

**Taranaki Civil Defence Emergency  
Management Group**

**Tuesday 14 June 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 14 June 2016  
commencing at 10.30am.**



<b>Members</b>	Councillor	B R Jeffares	(Taranaki Regional Council)
			(Chairperson)
	Mayor	A Judd	(New Plymouth District Council)
	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
<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>Confirmation of Minutes – 1 March 2016</b>	<b>Page 1</b>
<b>Item 2</b>	<b>Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes</b>	<b>Page 7</b>
<b>Item 3</b>	<b>Confirmation of resourcing of civil defence emergency management in Taranaki for 2016-2017 and Taranaki Civil Defence Emergency Management Business Plan for 2016-2017</b>	<b>Page 17</b>
<b>Item 4</b>	<b>Group Controllers Update</b>	<b>Page 45</b>
<b>Item 5</b>	<b>General Business</b>	

## Agenda Memorandum

**Date** 14 June 2016



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

**Subject: Confirmation of Minutes – 1 March 2016**

**Item:** 1

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

B G Chamberlain, Chief Executive

**Document:** 1695846

---

### 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 1 March 2016 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 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.

### Matters arising

### Appendices

Document #1647638 – Minutes Taranaki Civil Defence Emergency Management Group  
 Tuesday 1 March 2016

**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 commencing at 10.30am.**



<b>Members</b>	Mayor	N Volzke	(Stratford District Council)
	Mayor	R Dunlop	(South Taranaki District Council)
	Councillor	M P Joyce	(Taranaki Regional Council)
	Councillor	H Dodunski	(New Plymouth District Council)
<b>Attending</b>	Ms	A Kemp	(Chairperson Taranaki CDEM CEG)
	Mr	G K Bedford	(Taranaki Regional Council)
	Mr	S Briggs	(Senior Emergency Management Officer)
	Mr	B Ingram	(Emergency Management Officer)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Mrs	L Wilcox	(TEMO Administration Officer)
	Mr	K Evans	(Ministry of Civil Defence Emergency Management)

**Apologies** The apology from Councillor B R Jeffares (Taranaki Regional Council) was received and sustained. The Group noted and received an apology for lateness from Mayor A Judd (New Plymouth District Council).

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

## **1. Election of Group Chairperson**

In the absence of the Group Chairperson (Councillor B R Jeffares – Taranaki Regional Council), Mr G K Bedford, Taranaki Regional Council, opened the Taranaki Civil Defence Emergency Management Group meeting and outlined the procedure to elect a Chairperson for the Group meeting.

### **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group

1. elects Mayor N Volzke, Stratford District Council, as Chairperson of the Taranaki Civil Defence Emergency Management Group meeting held Tuesday 1 March 2016.

Dunlop/Dodunski

Doc# 1647638-v1

## **2. Confirmation of Minutes – 8 December 2015**

**Resolved**

THAT the Taranaki Civil Defence Emergency Management Group

1. takes as read and confirms the minutes and confidential 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 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 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.

Dunlop/Volzke

**Matters arising**

There were no matters arising.

### 3. **Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes – 11 February 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 11 February 2016 at 10.30am
2. adopts the recommendations therein.

Dunlop/Dodunski

**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 (11 February 2016) to which the aforementioned minutes relate to, including:

- Group Plan review – incorporating monitoring and evaluation corrective action plan

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

- 4.1 Mr G K Bedford, Taranaki Regional Council, 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 (the Act).
- 4.2 Mr K Evans, Ministry of Civil Defence Emergency Management, noted to the Group that the Minister of Civil Defence Emergency Management does not approve the Group Plan, but under section 49 of the Act, the Minister is allowed 20 days to comment and provide written guidance on the Group Plan. The Project Plan should be amended to reflect this.

#### **Resolved**

THAT the Taranaki Civil Defence Emergency Management Group

- 1. receives and notes the memorandum on the review of the CDEM Group Plan for Taranaki 2012-2017
- 2. endorses the Project Plan brief for the review of the CDEM Group Plan for Taranaki 2012-2017, incorporating amendments made by the Taranaki CDEM Group, noting that further development and expansion of the project plan is being undertaken.

