

**Minutes of the Taranaki Civil Defence Emergency Management Group meeting held in the Taranaki Regional Council Chambers, 47 Cloten Road, Stratford on Tuesday 14 June 2016 commencing at 10.30am.**



<b>Members</b>	Councillor	B R Jeffares	(Taranaki Regional Council)
			(Chairperson)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
	Mayor	A Judd	(New Plymouth District Council)
<b>Attending</b>	Mr	G K Bedford	(Taranaki Regional Council)
	Ms	A Kemp	(Chairperson Taranaki CDEM CEG)
	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 apologies from Councillor K Squire (Stratford District Council), Mr C Stevenson (South Taranaki District Council) and Mrs B McKerrow (New Plymouth District Council) were received and sustained.

**Notification of**

**Late Items** There were no late items of general business.

**1. Confirmation of Minutes – 1 March 2016**

**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 1 March 2016 at 10.30am
2. notes that the unconfirmed minutes and confidential minutes of the Taranaki Civil Defence Emergency Management Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Tuesday 1 March 2016 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.

## **2. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 12 May 2016**

### **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 12 May 2016 at 10.30am
2. adopts the recommendations therein.

Judd/Dunlop

### **Matters Arising**

Ms A Kemp, Taranaki Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Chairperson provided a verbal report and update to the Group on matters and business discussed at the CEG meeting (12 May 2016) to which the aforementioned minutes relate to, including:

- work being undertaken by Welfare and Lifelines Advisory Groups
- establishment of a project team to assist with planning going forward re the Taranaki CDEM Group Plan
- change to the Rural Advisory Group's Terms of Reference with regard to the appointment of Group Chairperson
- Red Cross Hazard smart phone application
- Taranaki Flood Response Plan

## **3. Confirmation of resourcing of civil defence emergency management in Taranaki for 2016/2017 and Taranaki Civil Defence Emergency Management Business Plan 2016/2017**

- 3.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum to confirm the annual business plan for Taranaki Civil Defence Emergency Management 2016/2017 and the estimates for resourcing the delivery of civil defence emergency management functions in Taranaki for 2016/2017.
- 3.2 It was noted that the external review of the engagement and contributions of Members of CDEM and CEG to Taranaki CDEM, that is currently underway, may well result in changes to work programmes and resourcing arrangements in the new Group Plan. In the interim, the 2016/2017 Business Plan is essentially a holding pattern.
- 3.3 It was agreed that the Group should note the Taranaki Regional Council's 2016/2017 budget for civil defence emergency management, as approved in their 2015/2025 *Long-Term Plan*, equates to 50% of the total district council contributions, being approx. \$362,000.

## Resolved

THAT the Taranaki Civil Defence Emergency Management Group

1. confirms the previously circulated 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. notes that the final cost sharing arrangement for 2016/2017 are reduced from the draft cost allocations provided in November 2015. The final figures are:

New Plymouth District Council	\$253,205
Stratford District Council	\$21,703
South Taranaki District Council	\$86,813

4. notes the Taranaki Regional Council's 2016/2017 budget for civil defence emergency management, as approved in their 2015/2025 *Long-Term Plan*, equates to 50% of the total district council contributions, being approx. \$362,000.

Jeffares/Dunlop

## 4. Group Controllers - Update

- 4.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum providing the Group with an update on the status of controllers for the Taranaki Civil Defence Emergency Management Group.
- 4.2 Mr S Briggs, Senior Emergency Management Officer, and Mr I Wilson, Ministry of Civil Defence Emergency Management, outlined to the Group the specifics of the Ministry's Controllers Course designed ensure a consistent level of knowledge and expertise in the role nationwide that will ultimately allow Controllers to be utilised by other CDEM Groups if required. Two Taranaki Controllers are currently undertaking the Controllers Course. The Taranaki CDEM budget allows for two Controllers to undertake the course each financial year.
- 4.3 The Group held a wider discussion on the current cadre of Controllers in Taranaki CDEM and the impediments in ensuring all are adequately trained. Paid time to attend training, the required amount of study (2 years) and the significant role and responsibilities of a Controller during a civil defence emergency are seen as barriers to the recruitment of Controllers in the future. The district council's agreed that providing a long-term solution is desirable and agreed to consider resourcing Controllers for Taranaki CDEM from within their organisations. It was noted that this model was used in other CDEM Groups.
- 4.4 It was agreed that the Taranaki CDEM Group would write to each district council *requesting* each council to consider making available suitable staff for the role of Controller and the requirements of each district council obligations under the *Civil Defence Emergency Management Act 2002*.

## **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the memorandum providing an update on the status of controllers for the Taranaki CDEM Group
2. confirms the appointment of Mr Shane Briggs and Mr Brent Manning as interim Group Controller and Group Controller, respectively, to Taranaki CDEM Group
3. accepts the resignation of Mr David Haszard from his position as Group Controller, Taranaki CDEM Group
4. notes that Mr Shane Briggs and Ms Sue Kelly are undergoing a recognised Controllers' training course
5. agrees that the Taranaki CDEM Group write to the three Taranaki district councils inviting nominations for the position of Group Controllers in the Taranaki CDEM Group and of their obligations under the *Civil Defence Emergency Management Act 2002*.

Judd/Dunlop

## **5. General Business**

There were no items of general business.

There being no further business, Chairperson Councillor B R Jeffares (Taranaki Regional Council), declared the Taranaki Civil Defence Emergency Management Group meeting closed at 11.15 am.

## **Confirmed**

**Group Chairperson:** \_\_\_\_\_  
**B R Jeffares**

**Date:** **6 September 2016**