate Change on Urban Infrastructure and the Built Environment: Toolbox Handbook</i>	

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
		Schneider Stephen H, 1989, 'The Changing Climate', <i>Scientific American</i> , September 1989.	
		[TBC] Nielson, Rolf Haugaard, 'Chill Warnings from Greenland', <i>New Scientist</i> , August 1993.	
		Balling R C , Idso S B, & Hughes, W S, 1992, 'Long-term and recent anomalous temperature changes in Australia', <i>Geophysical Research Letters</i> , Vol 19, No 23, pp 2317-2320, 2 December 1992	
		[TBC] Dr Roth R, , <i>How well do we know our Climate?: Some Critical Remarks about the Problem.</i>	
		[TBC] Lindzen R S, 1992, 'Global warning: the origin and nature of alleged scientific consensus', <i>Electricity Supply Magazine</i> , No 5, June 1992.	
		[TBC] Salinger M J, <i>Greenhouse warming – Preparing for a climate change.</i>	
		[TBC] Smith R Keith and Hume Terry, <i>Global warming and our coastline</i>	
		Musselman R C and Fox D G, 1991, 'A review of the role of Temperate Forests in the Global CO <sup>2</sup> Balance', <i>Journal of Air &amp; Waste Management Association</i> , June 1991, Volume 41, No 6	
		Miller A, Mintzer I, Brown P G, 1990, 'Rethinking the Economics of Global Warming', <i>Issues in Science and Technology</i> , Fall 1990.	
		Maclaren J P & Dyck W J, 1991, <i>Bioenergy &amp; the Greenhouse Effect: NZ's Policies &amp; Options</i>	
		Barde, Jean-Philippe, ??? <i>The Economic Approach to the Environment</i> ,	
		Sutton W R J (Tasman Forestry), 1991, <i>Plantation Forestry and its Contribution to Atmospheric Carbon</i>	
		Maunder W J, 'Global Warming – a Hot Time to Come', <i>Journal of Soil &amp; Water</i> , Summer 1987	
		NZ Climate Committee of the Royal Society of New Zealand, Abridged report, <i>Climate Change in New Zealand</i> , 1988.	
		Salinger Dr M J, Hicks Dr D M, 1990, Extracts from 'Climatic Change: Impacts on New Zealand', <i>Ministry for the Environment</i> , 1990	
<b>Public Health Threat</b>			
- infectious human disease and pandemic	Taranaki CDEM Group <i>Pandemic Influenza Strategy 2006</i>		
	Taranaki District Health Board <i>Pandemic Response Plan 2011-2014</i>		
<b>Biological</b>			
- Biosecurity incursion (plants and animals)			

Hazard as per CDEM Group Plan	Contingency Plans	Research and reports	Comments/notes
War			
Terrorism / external threat / nuclear threat			
Economic failure (recession/ depression)			
Extra-terrestrial object			
National event			