Joyce/Dunlop

#### **5. Update on Monitoring and Evaluation Corrective Action Plan and implementation, including review of CDEM functions and delivery**

- 5.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum providing the Group with an update on the Monitoring and Evaluation Corrective Action Plan, including its implementation.
- 5.2 Councillor H Dodunski, New Plymouth District Council, noted to the Group that Volunteering New Plymouth could be considered as a key stakeholder to provide engagement in the Corrective Action Plan in relation to volunteer participation in CDEM (G1C-3).
- 5.3 Mr G K Bedford, Taranaki Regional Council, noted to the Group 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. Mr Bedford advised the Group that Brendan Morris Consulting Limited has been subsequently been engaged to conduct the review with a draft report expected mid-late July.

**Resolved**

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.

Dunlop/Joyce

**6. Regional Hazard Management Stocktake**

- 6.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum to inform the Group of a request to participants in CDEM in Taranaki to undertake a hazard management stocktake of information resources and of activities for their agency that 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 later in 2016.

**Resolved**

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.

Dodunski/Dunlop

**7. Taranaki CDEM Alternate Group Controller – notice of resignation P Brennan**

- 7.1 The memorandum advising the Group of the decision of the Taranaki CDEM Alternate Group Controller, Mr Paul Brennan, to retire as at 21 January 2016 was received and noted.
- 7.2 Mr Brennan was thanked and acknowledged by the Group for his committed service to Taranaki CDEM and the regional community as an alternate Group Controller.

**Resolved**

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.

Dunlop/Volzke

## **8. General Business**

There were no items of general business.

There being no further business, the meeting Chairperson, Mayor N Volzke (Stratford District Council), declared the Taranaki Civil Defence Emergency Management Group meeting closed at 11.10 am.

**Confirmed**

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

**Date:** **14 June 2016**



## Agenda Memorandum

**Date** 14 June 2016



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

**Subject: Taranaki Civil Defence Emergency  
Management Co-ordinating Group  
Minutes – 12 May 2016**

**Item:** 2

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

**Document:** 1695849

---

### 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 12 May 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 12 May 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 #1682527 – Minutes Co-ordinating Executive Group Meeting Thursday 12 May 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 12 May 2016  
commencing at 10.35 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)
		D Langford	(New Plymouth District Council)
	Mrs	S Davidson	(New Plymouth District Council)
	Messrs	L Dagg	(Stratford District Council)
		P Fitzell	(New Zealand Fire Service) (Hazardous Substances Technical Liaison Committee)
		J Clough	(Rural Advisory Group)
		D Rogers	(Taranaki Seismic & Volcanic Advisory Group)
		B Ingram	(Welfare Co-ordination Group) (Welfare Manager) (Emergency Management Officer)
		S Briggs	(Taranaki CDEM Group Controller)
			(Senior Emergency Management Officer)
	Snr Sgnt	R O'Keefe	(New Zealand Police)
<b>Attending</b>		K Borrel	(Regional Commander New Zealand Police)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	J Ritchie	(Taranaki Regional Council)
	Ms	F Greenhill	(Taranaki CDEM Recovery Manager)
	Mr	I Wilson	(Ministry of Civil Defence and Emergency Management)
<b>Apologies</b>	The apologies from Mrs B McKerrow (New Plymouth District Council) and Mr M O'Mara (Stratford District Council) were received and sustained.		
<b>Notification of Late Items</b>	There were no late items of business.		

**1. Confirmation of Minutes - 11 February 2016**

**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 11 February 2016 at 10.30 am.

Kemp/Rogers

### **Matters Arising**

#### Update on planning for the Group Plan

Mr G K Bedford, Taranaki Regional Council, advised the Group that the outcome of the review of structural and functional delivery of responsibilities of the Members of the Taranaki CDEM Group and Taranaki CDEM Co-ordinating Executive Group (the draft report), that was to be available at the meeting, will now be presented to the Group meeting on 12 August. It was advised that the draft report will be available to be circulated to Members by mid-July.

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

- 2.1 The unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group's meeting held on Tuesday 1 March 2016 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 1 March 2016.

Kemp/Stevenson

Matters arising

#### Confirmation of Minutes 8 December 2016

It was noted that Mr Brent Manning has been appointed as the Taranaki CDEM Group Controller following the retirement of David Lean. Mr Shane Briggs has been appointed as interim Taranaki CDEM Group Controller for the next 12 months while Mr Manning undergoes Controller training.

