

Document: 428179

12 March 2008

**Chairperson and Members  
Civil Defence Emergency Management Group**

**Notice of Meeting**

A meeting of the **Civil Defence Emergency Management Group** will be held in the Taranaki  
Emergency Management Office, 45 Robe Street, New Plymouth on:

**Tuesday 18 March 2008 commencing at 10.00am.**

B G Chamberlain  
Chief Executive

**THE TARANAKI REGIONAL COUNCIL REQUESTS THAT THIS  
AGENDA REMAINS EMBARGOED UNTIL COMMENCEMENT OF THE  
MEETING**

**Agenda for the meeting of the Civil Defence Emergency Management Group to be held at the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 18 March 2007 commencing at 10.00 am.**



<b>Members</b>	R Dunlop and/or G Lawson J Edwards and/or N Volzke B R Jeffares P D Tennent and/or A Matheson	(South Taranaki District Council) (South Taranaki District Council alternate) (Stratford District Council) (Stratford District Council alternate) (Taranaki Regional Council) (New Plymouth District Council) (New Plymouth District Council alternate)
<b>In attendance</b>	Messrs G K Bedford M Langford Mrs D Paulsen Mrs K van Gameren Ms L Mahony Mr D L Lean Mr I Wilson	(Director-Environment Quality) (Emergency Management Officer) (Emergency Management Officer) (Committee Administrator) (Policy Analyst) (Regional Civil Defence Controller) (Ministry of Civil Defence and Emergency Management)

**Apologies**

**Notification of Late Items**

	<b>Pages</b>
<p><b><u>Item 1</u></b>      <b>Confirmation of Minutes:</b>  <b>Civil Defence Emergency Management Group Meeting -</b>  <b>4 December 2007</b></p> <p><b>Resolve</b></p> <p>THAT the Civil Defence Emergency Management Group</p> <p>1. <u>takes as read</u> and <u>confirms</u> the minutes and recommendations of the meeting of the Civil Defence Emergency Management Group held in the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 4 December 2007 at 10.30am.</p> <p>2. <u>adopts</u> the recommendations therein.</p> <p><b>Matters arising</b></p>	<p>1 – 8</p>

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<b>ITEM ONE</b>
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**Minutes of the Civil Defence Emergency Management Group Meeting held in the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 4 December 2007 commencing at 10.30 am.**

<b>Present</b>		B R Jeffares	(Taranaki Regional Council)
		P D Tennent	(New Plymouth District Council)
		A Matheson	(New Plymouth District Council)
		J D Edwards	(Stratford District Council)
		G Lawson	(South Taranaki District Council)

<b>In attendance</b>	Messrs	B G Chamberlain	(Taranaki Regional Council)
		G K Bedford	(Taranaki Regional Council)
		M Langford	(Taranaki Regional Council)
		P Ledingham	(Taranaki Regional Council)
		D L Lean	(Regional Civil Defence Controller)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)

One member of the media

**Apologies** The apology from Mr I Wilson (Ministry of Civil Defence & Emergency Management) was received and sustained.

**Notification of Late Items**

There were no late items of business.

**Welcome**

The Principal Administrative Officer of the administrating authority (Taranaki Regional Council), Mr B G Chamberlain, took the chair and opened the meeting welcoming all members to the first meeting of the Civil Defence Emergency Management Group following the 2007 local authority elections.

**1. Appointment of Chairperson**

- 1.1 The Principal Administrative Officer of the administrating authority (Taranaki Regional Council), Mr B G Chamberlain, spoke to the memorandum outlining the requirement of the Civil Defence Emergency Management Group to appoint one of its representatives to act as a chairperson of the Group in accordance with section 15 of the Civil Defence Emergency Management Act 2002.

- 1.2 The Principal Administrative Officer of the administering authority (Taranaki Regional Council), Mr B G Chamberlain then called for nominations for the position of Chairperson of the Civil Defence Emergency Management Group. One nomination was received.

Nominated: Brian R Jeffares (Taranaki Regional Council) Edwards/Tennent

There being no further nominations, the Principal Administrative Officer of the administering authority (Taranaki Regional Council), Mr B G Chamberlain, called for nominations to close and Councillor Brian R Jeffares was duly elected Chairperson of the Civil Defence Emergency Management Group.

- 1.3 Members of the Group determined that the appointed Chairperson hold the position for a period of three years to October 2010. At that time, nominations for the appointment of a new Chairperson will be called for.

### **Recommended**

THAT the Civil Defence Emergency Management Group

1. receives the memorandum;
2. appoints Councillor B R Jeffares (Taranaki Regional Council) as Chairperson of the Civil Defence Emergency Management Group;
3. agrees that the appointed chairperson hold office until October 2010.

Lawson/Edwards

## **2. Confirmation of Minutes**

Minutes of the Civil Defence Emergency Management Group meeting:  
Tuesday 28 August 2007

### **Resolved**

THAT the Civil Defence Emergency Management Group

1. takes as read and confirms the minutes and recommendations of the meeting of the Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 28 August 2007 at 10.30am; and
2. adopts the recommendations therein.

Lawson/Jeffares

### **Matters Arising**

#### Update on OPTN public notification system

Mr G K Bedford, Taranaki regional Council, advised that issues are still being worked through with the cell phone network providers to make the public notification system

fully operational. Telecom has notified that texts are free while Vodafone carries a charge of 50 cents per text. The publicity campaign to launch the system has been put on hold until the costs of texts are resolved with Vodafone. Following discussion, it was agreed to proceed with launching the system before Christmas 2007 despite the charge to Vodafone customers, noting that discussions would still continue to be sought with Vodafone to resolve the pricing issue.

### **3. Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group**

Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meetings:

Tuesday 14 August 2007; and  
Tuesday 6 November 2007 (Unconfirmed)

#### **Recommended**

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 Tuesday 14 August 2007; and
2. notes the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Tuesday 6 November 2007.

Tennent/Lawson

#### **Matters Arising**

There were no matters arising.

### **4. Transitional arrangements during elections/review of CDEM Act**

- 4.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising members of the response by the Ministry of Civil Defence & Emergency Management to the Group's correspondence expressing its concern over the lack of provision of transitional arrangements applying during the election cycle.

#### **Recommended**

THAT the Civil Defence Emergency Management Group

1. receives this memorandum on correspondence from the Department of Internal Affairs concerning the possibility of consultation on amendments to the CDEM Act
2. notes the intention to provide a collated response from the Group and the opportunity for members to provide input to the response.