## APPENDIX E CHECKLIST OF SUGGESTED CONTENT OF A CDEM GROUP PLAN

Content	✓
<b>Executive summary</b>	
<b>Introduction</b>	
<ul style="list-style-type: none"> <li>The purpose of the CDEM Group Plan</li> </ul>	
<ul style="list-style-type: none"> <li>The vision and goals of the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>A description of the geographical area the Plan covers</li> </ul>	
<ul style="list-style-type: none"> <li>A definition of the target audience (who the Plan is for)</li> </ul>	
<ul style="list-style-type: none"> <li>A description of the Plan structure and how to use it</li> </ul>	
<ul style="list-style-type: none"> <li>An explanation of the relationship of the CDEM Group Plan to <i>the National CDEM Strategy and National CDEM Plan and Guide</i></li> </ul>	
<ul style="list-style-type: none"> <li>A description of the processes used in developing the Plan</li> </ul>	
<b>Risk understanding context</b>	
<ul style="list-style-type: none"> <li>A comprehensive summary of the natural, social, built, and economic environments of the CDEM Group area</li> </ul>	
<ul style="list-style-type: none"> <li>Descriptions of hazards that could impact upon the CDEM Group and characterisation of their likelihood and consequences</li> </ul>	
<ul style="list-style-type: none"> <li>A qualitative assessment of the risks in the CDEM Group area, through risk analysis and evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>An evaluation of the current and potential decisions and actions across the 4Rs in relation to the CDEM Group's prioritised risks</li> </ul>	
<b>Risk reduction</b>	
<ul style="list-style-type: none"> <li>A clear and concise statement of principles or criteria for risk reduction within the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>A description of how risk reduction is managed and how reduction challenges are addressed within the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>A statement of the outcomes sought from CDEM Group reduction activities and descriptions of specific, measurable and achievable risk reduction objectives</li> </ul>	
<ul style="list-style-type: none"> <li>Descriptions of specific policies, methods and/or tools for delivery of the desired outcomes</li> </ul>	
<ul style="list-style-type: none"> <li>A clear statement of the expectations the CDEM Group has of its individual members and partners in respect of risk reduction activities.</li> </ul>	
<b>Readiness</b>	
<ul style="list-style-type: none"> <li>A description of the current levels of both organisational and community readiness</li> </ul>	
<ul style="list-style-type: none"> <li>A description of the readiness issues that have been identified</li> </ul>	
<ul style="list-style-type: none"> <li>Readiness objectives for both community and organisational readiness that relate to the maintenance or enhancement of capability across the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>A description of any existing arrangements (tools, processes or plans) that the CDEM Group has for giving effect to the planning and delivery of readiness activities</li> </ul>	
<ul style="list-style-type: none"> <li>An outline of any additional arrangements, methods or resources required to achieve readiness objectives</li> </ul>	
<ul style="list-style-type: none"> <li>A clear statement of the expectations the CDEM Group has of its individual members and partners in respect of readiness levels and activities.</li> </ul>	



Content	✓
<b>Response</b>	
<ul style="list-style-type: none"> <li>• A clear and concise statement of principles or criteria for response within the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the response issues that have been identified</li> </ul>	
<ul style="list-style-type: none"> <li>• Objectives for response developed from the issues identified that seek to develop or enhance current arrangements across the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of any existing arrangements (tools, policy, processes or plans) that the CDEM Group has for giving effect to the delivery of response activities</li> </ul>	
<ul style="list-style-type: none"> <li>• An outline of any additional arrangements, methods or resources required to achieve readiness objectives an outline of the relationships the CDEM Group has with national support agencies and other CDEM Groups during emergencies</li> </ul>	
<ul style="list-style-type: none"> <li>• An outline of the process for the transition from response to recovery, and</li> </ul>	
<ul style="list-style-type: none"> <li>• A clear statement of the expectations the CDEM Group has of its individual members and partners in respect of response capacity, capability, and arrangements.</li> </ul>	
<b>Recovery</b>	
<ul style="list-style-type: none"> <li>• Clear and concise objectives for recovery within the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>• Reference to the CDEM Group Recovery Plan</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of current arrangements and structures in place</li> </ul>	
<ul style="list-style-type: none"> <li>• Stated objectives relating to the maintenance and enhancement of recovery across the CDEM Group, including planning, training and education</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of methods and resources required to help in the recovery objectives</li> </ul>	
<ul style="list-style-type: none"> <li>• Clearly stated reporting requirements of the Recovery Manager</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the process for the CDEM Group to provide Recovery reports</li> </ul>	
<ul style="list-style-type: none"> <li>• Clearly stated financial arrangements for recovery at both CDEM Group and local authority level</li> </ul>	
<ul style="list-style-type: none"> <li>• An outline of the recovery exit strategy</li> </ul>	
<ul style="list-style-type: none"> <li>• A clear statement of the expectations the CDEM Group has of its individual members and partners in respect of recovery activities.</li> </ul>	
<b>Monitoring and evaluation</b>	
<ul style="list-style-type: none"> <li>• A clear and concise statement of principles or criteria for monitoring and evaluation within the CDEM Group</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the monitoring and evaluation issues that have been identified</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the objectives the CDEM Group has in respect of monitoring and evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the process for monitoring and evaluation of the CDEM Group and CDEM Group activities (in terms of monitoring and evaluating capability and performance, and measuring progress)</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the process to ensure that the CDEM Group is complying with all relevant legislation</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the process for reviewing the CDEM Group Plan, and a clear statement of the expectations the CDEM Group has of its individual members and partners in respect of monitoring and evaluation activities.</li> </ul>	
<b>Management and governance</b>	
<ul style="list-style-type: none"> <li>• A clear statement of the general principles and objectives for management and governance within the CDEM Group, including any expected management and</li> </ul>	