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

- 3.1 The minutes of the meeting of the Hazardous Substances Technical Liaison Committee held on Tuesday 16 February 2016 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 Tuesday 16 February 2016.

Fitzell/Dagg

**4. Hazards Advisory Group**

- 4.1 The minutes of the meeting of the Hazards Advisory Group held on Wednesday 24 February 2016 were received and noted.

**Recommended**

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

1. receives the unconfirmed minutes of the Hazards Advisory Group meeting held on Wednesday 24 February 2016.

Kemp/Briggs

**5. Rural Advisory Group**

- 5.1 The minutes of the meeting of the Rural Advisory Group held on Wednesday 2 March 2016 were received and noted.

**Recommended**

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

1. receives the unconfirmed minutes of the Rural Advisory Group meeting held on Wednesday 2 March 2016.

Clough/Rogers

**6. Lifelines Advisory Group**

- 6.1 The minutes of the meeting of the Lifelines Advisory Group held on Tuesday 8 March 2016 were received and noted.

**Recommended**

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

1. receives the unconfirmed minutes of the Lifelines Advisory Group meeting held on Tuesday 8 March 2016.

Ingram/Davidson

## 7. Welfare Co-ordination Group

- 7.1 The minutes of the meeting of the Welfare Co-ordination Group held on Wednesday 9 March 2016 were received and noted.

### Recommended

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

1. receives the unconfirmed minutes of the Welfare Co-ordination Group meeting held on Wednesday 9 March 2016.

Fitzell/O'Keefe

## 8. Taranaki Flood Response Plan

- 8.1 Mrs J Ritchie, Taranaki Regional Council, spoke to the memorandum advising the Group that an interim version of the Taranaki Flood Response Plan (the Plan) has been finalised that will go out for full formal consultation with all stakeholders and advisory groups shortly.
- 8.2 It was noted that consultation on the interim Plan will be completed by late July 2016. The Plan would then be ready for approval by the Taranaki CDEM Group in the final quarter of 2016. Unless achieved earlier, matters that will need to be finalised at the first programmed review are: area, location, infrastructure and road block maps; evacuation plans and zones; and contact numbers for notification.

### Recommended

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

1. receives the memorandum *Taranaki Flood Response Plan*
2. notes that full formal consultation on the *Taranaki Flood Response Plan* should begin shortly
3. acknowledges that feedback is required from all agencies mentioned in the *Taranaki Flood Response Plan* and that organisations represented at CEG have key responsibilities in the Plan.

Stevenson/Dagg

## 9. Timeline and project scope for review of CDEM Group Plan for Taranaki

- 9.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum providing the Group with a high-level timeline for the statutory review of the Civil Defence Emergency Management Group Plan for Taranaki 2012-2017.
- 9.2 It was noted that the Ministry of Civil Defence Emergency Management Director's Guideline around the review of the Group Plan suggests that a review 'team' be set up to manage the overall review process. Setting up a team to manage the review process may mean that tasks are spread more evenly and they are undertaken more thoroughly. It

would also mean that the review more truly reflects the overall views and approaches of the Taranaki CDEM Group and CEG members.

- 9.3 It was agreed to establish a project team consisting of the Taranaki CDEM CEG chair (Anne Kemp), Taranaki Regional Council Administering Officer (Gary Bedford), Senior Emergency Management Officer (Shane Briggs), a senior officer from each of the 3 district councils, and the two emergency services (New Zealand Fire and Police). It was requested that the district councils and New Zealand Fire and Police nominate an officer to represent their organisation to enable the project team to begin.

### **Recommended**

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

1. receives the memorandum *Timeline for Review of CDEM Group Plan for Taranaki*;
2. notes that a meaningful review will require engagement from all stakeholders
3. confirms that delivery of an effective Group Plan review is to be a priority for the 2016-2017 year, including the appropriate allocation of available resourcing
4. approves the establishment of a project team consisting of the CEG chair (Anne Kemp), Taranaki Regional Council Administering Officer (Gary Bedford), Senior Emergency Management Officer (Shane Briggs), a senior officer from each of the 3 district councils, and the two emergency services (New Zealand Fire and Police).

Kemp/Davidson

## **10. Change to Rural Advisory Group Terms of Reference**

- 10.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum to seek endorsement to change to governance of the Rural Advisory Group in the Terms of Reference which is contained in the *Civil Defence Emergency Management Group Plan for Taranaki 2012-2017*.