Tennent/Edwards

## 5. Annual activity reports for 2006/2007

- 5.1 Members of the Group noted and discussed the Taranaki Regional Council's annual river control and flood protection works report for the 2006/2007 year.

### Recommended

THAT the Civil Defence Emergency Management Group

1. receives the memorandum and annual report for 2006/2007 on river control and flood management
2. notes that the report represent activities and works that deliver obligations and activities identified in the 2004 CDEM Group Plan
3. notes that the report will be made available to key and interested stakeholders.

Tennent/Lawson

## 6. Resourcing of civil defence emergency management for 2008-2009

- 6.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the draft annual business plan for 2008-2009 and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki in 2008-2009.

- 6.2 It was noted that the draft estimated costs for delivering the CDEM function in Taranaki for 2008-2009 is **\$481,980** (\$434,835 in 2007-2008, \$441,000 in 2006-2007, or a 9% increase over two years). The Taranaki Regional Council believes that despite the new regime and the new tasks it is bringing, expenditure at the level remains appropriate and adequate. It is noted that the estimates are presented as draft figures for review and subsequent incorporation into the annual planning process for each Council. They are also consistent with figures previously provided to councils within the LTCCP process.

### Recommended

THAT the Civil Defence Emergency Management Group

1. receives the review of resourcing requirements for civil defence emergency management in Taranaki for 2008-2009
2. receives the draft Civil Defence Emergency Management Business Plan 2008-2009 for Taranaki
3. ratifies the administering authority's advice that the total cost of providing CDEM services to Taranaki is estimated at \$481,980 for 2008-2009
4. notes that a cost sharing arrangement for 2008-2009 based on the existing cost allocations would be:

New Plymouth District Council	\$159,243	(35%)
Stratford District Council	\$ 13,649	(3%)

South Taranaki District Council	\$ 54,598	(12%)
Taranaki Regional Council	\$227,490	(50%)

Lawson/Tennent

## **7. Consideration of use of staff of CEG member agencies for CDEM functions**

- 7.1 Members of the Group received and discussed the memorandum raising the issue of and suggested courses of action for the CDEM Group to pursue in relation to the dwindling number of available volunteers in the CDEM sector, by accessing staff of the various member agencies and organizations of the CEG Group.

### **Recommended**

THAT the Civil Defence Emergency Management Group

1. supports the notion of the training of staff drawn from CEG member agencies prior to and their use during CDEM events/emergencies
2. writes to the CEOs of the CEG member agencies to explore the possible use of their staff for CDEM events/emergencies.

Tennent/Lawson

## **8. Planning for large scale events in Taranaki**

- 8.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum raising the issue of and suggesting courses of action for the Civil Defence Emergency Management Group to pursue in relation to the incorporation of contingency planning for large scale events in Taranaki .

### **Recommended**

THAT the Civil Defence Emergency Management Group

1. supports the emergency services in their drive to be included in the planning of large scale public events in Taranaki, or events that could significantly impact the operations of the emergency services.
2. writes to the CEOs of district councils and other organisations planning events requesting that emergency services and CDEM be included in the planning of events to ensure public safety in Taranaki.
3. requests district councils to require consultation with emergency services and CDEM as part of the process for granting permission for large scale events in the region eg, through the forum of the HSTLC

Tennent/Edwards

## **9. Taranaki Volcanic Exercise 2008**

- 9.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum advising the Group of the proposed volcanic exercise to be held in Taranaki in July to September 2008. The exercise will be based on an eruption of Mt Taranaki with the specifics of the exercise not yet decided.
- 9.2 Preparation of the volcanic exercise will provide the basis for the 2012 National Exercise that will be run by the Taranaki CDEM Group.

### **Recommended**

#### **THAT the Civil Defence Emergency Management Group**

1. supports the development and running of a volcanic exercise based on a Mt. Taranaki eruption and commits their organisation's support to the exercise
2. confirms that the exercise is given the support and financial backing of the CDEM Group.

Tennent/Lawson

## **10. Release of National Hazardscape Report**

- 10.1 The memorandum advising the Group of the release by the Government of the National Hazardscape Report. The Report was prepared for the Officials' Committee for Domestic and External Security Co-ordination (ODESC) as part of a whole-of-government approach to hazard management in New Zealand.

### **Recommended**

#### **THAT the Civil Defence Emergency Management Group**

1. receives the memorandum advising of the release by Officials' Committee for Domestic and External Security Co-ordination (ODESC) of the National Hazardscape Report.

Jeffares/Tennent

## **11. Appointment of an additional Alternative Group Controller for the Taranaki CDEM Group**

- 11.1 The memorandum seeking approval to appoint Patricia Wolfsbauer-Hookham as an Alternative Group Controller was received and discussed.

**Recommended**

**THAT the Civil Defence Emergency Management Group**

1. approves the appointment of Patricia Wolfsbauer-Hookham as an additional Alternative Group Controller.

Tennent/Jeffares

**12. Taranaki CDEM Advisory Group Name Change and Membership Extension**

- 12.1 The memorandum advising Members that the Egmont Volcanic Advisory Group is now known as the Taranaki Seismic and Volcanic Advisory Group and that membership of the Group has been extended to one member of the Earthquake Commission and one member of the Ministry of Civil Defence Emergency Management was received and discussed.

**Recommended**

**THAT the Civil Defence Emergency Management Group**

1. receives the memorandum on Taranaki CDEM Egmont Volcano Advisory Group name change and membership extension.

Tennent/Edwards

**13. Ministry of Civil Defence & Emergency Management Report**

- 13.1 Due to the absence of Mr Ian Wilson, Ministry of Civil Defence & Emergency Management representative, no report was received.

**14. Proposed Meeting Dates for 2008**

- 14.1 The memorandum informing members of the proposed meeting dates for the CDEM CEG and the CDEM Group for 2008 was received and noted. The first CDEM Group meeting for 2008 being Tuesday 18 March will be held at the Taranaki Emergency Management Office, New Plymouth.

**Recommended**

**THAT the Civil Defence Emergency Management Group**

1. receives and notes the meeting dates for the Civil Defence Emergency Management Co-ordinating Executive Group and the Civil Defence Emergency Management Group proposed for 2008 and will include a briefing/overview of civil defence functions in Taranaki for the benefit of the group's new members and their alternates.

Jeffares/Tennent

## 15. General Business

There were no items of general business.

