

**Minutes of the Civil Defence Emergency
Management Group meeting held in the
Taranaki Regional Council Chambers, 47
Cloten Road, Stratford on Tuesday 24
November 2009 commencing at 10.30 am.**

Present

	A Matheson	(New Plymouth District Council)
	J Rowe	(Stratford District Council)
	G Lawson	(South Taranaki District Council)
	R Maxwell (from 10.35 am)	(Taranaki Regional Council)

In attendance

Messrs	G K Bedford	(Taranaki Regional Council)
	M Langford	(Taranaki Regional Council)
Mrs	D Smith	(Taranaki Regional Council)
	D Paulsen	(Taranaki Regional Council)
Mr	P Ledingham	(Taranaki Regional Council)
Mr	D L Lean	(Regional Civil Defence Controller)
Mr	K Evans	(Ministry of Civil Defence Emergency Management)

In the absence of Chairperson, Mr B Jeffares, Mr G K Bedford, Taranaki Regional Council, opened the meeting and called for nominations for Chairperson.

Resolved

THAT the Civil Defence Emergency Management Group

1. appoints Mr A Matheson, New Plymouth District Council, as Chairperson in the absence of Mr B Jeffares, Taranaki Regional Council.

Lawson/Rowe

Apologies

The apologies from Mr B Jeffares (Taranaki Regional Council), Mayor Peter Tennent (New Plymouth District Council), Mayor Ross Dunlop (South Taranaki District Council), Mayor Neil Volzke (Stratford District Council) and Mr I Wilson (Ministry of Civil Defence and Emergency Management) were received and sustained.

**Notification of
Late Items**

There were no late items of business.

Resolved

THAT the Civil Defence Emergency Management Group

1. grants Mr D Lean speaking rights in the absence of a Taranaki Regional Council representative.

Matheson/Rowe

1. Confirmation of Minutes

Civil Defence Emergency Management Group
8 September 2009

Resolved

THAT the Civil Defence Emergency Management Group

1. takes as read and confirms the minutes and resolutions of the Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 8 September at 10.30 am.

Matheson/Jeffares

Matters Arising

There were no matters arising

2. Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group

18 August 2009 and
10 November 2009 (Unconfirmed)

Resolved

THAT the Civil Defence Emergency Management Group

1. receives the confirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on 18 August 2009
2. receives the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on 10 November 2009.

Jeffares/Matheson

Matters Arising

The Group recognised the achievements of Mrs D Paulsen, Emergency Management Officer, Taranaki Regional Council, in winning the Academy of New Zealand's Student of the Year Award for 2009 and attaining her National Certificate Level 4 in Emergency Management.

Mr Roger Maxwell, Taranaki Regional Council, joined the meeting at 10.35 am.

3. Report on the TEMO responses to the 30 September and 8 October 2009 tsunami warnings

- 3.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum on the Taranaki Emergency Management Office response to the Samoa area tsunami on Wednesday 30 September 2009, and the Vanuatu earthquake tsunami warning on Thursday 8 October 2009.
- 3.2 In particular, the Group discussed the response from Telecom noting that the text messaging service had been shut down presumably due to overloading. It was speculated that Telecom had considered this service to be non-essential. Staff were looking at an alternative arrangement for the future.

Resolved

THAT the Civil Defence Emergency Management Group

1. receives the reports on the Taranaki CDEM Group responses to the Samoa and Vanuatu tsunami warnings
2. notes the matters arising identified by the debriefs.

Matheson/Dunlop

4. Review of MCDEM performance during the Samoan earthquake tsunami event

- 4.1 Mr G K Bedford, Taranaki Regional Council spoke to the memorandum advising Members of the release of two reports covering investigations into the performance of MCDEM during the Samoan earthquake tsunami event of 30 September 2009.
- 4.2 Mr K Evans, Ministry of CDEM noted that two reviews had been carried out, an internal review by the Ministry and a second review by the Minister of CDEM's representative. The reviews had highlighted a number of recommendations that needed to be looked at, including situation reports to be issued during the warning phase, media to receive the same information as other agencies and GNS to be included in the initial warnings. It was noted that the issue of situation reports during the warning phase would ensure that all CDEM Groups throughout the country were adopting a coordinated approach.