### **Recommended**

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

1. receives the memorandum on the change to the Rural Advisory Group Terms of Reference
2. endorses the change to the Rural Advisory Group Terms of Reference
3. recommends that the Taranaki CDEM Group approves the change to the Rural Advisory Group Terms of Reference.

Kemp/Ingram

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

- 11.1 The memorandum providing the Group with a summary of the events that have been notified to the Duty 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 Duty Emergency Management Officer and their associated responses to date for the 2015/2016 financial year.

Kemp/Stevenson

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

- 12.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with a summary of the implementation (year to date) of the Taranaki Civil Defence Emergency Management Group Annual Business Plan 2015-2016.

**Recommended**

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

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

Kemp/O'Keefe

**13. EMIS 3.0**

- 13.1 Mr S Briggs, Senior Emergency Management Officer, spoke to the memorandum providing the Group with an update on the status of the national Emergency Management Information System (EMIS) and the EMIS 3.0 project.

**Recommended**

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

1. receives the memorandum on the status of the national Emergency Management Information System (EMIS)
2. approves the delay in EMIS roll out and implementation within Taranaki CDEM until EMIS 3.0 is available scheduled for late 2017
3. agrees to the engagement at national level by Taranaki Emergency Management Officers providing input into EMIS 3.0 design and construction to ensure it is fit for purpose at regional CDEM level.

Kemp/Rogers

**14. Changes to public alerting**

- 14.1 The memorandum providing an update to the potential changes in the national public alerting space and to recommend the Group endorse the Red Cross 'Hazard' smart phone app was received and discussed.



### **Recommended**

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

1. receives the memorandum noting developments within the national public alerting sphere
2. endorses the use of the Red Cross Hazard smart phone app in addition to existing alerting systems
3. recommends the Taranaki CDEM Group approves and promotes the use of the Red Cross Hazard smart phone app under section 18(2)(d) of the Civil Defence Emergency Management Act 2002.

Kemp/Clough

### **15. 2014/2015 civil defence emergency management Annual Reports from Member organisations**

- 15.1 The Group received and noted civil defence emergency management Annual Reports 2014/2015 from the South Taranaki District Council, New Zealand Police and the Taranaki CDEM Welfare Manager.
- 15.2 Discussion was held by the Group on the current reporting requirements of Member organisations and the benefit (or not) of annual reporting. The Group supported continuing annual reporting, but agreed that a template be developed to ensure the reports provided consistent information, highlighted each organisation's plans/priorities for the following year and reported on the 4R's in the Taranaki Civil Defence Emergency Management Group Plan.
- 15.3 Initiatives to get all Members of the Group more fully engaged was also noted and discussed. It was agreed that making the Group meetings less formal and more 'information-sharing' was desirable. To develop a culture of inclusion in the Group, it was agreed to ask for agenda items from Members that can be discussed under general business, bearing in mind that they should be general in nature. If a matter requires more detailed reporting, then it can be incorporated into an agenda item with relevant recommendations/actions. A 'call' for items will be undertaken for the next Group meeting in August. This concept will also be tried for the Taranaki CDEM Group.

### **Recommended**

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

1. receives the memorandum and the civil defence emergency management Annual Reports from the South Taranaki District Council, New Zealand Police and the Taranaki CDEM Welfare Manager
2. considers and agrees to the annual reporting schedule to the Group from its Member organisations for 2016/2017
3. agrees to develop initiatives to create a culture of wider information sharing amongst Members, the Group and the Taranaki Civil Defence Emergency Management Group.

Dagg/Stevenson

## 16. General Business

### Ministry of Civil Defence Emergency Management

Mr I Wilson, Ministry of Civil Defence Emergency Management, provided a report to the Group on the Ministry's Work Programme update for March and April 2016. Due to the lateness in receiving Mr Wilson's report, it will be circulated to Members by email for their information.

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 12.20pm.

**Confirmed**

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

**Date:** **11 August 2016**

## Agenda Memorandum

**Date** 14 June 2016



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

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

**Item:** 3

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

**Document:** 1696183

---

### Purpose

The purpose of this memorandum is confirm the annual business plan (presented as a separate document to the Group meeting of 5 November 2015) and the estimates for resourcing for delivery of civil defence emergency management functions in Taranaki for 2016/2017.