There being no further business, Chairperson Mr B R Jeffares (Taranaki Regional Council), declared the meeting of the Civil Defence Emergency Management Group closed at 11.25 am.

**Confirmed:**

**Chairperson:**

\_\_\_\_\_  
B R Jeffares

**Date:**

18 March 2008

18 March 2008

ITEM TWO

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

**Minutes of Civil Defence Emergency Management Co-ordinating  
Executive Group**

**Purpose**

1. The purpose of this memorandum is to receive the confirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Tuesday 6 November 2007 and the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Wednesday 27 February 2008.

**Background**

2. Copies of the minutes for both meetings are attached to this memorandum.
3. The Civil Defence Emergency Management Group receives the minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meetings for information.

**Recommendations**

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the confirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Tuesday 6 November 2007
2. notes the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Wednesday 27 February 2008.

Approved:

GK Bedford  
Director-Environment Quality

B G Chamberlain  
Chief Executive

**Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group held in the Taranaki Regional Council Committee Room, 47 Cloten Road, Stratford on Tuesday 6 November 2007 commencing at 10.30 am.**

<b>Present</b>	Messrs	D L Lean	(Regional Civil Defence Controller) (Chairman)
		G K Bedford	(Taranaki Regional Council)
		G Young	(South Taranaki District Council)
		A Wilson	(New Plymouth District Council) (Lifelines Advisor)
	Mrs Inspector	P Fitzell	(New Zealand Fire Service)
		M Towler	(Rural Advisor)
		G Campbell	(Welfare Advisor)
		F Grant	(New Zealand Police)

<b>In attendance</b>	Mr	M Langford	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence & Emergency Management)

**Apologies** The apologies from Mrs A Kemp (Taranaki District Health Board) and Mr M Avery (Stratford District Council) were received and sustained.

**Notification of Late Items**

Item 10 – Release of national Hazardscape Report  
 Item 11 – Appointment of an additional Alternative Group Controller for the Taranaki CDEM Group  
 Item 12 – Taranaki CDEM Advisory Group name change and membership extension

**1. Confirmation of Minutes**

Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group:  
 Tuesday 14 August 2007

## **Resolved**

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. takes as read and confirms the minutes and recommendations of the meeting of the Civil Defence Emergency Management Co-ordinating Executive Group held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on Tuesday 14 August 2007 at 10.35 am.
2. adopts the recommendations therein.

Lean/Fitzell

## **Matters arising**

### Update on OPTN public notification system

Mr G K Bedford, Taranaki Regional Council, advised that issues are still being worked through with the cell phone network providers to make the public notification system fully operational.

## **2. Transitional arrangements during elections/review of CDEM Act**

- 2.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising Members of the response by the Ministry of Civil Defence Emergency Management to the Group's correspondence expressing its concern over the lack of provision of transitional arrangements applying during the election cycle.
- 2.2 It was noted that the Department of Internal Affairs intends to review the Civil Defence Emergency Management Act 2002 with the issue of transitional arrangements identified as possibly being amended.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives this memorandum on correspondence from DIA concerning the possibility of consultation on amendments to the CDEM Act;
2. notes the intention to provide a collated response from the Group and the opportunity for members to provide input to the response.

Young/Wilson

## **3. July tornadoes event – Taranaki Disaster Relief Trust**

- 3.1 The memorandum advising Members that the Taranaki Disaster Relief Trust has met and made allocations to various victims of the July 2007 tornadoes was received and discussed.

## **Recommended**

That the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum on the distribution of funds from the Taranaki Disaster Relief trust Fund to various victims of the July tornadoes.

Fitzell/Young

## **4. Annual activity reports for 2006/2007**

- 4.1 Members of the Group received and noted the Taranaki Regional Council's annual activity reports for 2006/2007 on river control and flood protection works and land management.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum and annual reports for 2006/2007 on river control and flood management and on land management, and
2. notes that the reports represent activities and works that deliver obligations and activities identified in the 2004 CDEM Group Plan;
3. notes that the reports will be made available to key and interested stakeholders.

Wilson/Young

## **5. Resourcing of civil defence emergency management for 2008-2008**

- 5.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the draft annual business plan for 2008-2009 and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki in 2008-2009.
- 5.2 It was noted that the draft estimated costs for delivering the CDEM function in Taranaki for 2007-2008 is **\$481,980** (\$434,835 in 2007-2008, \$441,000 in 2006-2007, or a 9% increase over two years). The Taranaki Regional Council believes that despite the new regime and the new tasks it is bringing, expenditure at the level remains appropriate and adequate. It is noted that the estimates are presented as draft figures for review and subsequent incorporation into the annual planning process for each Council. They are also consistent with figures previously provided to councils within the LTCCP process.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the review of resourcing requirements for civil defence emergency management in Taranaki for 2008-2009;

2. receives the draft Civil Defence Emergency Management Business Plan 2008-2009 for Taranaki;
3. ratifies the administering authority's advice that the total cost of providing CDEM services to Taranaki is estimated at \$481,980 for 2008-2009;
4. notes that a cost sharing arrangement for 2008-2009 based on the existing cost allocations would be:

New Plymouth District Council	\$159,243	(35%)
Stratford District Council	\$ 13,649	(3%)
South Taranaki District Council	\$ 54,598	(12%)
Taranaki Regional Council	\$227,490	(50%)

Young/Towler

## 6. Planning for large scale events in Taranaki

- 6.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum raising the issue of and suggesting courses of action for the Civil Defence Emergency Management Group to pursue in relation to the incorporation of contingency planning for large scale events in Taranaki .

### Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. supports the emergency services in their drive to be included in the planning of large scale public events in Taranaki, or events that could significantly impact the operations of the emergency services.
2. requests the CDEMG to write to the CEOs of district councils and other organisations planning events requesting that emergency services and CDEM be included in the planning of events to ensure public safety in Taranaki.
3. requests the CDEMG to request district councils to require consultation with emergency services and CDEM as part of the process for granting permission for large scale events in the region eg, through the forum of the HSTLC

Lean/Fitzell

## 7. Consideration of use of staff of CEG member agencies for CDEM functions

- 7.1 Members of the Group received and discussed the memorandum raising the issue of and suggested courses of action for the CDEM Group to pursue in relation to the dwindling number of available volunteers in the CDEM sector, by accessing staff of the various member agencies and organizations of the CEG Group.
- 7.2 The New Plymouth District Council and South Taranaki District Council are willing to participate in providing staff resources together with the Taranaki District Health Board.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. supports the notion of the training of staff drawn from CEG member agencies prior to and their use during CDEM events/emergencies; and
2. requests the CDEMG to write to the CEOs of the CEG member agencies to explore the possible use of their staff for CDEM events/emergencies.