Content	✓
governance behaviours	
<ul style="list-style-type: none"> <li>• Identification of the members of the CDEM Group Joint Committee (or committee of council for a unitary authority), and a description of their role, responsibilities and any established arrangements</li> </ul>	
<ul style="list-style-type: none"> <li>• Identification of the members of the Coordinating Executive Group (CEG), and a description of their role, responsibilities and any established arrangements</li> </ul>	
<ul style="list-style-type: none"> <li>• A clear description of the administering authority's functions and arrangements</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the functions, roles and responsibilities of the Group Emergency Management Office</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of any relevant shared service arrangements for CDEM and the expected management principles in respect of the shared CDEM activity</li> </ul>	
<ul style="list-style-type: none"> <li>• A statement of the delegated authorities, functions and powers, including any key appointments, persons authorised to declare, Group Controller, Local Controllers, Recovery Manager and Welfare Manager</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the cooperative arrangements with other CDEM Groups</li> </ul>	
<ul style="list-style-type: none"> <li>• A description of the financial arrangements for the CDEM Group and its members</li> </ul>	
<ul style="list-style-type: none"> <li>• A reference to the work programme for the CDEM Group and its linkages to the work programmes of members and partner organisations.</li> </ul>	
<b>Summary of proposed actions</b>	
<ul style="list-style-type: none"> <li>• A summary of all the proposed actions in the Plan, that               <ul style="list-style-type: none"> <li>○ will be taken forward into a CDEM Group work programme, and/or</li> <li>○ that member authorities and partners should action in their respective organisations.</li> </ul> </li> </ul>	

## Regional inventory of risk reduction and response activities in Taranaki (for CDEM Group Plan for Taranaki 2017-2022)

Hazard as per CDEM Group Plan	Reduction			Readiness/response capacity	Recovery/rebuild capacity
	Done	Doing	Could/will do		
<b>Volcanic eruption - Mt Taranaki :</b>					
- Lahars and associated floods					
- Tephra (Ash fall)					
- Pyroclastic flows					
- Lava flows					
- Gases and acid rain					
- Earthquakes (centred on mountain)					
<b>Volcanic eruption – distant source:</b>					
- Tephra	-	-	-	-	-
- Gases and acid rain	-	-	-	-	-
<b>Earthquake – severe - local fault:</b>					
- Inglewood fault	-	-	-	-	-
- Waverley fault	-	-	-	-	-
- Oaonui fault	-	-	-	-	-
- Unknown faults	-	-	-	-	-
<b>Liquefaction</b>					
<b>Earthquake – severe - distant fault</b>					
<b>Coastal hazards:</b>					
- Erosion	-	-	-	-	-
- Tsunami	-	-	-	-	-
- Storm surge	-	-	-	-	-
<b>Slope instability:</b>					
- Mt Taranaki	-	-	-	-	-
- Eastern Hill Country	-	-	-	-	-
<b>River and stream bank erosion</b>					
<b>Riverbed aggradation</b>					

Hazard as per CDEM Group Plan	Reduction			Readiness/response capacity	Recovery/rebuild capacity
	Done	Doing	Could/will do		
<b>Flooding inundation:</b>					
- Lower Waitara River	-	-	-	-	-
- Lower Waitotara River			-	-	-
- Lower Tongaporutu		-	-	-	-
- Stony River	-	-	-	-	-
- Eastern Hill Country	-	-	-	-	-
- New Plymouth – Central business district	-	-	-	-	-
- New Plymouth – Lower Waiwhakaiho	-	-	-	-	-
- Stratford	-	-	-	-	-
- Hawera	-	-	-	-	-
- Opunake	-	-	-	-	-
<b>Heavy Snow beyond National Park boundary</b>					
<b>Severe Hail</b>					
<b>Severe Frost</b>					
<b>Lightning</b>					
<b>Damaging winds</b>					
<b>Tornado</b>					
<b>Drought</b>					
<b>Heat wave</b>					
<b>Lifeline Utility failure:</b>					
- Electricity (network local supply) – long term	-	-	-	-	-
- Electricity (network local supply) – short term	-	-	-	-	-
- Road network – long term	-	-	-	-	-
- Road network – short term	-	-	-	-	-
- Information and Communication Technology – long term (more than 8 hours)	-	-	-	-	-