### Executive summary

The work plan and budget for 2016/2017 was presented to the Group meeting in November 2015, for consideration by Member councils as part of their individual deliberations for councils' annual plans. There have been no requests from Members for amendment, and no submissions were received by the Regional Council seeking changes to either the work plan or the resourcing estimates. Accordingly, at today's meeting the group is asked to confirm the work plan and estimates for delivery of civil defence emergency management in Taranaki.

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

The key priorities in 2016/2017 will be the delivery of community resilience, recruitment and training of EOC resources, and the review of the CDEM Group Plan. The requirements of the latter have resulted in a slight increase in the CDEM budget.

Members will also recall that there has been considerable on-going discussion around the need to explore and set priorities and deployment of available resources (including a consideration of additional resourcing) to deliver core functions on a systematic and long-term basis. As a means to bring these discussions to a useful resolution, an external review of the engagement and contributions of members of CDEM and CEG to CDEM in Taranaki is currently underway. Long-term, this review may well result in changes to work programmes and resourcing arrangements, as encapsulated in a new Group Plan. In the interim, the 2016/2017 work plan is essentially a 'holding pattern'.

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

## Recommendations

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

## Decision-making considerations

Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

## Financial considerations—LTP/Annual plan

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

**Policy considerations**

This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991* and the *Civil Defence Emergency Management Act 2002*.

**Legal considerations**

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

**Appendices/Attachments**

Document 1590494: Taranaki CDEM Business Plan 2016/2017

## Contents

---

<b>Section 1 Overview .....</b>	<b>2</b>
1.1 Activities.....	5
1.2 Allocation of hours.....	6
1.3 Cost of Service allocation .....	7
<b>Section 2 Work Programme.....</b>	<b>8</b>
2.1 Management and Administration .....	9
2.2 Community Resilience.....	12
2.3 Operational Capability Development .....	16
2.4 Risk Research and Planning .....	21
<b>Section 3 Organisational Matrix .....</b>	<b>25</b>