Wilson/Young

## **8. Taranaki Volcanic Exercise 2008**

- 8.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum advising the Group of the proposed volcanic exercise to be held in Taranaki in July to September 2008. The exercise will be based on an eruption of Mt Taranaki with the specifics of the exercise not yet decided.
- 8.2 Preparation of the volcanic exercise will provided the basis for the 2012 National Exercise that will be run by the Taranaki CDEM Group.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. supports the development and running of a volcanic exercise based on a Mt. Taranaki eruption and commits their organisation's support to the exercise.
2. recommends to the CDEM Group that the exercise is given the support and financial backing of the CDEM Group.

Wilson/Fitzell

## **9. Proposed Meeting Dates for 2008**

- 9.1 The memorandum informing members of the proposed meeting dates for the CDEM CEG and the CDEM Group for 2008 was received and considered by the Group.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives and notes the meeting dates for the Civil Defence Emergency Management Co-ordinating Executive Group and the Civil Defence Emergency Management Group proposed for 2008.

Lean/Wilson

## **10. Release of National Hazardscape Report**

- 10.1 The memorandum advising the Group of the release by the Government of the National Hazardscape Report. The Report was prepared for the Officials' Committee for Domestic and External Security Co-ordination (ODESC) as part of a whole-of-government approach to hazard management in New Zealand.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum advising of the release by Officials' Committee for Domestic and External Security Co-ordination (ODESC) of the National Hazardscape Report.

Lean/Wilson

## **11. Appointment of an additional Alternative Group Controller for the Taranaki CDEM Group**

- 11.1 The memorandum seeking approval from the Taranaki CDEM Group to appoint Patricia Wolfsbauer-Hookham as an Alternative Group Controller was received and discussed.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum advising the intention to seek the appointment of Patricia Wolfsbauer-Hookham as an additional Alternative Group Controller.

Lean/Wilson

## **12. Taranaki CDEM Advisory Group Name Change and Membership Extension**

- 12.1 The memorandum advising Members that the Egmont Advisory Group is now known as the Taranaki Seismic and Volcanic Advisory Group and that membership of the Group has been extended to one member of the Earthquake Commission and one member of the Ministry of Civil Defence Emergency Management was received and discussed.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum on Taranaki CDEM Egmont Volcano Advisory Group name change and membership extension.

Lean/Wilson

### **13. Ministry of Civil Defence and Emergency Management**

- 13.1 Mr I Wilson, Ministry of Civil Defence and Emergency Management, provided an update to the Group of the Ministry's current projects and initiatives.

### **14. General Business**

There were no items of general business.

There being no further business, the Chairperson, Mr D L Lean, declared the meeting of the Civil Defence Emergency Management Co-ordinating Executive Group closed at 11.25am.

**Confirmed**

**Chairperson:** \_\_\_\_\_  
**D L Lean**

**Date:** **27 February 2008**

## UNCONFIRMED

### Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group held in the Taranaki Regional Council Committee Room, 47 Cloten Road, Stratford on Wednesday 27 February 2008 commencing at 10.30 am.

<b>Present</b>	Messrs	D L Lean	(Regional Civil Defence Controller) (Chairman)
		G K Bedford	(Taranaki Regional Council)
		G Young	(South Taranaki District Council)
		A Wilson	(New Plymouth District Council)
		P Fitzell	(New Zealand Fire Service)
	Mr	M Broker <i>alternate</i>	(Taranaki District Health Board)
	Mrs	G Campbell	(Welfare Advisor)
	Inspector	F Prestidge	(New Zealand Police)
	Inspector	F Grant	(New Zealand Police)

<b>In attendance</b>	Mr	M Langford	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)
	Mrs	D A Smith	(Taranaki Regional Council)
	Mr	A D Mclay	(Taranaki Regional Council)
	Mr	R Ritchie	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	I Wilson	(Ministry of Civil Defence & Emergency Management)

Messrs	Ian Lees	TrustPower Limited
	Kerry Watson	TrustPower Limited
	Edwin Samson	TrustPower Limited
	Bruce Walpole	TrustPower Limited
	Chris England	TrustPower Limited

**Apologies** The apologies from Mr J Sutton (Lifelines Advisor), Mrs A Kemp (Taranaki District Health Board), Mr M Avery (Stratford District Council) and Ms Liz Pryor (Midland Ministry of Health) were received and sustained.

**Notification of Late Items** There was no notification of late items

## 1. Appointment of chairperson

- 1.1 Mr G K Bedford, Director—Environment Quality took the chair and called for nominations for the position of Chairperson of the Civil Defence Emergency Management Co-ordinating Executive Group. Mr David Lean was the sole nomination.

### Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. appoints Mr David Lean as Chairperson.

Fitzell/Grant

- 1.2 Mr G K Bedford, Director—Environment Quality congratulated Mr Lean on his appointment as Chairperson and asked Members to confirm a term of appointment. It was agreed that the term of appointment should be three years (ie, until the next local authority triennial elections).

### Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. confirms that Mr David Lean be appointed Chairperson for a term to the next triennial elections.

Wilson/Fitzell

- 1.3 Chairperson, Mr D L Lean called for nominations for the position of deputy chairperson of the Civil Defence Emergency Management Co-ordinating Executive Group. Mr G K Bedford was the sole nomination.

### Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. confirms that Mr G K Bedford be appointed Deputy Chairperson for a term to the next triennial elections.

Wilson/Fitzell

## 2. Confirmation of Minutes

Minutes of Civil Defence Emergency Management Co-ordinating Executive Group:  
Tuesday 6 November 2007

### Resolved

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. takes as read and confirms the minutes and recommendations of the meeting of the Civil Defence Emergency Management Co-ordinating Executive Group held in the Taranaki Regional Council Chambers, 47 Cloten Road, Stratford on Tuesday 6 November 2007 at 10.30 am
2. adopts the recommendations therein.

Wilson/Fitzell

### **Matters arising**

#### Transitional arrangements during elections/review of CDEM Act

No further information was available.

#### July tornados event

One house still damaged – issues with insurance

#### Planning for large scale events in Taranaki

Meeting planned with Councils' and emergency services staff in the near future.