Hazard as per CDEM Group Plan	Reduction			Readiness/response capacity	Recovery/rebuild capacity
	Done	Doing	Could/will do		
- Information and Communication Technology – short term (less than 8 hours)	-	-	-	-	-
- Water – major urban supply – long term	-	-	-	-	-
- Water – major urban supply – short term	-	-	-	-	-
- Water – small community supply – (including drought, as above) - long term	-	-	-	-	-
Water – small community supply – (including drought, as above) - short term					
- Water supply contamination (chemical or biological)	-	-	-	-	-
- Sewerage – long term	-	-	-	-	-
- Gas – high pressure gas pipeline	-	-	-	-	-
- Gas – local gas supply – long term	-	-	-	-	-
Hazardous substances					
- Local ground and water (spillage or leakage)	-	-	-	-	-
- Widespread (industrial spillage or leakage)	-	-	-	-	-
- Oil Spill	-	-	-	-	-
-	-	-	-	-	-
- Aerial emissions	-	-	-	-	-
Major transport accident					
- Air	-	-	-	-	-
- Roving	-	-	-	-	-
- Rail	-	-	-	-	-
- Marine/Port	-	-	-	-	-
Structural failure (including dam failure):					
- Small structure	-	-	-	-	-
- Significant structure (Flood retention dams, stadiums (Yarrows), hospitals (TDHB))	-	-	-	-	-
Fire					

Hazard as per CDEM Group Plan	Reduction			Readiness/response capacity	Recovery/rebuild capacity
	Done	Doing	Could/will do		
- Structural –downwind effects (smoke)	-	-	-	-	-
- Vegetation –downwind effects (smoke)	-	-	-	-	-
Climate Change (effects other than as covered elsewhere above					
Public Health Threat					
- infectious human disease and pandemic	-	-	-	-	-
Biological					
- Biosecurity incursion (plants and animals)	-	-	-	-	-
War					
Terrorism / external threat / nuclear threat					
Economic failure (recession/ depression)					
Extra-terrestrial object					
National event					

## Agenda Memorandum

**Date** 1 March 2016



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

**Subject: Taranaki CDEM Alternate Group**  
**Controller – notice of resignation –**  
**P Brennan**

**Item:** 7

**Approved by:** G K Bedford, Director-Environment Quality

B G Chamberlain, Chief Executive

**Document:** 1645425

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### Purpose

The purpose of this memorandum is to advise the Taranaki Civil Defence Emergency Management Group (CDEM) of the decision of the Taranaki CDEM Alternate Group Controller, Mr Paul Brennan, to retire as of 21 January 2016. His letter of resignation is attached.

### Executive summary

Mr Brennan notified the Taranaki Regional Council on 21 January 2016 that he was tendering his resignation as a Taranaki CDEM Group Alternate Controller as of that date. He noted the recent appointment of two additional controllers, and his continuing absences from the region, as reasons for his resignation.

A Civil Defence Emergency Management Group must appoint and may remove a Group Controller for its area, pursuant to clause 26 of the Civil Defence Emergency Management Act 2002.

### **26 Appointment of Group Controllers**

- (1) *A Civil Defence Emergency Management Group must appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area.*
- (2) *A Group must appoint, either by name or by reference to the holder of an office, at least 1 suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller on the occurrence of a vacancy in the office of Group Controller or the absence from duty of the Group Controller for any reason, for the duration of the vacancy or absence.*

(3) A Group may, at any time, remove from office or replace a Group Controller appointed under subsection (1) or subsection (2).

(4) A Group may –

- (a) delegate the authority to replace the Group Controller during a state of emergency with a person appointed under subsection (2) to 1 or more of the representatives who are authorised under [section 25\(1\)](#) to declare a state of emergency for that group area; and
- (b) impose limitations on the circumstances in which the authority delegated under paragraph (a) may be used.

## **Recommendation**

That the Taranaki Civil Defence Emergency Management Group:

1. notes and accepts the resignation of Mr Paul Brennan as a Taranaki Civil Defence Emergency Management Group Alternate Controller as of 21 January 2016
2. records their recognition and appreciation of Mr P Brennan's committed service to Taranaki, the Taranaki Civil Defence Emergency Management Group and the Taranaki Civil Defence Emergency Management Group Alternate Controller position

## **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.