## Section 1 Overview

---

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

### Taranaki Emergency Management Office functions

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

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

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

## CDEM Group Goals

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

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



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

### Coverage

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

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

## 1.1 Activities

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

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

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

Structure<sup>1</sup>



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

## 1.2 Allocation of hours

---

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

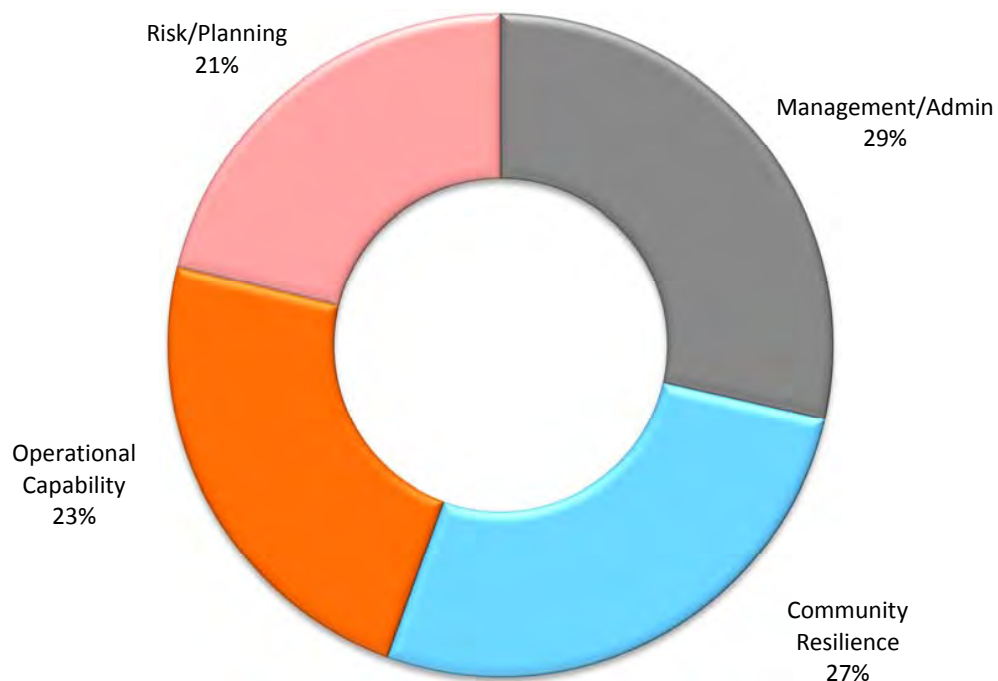


**5,726 hours allocated**



**3.35 FTE staff**

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

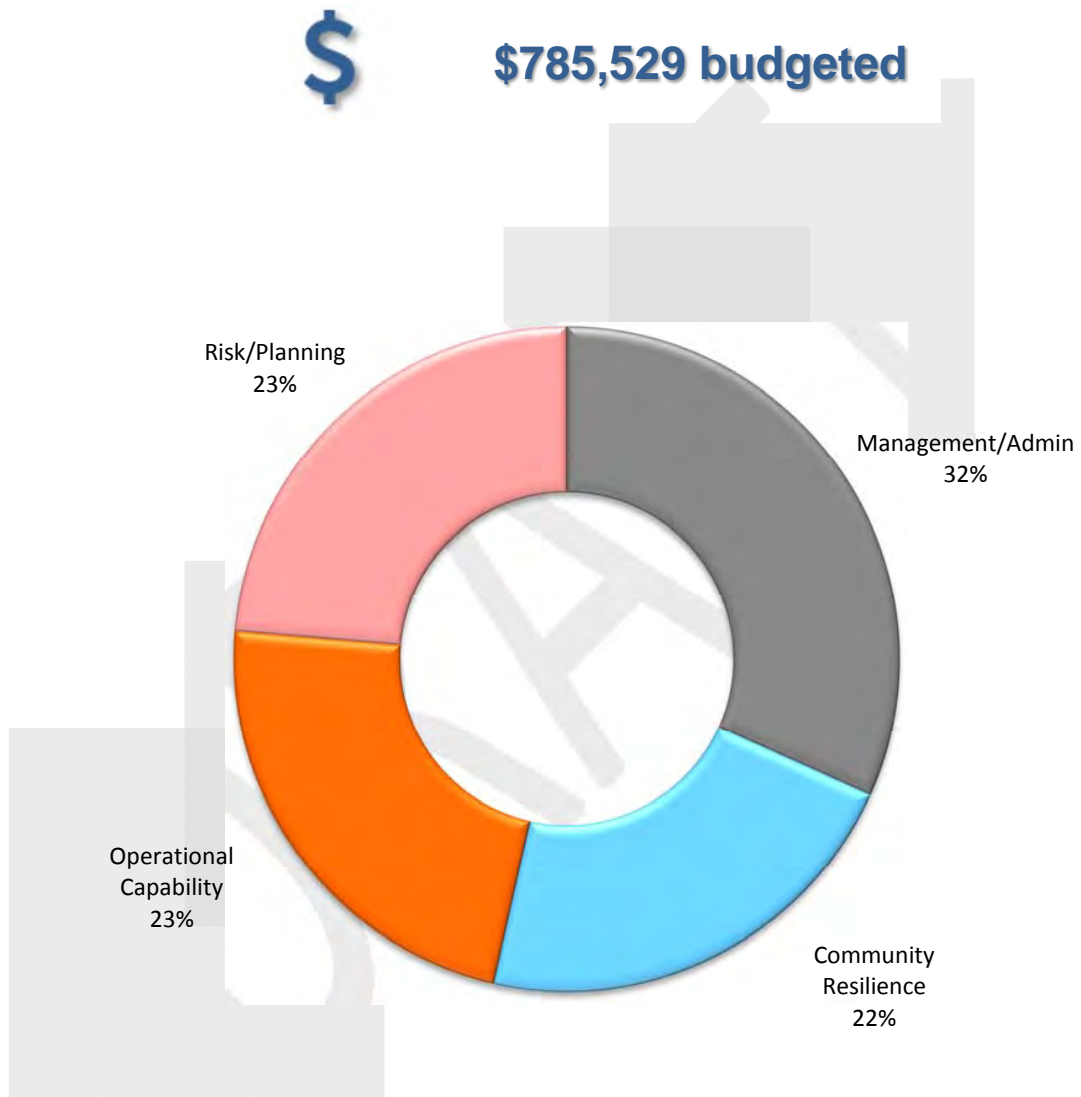


### 1.3 Cost of Service allocation

---

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

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



## Section 2 Work Programme

---

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

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

### Objectives and outcomes

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

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

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

### Tasks

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

## 2.1 Management and Administration



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

### ✓ Outcomes

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

 **Budgeted  
hours**



**1,637 hours**



**39% of chargeable hours**



**0.96 FTE**

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

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

 **Cost of service**



**\$249,244**



**32% of annual budget**

 **Tasks**

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

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

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

Participate in and report to the CDEM Group and CEG on

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

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

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

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

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

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

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

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

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



## 2.2 Community Resilience



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

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

Enhanced community resilience is achieved through three strategic objectives:

- Build capacity
- Increase connectedness
- Foster cooperation

### Outcomes

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

<sup>2</sup> Edwards C (2009) Resilient Nation, London, Demos

<sup>3</sup> Civil Protection Lexicon (2010) [www.cabinetoffice.gov.uk/cplexicon](http://www.cabinetoffice.gov.uk/cplexicon)

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

 **Budgeted hours**



**1,543 hours**



**27% of chargeable hours**



**0.90 FTE**

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

## \$ Cost of service



**\$179,180**



**23% of annual budget**

## Tasks

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

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

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

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

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

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

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

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

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

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



## 2.3 Operational Capability Development



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

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

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

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

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

### Outcomes

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

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

 Budgeted  
hours



**1,332 hours**



**23% of chargeable hours**



**0.78 FTE**

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

 Cost of service



**\$185,776**



**24% of annual budget**

## Tasks

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

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

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

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

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

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

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

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

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

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



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

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

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

## 2.4 Risk Research and Planning



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

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

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

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

### ✓ Outcomes

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

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

 **Budgeted  
hours**



**1,214 hours**



**21% of chargeable hours**



**0.71 FTE**

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

**\$ Cost of service**



**\$185,776**



**24% of annual budget**

## Tasks

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

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

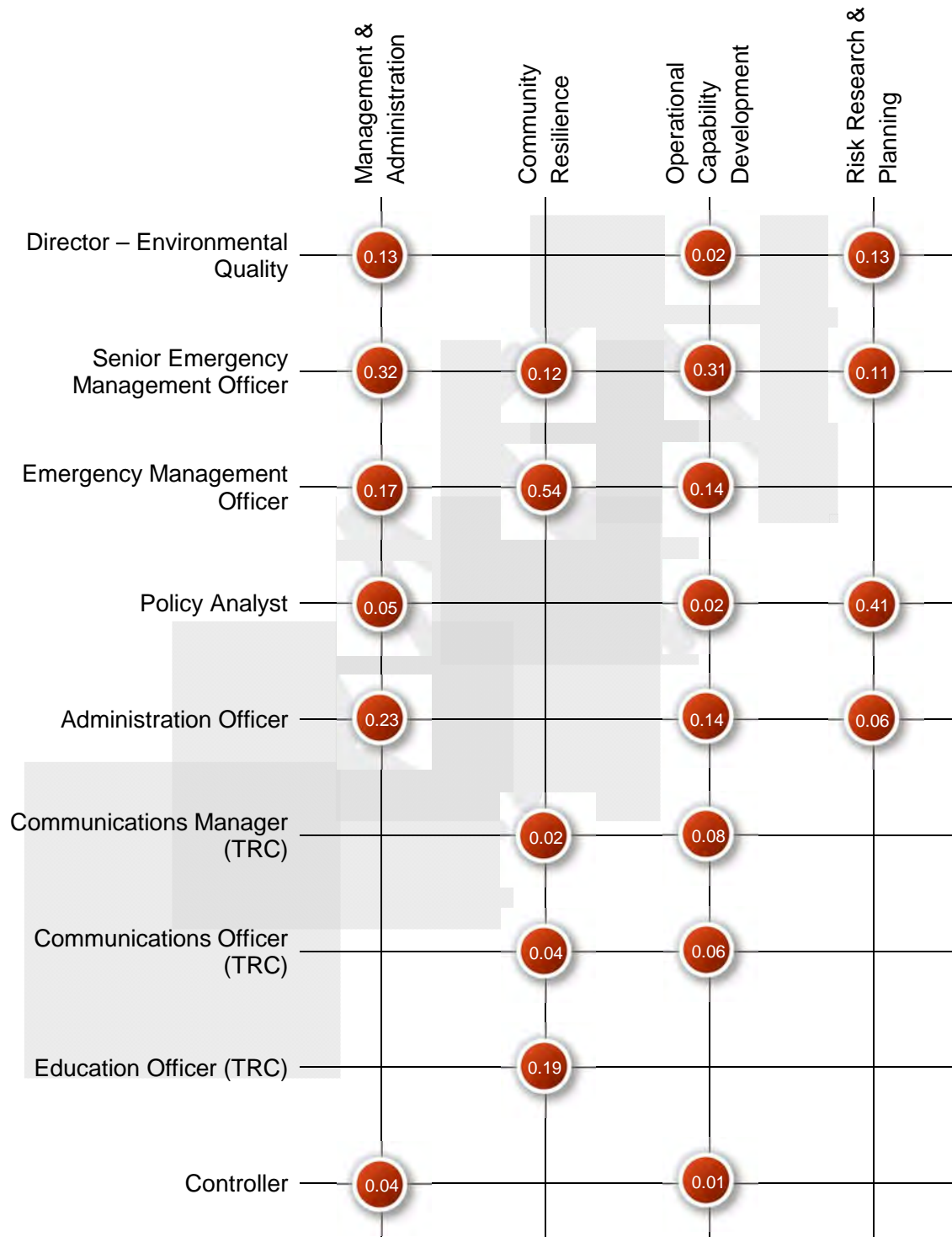
Review content of existing plans to ensure accuracy of contact details, references and integration with other plans. Make minor changes as required or provide report including urgency, allocation of time, risk of not updating and the impact on current work programme.