### **3. Briefing by TrustPower on the Patea Dam**

- 3.1 Chairperson, Mr D L Lean introduced Mr Ian Lees, Production Manager and four officers of TrustPower New Zealand Ltd who gave a shared presentation on the Company's management of the Patea Dam.
- 3.2 TrustPower indicated that although robust systems were already in place, an opportunity to meet and clarify any issues relating to contingency planning would be welcomed.
- 3.3 Members requested that the proposed discussion with TrustPower should also include contingency planning for the Company's Mangorei and Motukawa dams.

### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives this memorandum on the TrustPower presentation to the Taranaki CDEM CEG
2. engages with TrustPower to address the various matters identified within the Taranaki Group Plan relating to contingency planning associated with the Patea, Mangorei and Motukawa dams.

Wilson/Grant

#### **4. CDEM involvement in evacuation of Patea**

- 4.1 Mr G K Bedford spoke to the memorandum updating the Group on the civil defence emergency management involvement in the evacuation of Patea on 6 February 2008. He noted that a debriefing would be held following the meeting to discuss the response of Taranaki CDEM Group to the fire at the Patea freezing works.

##### **Recommended**

That the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives this memorandum on the activation of the Taranaki CDEM Group in response to a fire at the Patea freezing works
2. notes that a debrief of CEG members involved in the Patea fire will follow today's meeting of the Coordinating Executive Group.

Young/Wilson

#### **5. Lifelines Advisory Group Activity Report**

- 5.1 Mr G K Bedford spoke to the memorandum updating Members on the activities of the Lifelines Advisory Group, noting that Mr John Sutton (NPDC) had accepted the position of Lifelines Co-ordinator for the Taranaki with Mr John Jones (SDC) as alternate co-ordinator.
- 5.2 Members noted that the Lifelines Advisory Group had identified a serious issue for both the region and the whole of New Zealand if the Stratford switching station were to fail (eg, due to even a minor eruption with resulting ashfall from Mt Taranaki). It was noted that this matter had been raised with both Transpower and the Ministry of CDEM.

##### **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. accepts the report of the Lifelines Advisory Group.

Lean/Fitzell

#### **6. Updated Civil Defence Emergency Management Public Education Plan for Taranaki for 2005 - 2010**

- 6.1 Mr R Ritchie, Taranaki Regional Council, presented the updated *Civil Defence Emergency Management Public Education Plan for 2005 -2010* for the consideration of Members.
- 6.2 It was noted that a telephone survey of the general public to monitor awareness and preparation for a civil defence event in the region, was to be repeated in a year's time.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum on the updated *Civil Defence Emergency Management Public Education Plan for 2005 -2010*.

Lean/Campbell

## **7. Update on Text Message Warning System ('OPTN')**

- 7.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum updating Members on the introduction of a text message warning system in Taranaki.
- 7.2 It was noted that since the service was introduced to the region in mid-January, the number of subscribers has continued to grow with an average of 50 new subscribers per week. The service would again be advertised during Disaster Awareness Week.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. accepts the update report on the implementation of a text alerting system for CDEM purposes in Taranaki.

Fitzell/Wilson

## **8. Update from the Ministry of Civil Defence and Emergency Management**

- 8.1 Mr I Wilson, Ministry of Civil Defence and Emergency Management, provided an update to the Group of the Ministry's current projects and training opportunities available.

## **Recommended**

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report by the Emergency Management Advisor on activities of the Ministry of Civil Defence and Emergency Management.

Lean/Campbell

## **9. General Business**

There were no items of general business.

There being no further business, the Chairperson, Mr D L Lean, declared the meeting of the Civil Defence Emergency Management Co-ordinating Executive Group closed at 12.05pm.

**Confirmed**

**Chairperson:** \_\_\_\_\_  
**D L Lean**

**Date:** **27 May 2008**

18 March 2008

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

**Update on Text Message Warning System ('OPTN')**

**Purpose**

1. To update Members of the Group on the introduction of a text message warning system in Taranaki.

**Background**

2. The text message warning system offered by OPTN in June 2007 was adopted by this Group.
3. New legislation introduced in 2007 required such services to become free to the public. As a result of technical problems with the cell phone service providers the system could not be introduced efficiently because Telecom customers would receive a free service while Vodafone customers would have to pay.
4. In December 2007 the service was introduced into Taranaki, as requested by the CDEMG, regardless of the technical problem at Vodafone and the attendant disincentive for Vodafone subscribers.

**Discussion**

5. In late December 2007 Vodafone confirmed that the technical problem had been resolved and that the service would be free to subscribers.
6. The service was introduced to the region in mid January with press releases, radio and newspaper advertising, and flyers.
7. In the first month of the service 2218 subscribers joined the service. The number of subscribers is continuing to grow with an average of 50 new subscribers per week. This level of interest and uptake is considered highly successful, and in the case of emergency or other need to utilise the system, would ensure comprehensive direct (personal) coverage of much of the population once text forwarding is taken into account. By comparison, Northland CDEM Group have 400 – 500 subscribers after 8 months of offering the service.
8. The service will again be advertised during Disaster Awareness Week.

## **Recommendation**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum on the update of the implementation of a text alerting system for CDEM purposes in Taranaki

GK Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**

ITEM FOUR

18 March 2008

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

**Lifelines Advisory Group Activity Report**

**Purpose**

1. To update Members of the Group on the activities of the Lifelines Advisory Group.

**Background**

2. The Lifelines Advisory Group was formed at the same time as the Taranaki Civil Defence Emergency Management Group, to assist the CDEMG to address issues that may affect the provision of lifeline utilities in Taranaki

**Discussion**

3. John Sutton (NPDC- special projects) has accepted the position of Lifelines Co-ordinator for Taranaki and John Jones (SDC- engineer manager) has accepted the position of the alternate co-ordinator. Their willingness to serve in this capacity, and the willingness of their respective employers to release them for this work, is deeply appreciated.
4. The role of Lifelines Co-ordinator includes the co-ordination between all the lifeline utility providers to ensure that they can meet the requirements and obligations of the Civil Defence Emergency Management act 2002 and to co-ordinate the planning for emergencies and restoration of lifeline utilities following emergencies.
5. Both the Lifeline Co-ordinators are developing a lifelines response plan for the co-ordination of the restoration of lifeline utilities after any disruption caused by an emergency in the region.
6. The Lifelines Advisory Group has secured \$2000 funding from MCDEM to test the co-ordination plan once it is complete and to identify and map critical infrastructure hot spots in the Taranaki region.
7. The Lifelines Advisory Group has also identified a serious issue for the region which is being taken up at a national level. With the closure of the New Plymouth Power Station, northern Taranaki is dependent upon the operation of the electrical switching station in Stratford for power transmission. If the Stratford switching station were to fail there would in effect be no means for transmitting power to the western side of the region around Opunake or any areas north of Stratford (see map overleaf). The situation has been reported to MCDEM and the National Lifelines Engineering Forum.