Resolved

THAT the Civil Defence Emergency Management Group

1. receives the memorandum noting the release of two reports upon the performance of MCDEM during the Samoa earthquake tsunami of 30 September
2. notes its findings
3. notes that there may be lessons to be applied at Group level

4. seeks regular updates from the Regional Emergency Management Advisor on MCDEM adoption and implementation of the recommendations and findings.

Matheson/Lawson

5. Resourcing of civil defence emergency management for 2010-2011

- 5.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the draft annual business plan for 2010-2011 and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki 2010-2011.
- 5.2 It was noted that there was a 4.2% increase overall from the previous year. Under the policy function, a major work project would be the review of the Group Plan required by statute after 5 years.
- 5.3 Mr K Evans, Ministry of CDEM noted that the MCDEM subsidy would be available in 2010.

Resolved

THAT the Civil Defence Emergency Management Group

1. receives the review of resourcing requirements for civil defence emergency management in Taranaki for 2010-2011
2. receives the draft Civil Defence Emergency Management Business Plan 2010-2011 for Taranaki
3. ratifies the administering authority's advice that the total cost of providing CDEM services to Taranaki is estimated at \$566,780 for 2010-2011
4. notes that MCDEM is likely to but is not confirmed as providing a subsidy for 2010-2011
5. notes that a cost sharing arrangement for 2010-2011 based on the existing cost allocations and full costs falling on the contributing local authorities would be:

New Plymouth District Council	\$198,373	(35%)
Stratford District Council	\$ 17,003	(3%)
South Taranaki District Council	\$ 68,014	(12%)
Taranaki Regional Council	\$283,390	(50%)

Rowe/Lawson

6. Draft Code of Practice – preparing for a chemical emergency

- 6.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising Members of the drafting of a Code of Practice dealing with preparing for and responding to chemical emergencies. The Code of Practice had been prepared by the NZ Chemical Industry Council, for endorsement by the Environmental Risk Management Authority of New Zealand as a recognised code practice under the Hazardous Substances and New Organisms Act.

Resolved

THAT the Civil Defence Emergency Management Group

1. receives this memorandum on engagement in the development of a code of practice by NZCIC for chemical emergency planning, together with any verbal update at the meeting
2. notes the intention to pursue the matter of chemical/major industrial fire event planning further, in accordance with the Group Plan, and in particular workshopping inter-agency co-ordination, clarification of roles and responsibilities, and notification/communications.

Lawson/Rowe

7. Report on Memoranda of Understanding

- 7.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum informing Members of the current status of memoranda of understanding the Group has with other organisations.

Resolved

THAT the Civil Defence Emergency Management Group

1. receives the report on the current status of memoranda of understanding between the CDEM Group and other parties
2. seeks a formal and separate Memorandum of Understanding with the New Zealand Red Cross for the provision of emergency clothing, blankets and hygiene kits as replacement consumables to the Red Cross Response Team
3. relies on the mutual support provisions within s.17 (f) CDEM Act 2002, rather than make new agreements with Manawatu-Wanganui and Waikato CDEM Groups.

Matheson/Rowe

8. Report from the Controller

- 8.1 Mr D L Lean, Regional Controller gave a verbal report noting that the Controllers Group continued to meet on a regular basis. It was noted that there was a need to make provision in the budget for the repair of existing equipment and the replacement of tarpaulins.

9. Report from the Ministry of Civil Defence Emergency Management

- 9.1 Mr K Evans, Ministry of CDEM spoke to the report which outlined projects and timeframes that staff in the MCDEM are presently undertaking or proposing to undertake.

10. Proposed meeting dates for 2010

10.1 Meeting dates for the CDEM Group and the CEG Group, proposed for 2010, were received.

11. General Business

Members requested Mr J Rowe, Stratford District Council convey to Mr Neil Volzke their congratulations on his election as Mayor of Stratford District.

It was noted that the Ministry of CDEM had introduced a long service award scheme for CDEM volunteers with over 10 years service. On 14 December, Mr John Hamilton, Director, Ministry of CDEM would be in Taranaki to present awards to Mr Roy Simon (42 years), Mr David Lean (32 years), Mr David Leask (40 years) and Mr Wayne Gaudin (45 years), amongst others.

There being no further business, Chairperson Mr A Matheson (New Plymouth District Council), declared the meeting of the Civil Defence Emergency Management Group closed at 11.40 am.

Confirmed:

Chairperson:

_____ **B R Jeffares**

Date:

9 March 2010