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

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

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

## Section 3 Organisational Matrix



## Agenda Memorandum

**Date** 14 June 2016



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

**Subject: Group Controllers-update**

**Item:** 4

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

**Document:** 1696098

---

### Purpose

The purpose of this memorandum is to provide the Group with an update on the status of controllers for the Taranaki Civil Defence Emergency Management (CDEM) Group.

### Executive summary

The Civil Defence Emergency Management Act 2002 requires the Taranaki CDEM Group to appoint, and have in place at all times, a suitably competent person to function as a Group Controller. Other appointments of persons as Group Controllers are also to be made so that if at any time a Group Controller is not acting, then another appointed person is available. There is a standing procedure in place within Taranaki CDEM for the appointment of candidates to the role of a Group Controller.

The Act also requires the CDEM Group to make decisions concerning any termination of a controller's appointment.

At its meeting of 8 December 2015, the CDEM Group appointed Mr David Haszard as an alternate Group Controller.

The CDEM Group interviewed candidates for the appointment of a Group Controller on 1 March 2016 to replace David Lean, following his retirement. This position is essentially the lead controller for Taranaki. Following interviews, the Group decided to appoint Shane Briggs as interim Group Controller and Brent Manning as Group Controller, with his appointment to take effect no later than twelve months following the meeting.

Subsequently, Mr David Haszard has expressed his confidence in the new appointments, and, having regard to his availability and plans for his retirement and the Ministry of Civil Defence Emergency Management (MCDEM) requirement for controllers to engage in extensive on-going training, has tendered his resignation.

Members are advised that Shane Briggs has recently attended the residential controllers' course (having completed the preliminary study programme required). Sue Kelly has previously likewise completed the residential course. Both these controllers will need to continue the ongoing study programme in order to graduate from the course as recognised controllers. It is intended that Brent Manning will participate in the next intake at the end of this calendar year.

Alongside David Haszard, the current cadre of controllers consists of Brent Manning, David Leask, John McKenzie, Sue Kelly, Colin Comber, and Shane Briggs. The Group has previously established that having eight available group controllers is ideal, to cover non-availability during any event and to provide for a 24-hour response capacity. The appointment of at least two additional controllers is highly desirable to ensure the adequate availability of appointees. Discussions continue with prospective candidates. Any suggestions from Group members as to possible appointments are welcome.

Arising from the above, the Group should today formally accept the resignation of David Haszard, confirm the appointments of Shane Briggs and Brent Manning as interim Group Controller and Group Controller, respectively, and note the on-going training being undertaken by Shane Briggs and Sue Kelly.

## **Recommendations**

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 .

## **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 *Civil Defence Emergency Management Act 2002*, the *Resource Management Act 1991* and the *Biosecurity Act 1993*.

**Legal considerations**

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