A written request has also been submitted to Transpower requesting a copy of their contingency plan for the failure of the Stratford switching station.

### **Recommendation**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this report on the Lifelines Advisory Group.

GK Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**

18 March 2008

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

**Appointment of chair and deputy chair for Co-ordinating Executive Group**

**Purpose**

1. The purpose of this memorandum is to advise Members of the Group of the appointment of a chairperson and deputy chairperson for the Co-ordinating Executive Group.

**Background and discussion**

2. At its meeting of 17 October 2006, the CEG appointed David Lean as chair, following the retirement of Anne Knox. At the time, it was also agreed that the term of appointment should be one year. Accordingly, it was appropriate to make an appointment at the meeting of the CEG on 27 February 2008.
3. Gary Bedford had previously been appointed deputy chair, with no fixed term. It was considered appropriate to give the meeting an opportunity to review this appointment and to fix a term of appointment for the deputy chair position.
4. The CEG re-elected David Lean as chair and Gary Bedford as deputy chair, to serve until the next triennial local body elections.

**Decision-making obligations**

5. 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.

**Policy considerations**

6. 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 and the Civil Defence Emergency Management Act 2002.

**Financial considerations**

7. 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.

### **Legal considerations**

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

### **Recommendation**

THAT the Taranaki Civil Defence Emergency Management Group:

1. notes the appointment of David Lean as Co-ordinating Executive Group chairperson and Gary Bedford as deputy chairperson, for a term expiring at the next local body triennial elections

GK Bedford  
**Director-Environment Quality**

Approved

B G Chamberlain  
**Chief Executive**

18 March 2008

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

**Briefing by TrustPower on the Patea Dam**

**Purpose**

1. To report on a briefing by TrustPower to the CEG on the management and current contingency planning for the Patea Dam, and the forthcoming resource consent renewal process.

**Background**

2. TrustPower holds a number of resource consents in connection with the dam. These are due for renewal in 2008 and the Company is currently consulting with various interested parties.

**Submission**

4. The CEG heard, at its meeting of 27 February 2008, a presentation from senior TrustPower staff about dam safety management for the Patea Dam. Notwithstanding the good presentation and the positive attitude of Trustpower representatives towards the aspects the CEG wishes to have addressed, officers prepared a submission to ensure there is a public record of the CDEMG 's position and that the engagement of Trustpower in matters of public safety can be formally recognised. The chair of the CDEMG was asked to sign the letter, that it might be lodged in a timely manner.
5. A dam failure is a significant hazard identified in the CDEM Group Plan (2004). AN/NZS 4360 and the SMUG analysis process was used to determine the top ten significant hazards in the region, and the significant failure of a significant structure was identified as a hazard of rare likelihood but moderate to major impact in the Plan. The hazard ranked sixth with by comparison a public health threat ranked first and a hazardous substance spillage ranked tenth. Therefore it is appropriate for the Taranaki Civil Defence Emergency Management Group, through its technical/executive group the CEG, to raise and resolve these aspects.
6. 'Effect' under section 3 of the Resource Management Act 2001 includes any potential effect of low probability which has a high potential impact. A catastrophic failure of the Patea Dam fits this definition, and requires careful management including an appropriate dam break analysis and robust contingency plan.

7. In particular the CEG wished to ensure that there is provision of robust and comprehensive information on modes of abnormal or excessive release of flows from the dam structures and equipment, their likelihood of occurrence, the potential size and duration of releases, modelling of downstream effects particularly on private property and lifelines, and the contingency plans for alerting communities and authorities in such events. The CEG also sought details of the inspection, monitoring, and follow-up regimes that are in place. The CEG also wish to explore with the Council and the Company, the extent to which these matters can be formalised within consent conditions.
8. A copy of a submission by the CEG on the TrustPower resource consent applications relating to the Patea Dam, on behalf of the Taranaki Civil Defence Emergency Management Group, is attached.

## **Recommendations**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum;
2. endorses the submission prepared by officers on the TrustPower resource consent applications relating to the Patea Dam

GK Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**

Document: 422465

27 February 2008

F McLay  
Taranaki Regional Council  
Private Bag 713  
STRATFORD

Taranaki Regional Council Document No:  28 FEB 2008  Document No of Reply:
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Chief Executive  
Private Bag 713  
47 Cloten Road  
Stratford, 4352  
New Zealand  
Ph: 06 765 7127  
Fax: 06 765 5097  
[www.trc.govt.nz](http://www.trc.govt.nz)

Please quote our document  
number on all correspondence

Dear Sir

## TrustPower Patea Dam Resource Consents Submission

The Civil Defence Emergency Management Coordinating Executive Group (CEG), comprising representatives from the three district councils, NZ Police, WINZ, NZ Fire Service, TPK, Taranaki Health Board, IGNS, and welfare groups, wishes to make a submission on the TrustPower resource consent applications relating to the Patea Dam, on behalf of the Taranaki Civil Defence Emergency Management Group. This letter comprises part of the attached submission.

The CEG heard, at its meeting of 27 February 2008, a presentation from senior TrustPower staff about dam safety management for the Patea Dam. Notwithstanding the good presentation and the positive attitude of Trustpower representatives towards the aspects the CEG wishes to have addressed, the CEG wish to make a submission to ensure there is a public record of the CEG's position and that the engagement of Trustpower in matters of public safety can be formally recognised.

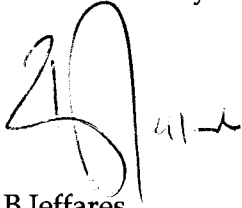
A dam failure is a significant hazard identified in the CDEM Group Plan (2004). AN/NZS 4360 and the SMUG analysis process was used to determine the top ten significant hazards in the region, and the significant failure of a significant structure was identified as a hazard of rare likelihood but moderate to major impact in the Plan. The hazard ranked sixth with by comparison a public health threat ranked first and a hazardous substance spillage ranked tenth. Therefore it is appropriate for the Taranaki Civil Defence Emergency Management Group, through its technical/executive group the CEG, to raise and resolve these aspects.

'Effect' under section 3 of the Resource Management Act 2001 includes any potential effect of low probability which has a high potential impact. A catastrophic failure of the Patea Dam fits this definition, and requires careful management including an appropriate dam break analysis and robust contingency plan.

In particular the CEG wishes to ensure that there is provision of robust and comprehensive information on modes of abnormal or excessive release of flows from the dam structures and equipment, their likelihood of occurrence, the potential size and duration of releases,

modelling of downstream effects particularly on private property and lifelines, and the contingency plans for alerting communities and authorities in such events. The CEG would also seek details of the inspection, monitoring, and follow-up regimes that are in place. The CEG would like to explore with the Council and the Company, the extent to which these matters can be formalised within consent conditions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'B Jeffares', with a stylized flourish at the end.

B Jeffares

**Chair**

**Taranaki Civil Defence Emergency Management Group**

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# Notice of Submission

To: **The Chief Executive**  
Taranaki Regional Council  
Private Bag 713  
Stratford

Telephone 06-765 7127  
Facsimile 06-765 5097  
info@trc.govt.nz

See letter 422320



I / we TARANAKI CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP  
[name of person, organisation or group making submission]

Address 90 TARANAKI REGIONAL COUNCIL (ADMINISTERING AUTHORITY)

Name of contact person GARY BODFORD Phone: Wk 6/7657127 Home \_\_\_\_\_

Pursuant to sections 96 and 97 of the Resource Management Act 1991, I / we hereby

SUPPORT  OPPOSE  NEUTRAL an application by:

Applicant TRUSTPOWER LTD Application No 4814, 4816, 4820, 4822, 4823

Activity To use Patea Dam to maintain structures to dam and divert the Patea River, to discharge from the powerhouse & spillways (2 applications)  
The particular part[s] of the application I / we support/oppose/neutral are:

refer attached letter doc 422320 - to ensure possible downstream effects of high/excessive releases are identified and addressed

My / our reason for making this submission is: Refer attached letter doc 422320 - to ensure possible downstream effects of high/excessive releases of water are identified and addressed

My / our submission would be satisfied by the Council taking the following decision and/or incorporating conditions with the following intent:

Refer attached letter doc 422320

I / We  DO  DO NOT wish to be heard in support of this submission.

Note: If you have indicated that you wish to be heard at the Council's formal hearing, you will be invited firstly to an informal pre-hearing meeting. Those submitters who have indicated they do not wish to be heard may attend the pre-hearing meeting if they wish.

If you have indicated you do not wish to be heard and a pre-hearing meeting is held, do you wish to be invited?  Yes  No

Signature [Signature] Date 28/2/08  
[to be signed by, or on behalf of person[s] or group making submission]

Submission information overleaf

## Taranaki Regional Council

### Resource Management Act 1991 Applications for resource consents

PUBLIC notice is hereby given pursuant to section 93(2)(a) of the Resource Management Act 1991, that the Taranaki Regional Council has received the following applications for resource consents from TrustPower Limited.

The applications relate to the Patea Dam, Patea hydro-electric power scheme and Lake Rotorangi, and are to replace consents that are to expire. The applications seek all necessary resource consents to carry out the works and activities as set out in the assessment of environmental effects accompanying the applications, which are generally to reauthorise the existing activities but include a proposal to modify the water level regime in Lake Rotorangi. The applications have been separated out by activity as summarised below.

**Applicant:** TrustPower Limited  
**Location:** Maben Road, Hurleyville, Patea  
**Address for service:** Private Bag 12023, Tauranga 3143

#### Applications lodged:

*these ones*

**Application No: 4814**      **Consent No: 0488-2**  
To use the existing Patea Dam and associated infrastructure in, on, under or over the bed of the Patea River and Lake Rotorangi for hydroelectric power generation purposes.

**Application No: 4816**      **Consent No: 7188-1**  
To maintain, repair, alter and reconstruct structures and works [including but not limited to the Patea Dam, log boom, auxiliary spillway, emergency spillway, flood channels, river training works and boat ramps] in, on, under or over the bed of the Patea River and Lake Rotorangi.

**Application No: 4818**      **Consent No: 0491-2**  
To take and use up to 8,640,000 cubic metres of water per day, at a rate of 100 cubic metres per second from Lake Rotorangi for hydro-electric power generation purposes.

**Application No: 4820**      **Consent No: 0489-2**  
To dam and divert the Patea River [Lake Rotorangi], divert up to 100 cubic metres of water per second through the scheme's intake structure and divert the remaining flow through the service spillway, auxiliary spillway and emergency spillway for power generation purposes.

**Application No: 4822**      **Consent No: 7190-1**  
To discharge up to 100 cubic metres of water per second from the Patea power house into the Patea River and up to 1400 cubic metres of water per second from the main service spillway to the Patea River for power generation purposes.

**Application No: 4823**      **Consent No: 7191-1**  
To discharge water from the Patea Hydro-electric Scheme's auxiliary spillway and emergency spillway to the Patea River via spillway creek.

18 March 2008

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

**Review of Patea evacuation (freezing works fire)**

**Purpose**

1. To report on the involvement of CDEMG in the evacuation of Patea 6 February 2008, and a de-brief of CEG Members and officers from other agencies who were involved.

**Background**

2. A fire at the disused freezing works in Patea led to concerns regarding the potential for asbestos contamination of properties in Patea and the potential for human health effects as a consequence.
3. A record of the involvement of CDEMG in the events of the day is attached.
4. As is standard practice in any event involving an activation of CEG members, a de-brief was held following the meeting of the CEG on Wednesday 27 February 2008.

**Discussion**

5. Fundamentally, the evacuation event went well. Notwithstanding that the events of the day have released a degree of public concern over various matters, including some aspects of the CDEM-related activities, the bottom line is that emergency services including CDEM personnel evacuated and cared for a significant number of people during the day. Good points included the high level of volunteered assistance, the readiness of council personnel to assist, inter-agency co-operation, and the absence of injury or adverse effects for residents and property.
6. In any such event, CDEM participants always review what happened, in order to identify any learning points. This is particularly important in Taranaki where (thankfully) there are relatively few such events from which to learn, and it is important to make the most of experiences that present themselves.
7. The debrief, at officer level, involved the following agencies: NZ Fire Service; Taranaki District Health Board; South Taranaki District Council; New Zealand Police; Work and Income New Zealand; Taranaki Regional Council; Taranaki CDEM.
8. The main matters discussed for reinforcement included the following:

- Establishing lead agencies for each part of an incident ;
- The pressure upon available resources there can be during the early stages of an incident;
- The need for good record-keeping of evacuations- e.g. evacuees; those refusing evacuation; who needed care and who would self-manage;
- Clear early identification of agency spokespeople and opportunities for shared communications;
- Information flow and feedback from an incident scene to TEMO;
- The heavy media demands;
- Provision of personal protective equipment in such an event; and
- The difficulties of meeting people's demands to 'know what's happening/what should I do', when there might not be advice available or resources to distribute it.

## **Recommendations**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum;
2. notes that a de-brief of agencies involved in the evacuation of Patea on 6 February 2008 has been held.

GK Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**

27 February 2008

**Memorandum to  
Chairperson and Members  
Civil Defence Emergency Management  
Co-ordinating Executive Group**

## **CDEM Involvement in evacuation of Patea**

### **Purpose**

1. To update the Co-ordinating Executive Group on the CDEM involvement in the evacuation of Patea on 06 February 2008.

### **Background**

2. A fire at the disused freezing works in Patea led to concerns regarding the potential for asbestos contamination of properties in Patea and the potential for human health effects as a consequence.

### **Discussion**

#### **Chronology of events from CDEM perspective**

3. TEMO staff received the first notification of the 3<sup>rd</sup> alarm fire at the freezing works at 01:00 with a request to contact Fire Comms.
4. The duty EMO rang Fire Comm as requested. As a result, the Duty EMO contacted the other EMO in response to the request from Fire for CDEM assistance in case of a need for the evacuation of Patea.
5. Both EMOs reported to TEMO to discuss potential demands for the evacuation and determine an appropriate action plan. The Taranaki Response Team (TRT) was activated at the same time to support the CDEM response.
6. The EMOs decided to send the TRT and an EMO to Patea so that accurate information could be received from the site, and advice could be given at the scene. The Incident Control Point had been set up at Patea Fire Station.
7. In summary, the CDEM response was in support of the Emergency Services response.
8. TEMO was manned from approximately 0120 and more staffing was brought in from approximately 0600. TRC staff and CD volunteers were activated to manage the co-ordination of any requests from Patea or actions required, at TEMO.
9. An Emergency Welfare Centre was opened at 0715 at Hicks Park Sports complex and manned by South Taranaki District Council staff and volunteers from the area, where

they made ready to receive, register and care for any evacuees (see further below). The public information manager of STDC was also advised at about 7 am, and thereafter worked in communication with the media officer at TEMO to manage press releases and other communications (see further below).

10. On arrival at Patea Fire Station the Senior EMO was given a briefing by Fire and Police. The decision to evacuate was postponed until better intelligence was available to inform any such decision (the Fire Service had already evacuated some houses closest to the fire scene). In conjunction with Police and Fire consideration was given for the need to declare a state of local emergency. Fire advised they did not require a declaration. The Police discussion gave consideration to the compulsory evacuation of Patea and the need for the police powers contained in the CDEM Act. The decision was made to hold off on a declaration for the purposes of the Police powers unless and until a compulsory evacuation was necessary.
11. The Police and TEMO staff worked out a plan for the defined evacuation area. Five teams of 4 were set up each with at least one member from the Police, Fire and TRT in each team, with the fourth person coming from other organisations.
12. The teams were tasked to go from door to door in the evacuation area to advise residents to evacuate due to the potential health risks. Where possible, the evacuees were advised to use their own transport. Transportation was offered and ready for those who did not have access to their own means of travel. Records were kept of those households refusing to leave and those requiring transport.
13. Evacuees were advised that they could go to the Emergency Welfare Centre that had been established at Hicks Park, Hawera or to friends or family in a safe area.
14. TEMO staff and the TRT left the Incident Control point once the evacuees requiring transport had been moved to the centre set up in Hawera.
15. One member of the community who was using medical oxygen was transported by the Ambulance Service to Kakaramea Marae.

### **Media**

16. The CDEMG media team at the moment is made up of communications staff from TRC, STDC, MSD, and NPDC, with volunteer support. The CDEMG Communications group produced four media releases and one media advisory notice during the Patea event on 6 February. They also dealt with numerous inquiries from regional and national media, including liaison for a number of live radio interviews on the day and the following day.
17. The STDC communications manager was on the ground in Hawera and Patea, with communications officers from TRC, MSD and NPDC offering support from TEMO where the media releases were being issued.

### **Emergency welfare centre**

18. The Hawera Welfare Centre was established at the Sports Centre at Hicks Park, Hawera at 0730 on Wednesday 6 February by Jan Johnston and Phil Waite from South Taranaki District Council. They were advised by the Fire Service through TEMO to expect between 300 and 600 evacuees from Patea as a result of the fire. The first of the evacuees

arrived at about 0830 am to register. A registration desk was set up in one of the sports halls, and the Rugby Club rooms was opened to provide a gathering area, as it has kitchen facilities and is more comfortable than keeping people in the hall areas. Although this was a more comfortable area, it is on a first floor and required people to climb stairs to access. Fortunately only one evacuee had to be assisted up the stairs.

19. Between approximately 0730 and 0900 a number of other volunteers who had been contacted by TEMO arrived to assist with operating the Welfare Centre. A trickle of evacuees arrived at the Centre throughout the day. In total there was 144 people registered at the Centre, the vast majority of whom made their own way to the centre from Patea, registered, and then went away again having made their own arrangements to visit with family and friends.
20. Catering for the average of 20 – 30 people who stayed at the Welfare Centre was initially provided by South Taranaki Victim Support Group, until the Salvation Army personnel arrived at around 12noon. Food originally meant for the Patea Pae Pae, which was cancelled due to the fires, was purchased and re-directed to feed those at the welfare centre.
21. In addition to the volunteer people who had been contacted by CDEM Group, a number of local Hawera residents rang or called to the welfare centre to offer their assistance, which included offers of overnight accommodation of required.
22. Following the announcement shortly after 6pm on Wednesday that evacuees could return to their homes, the Welfare Centre was closed and cleaned up by 8.30pm.
23. There were continuing offers of assistance received during the day. The number of evacuees that arrived at the EWC was less than expected. The Welfare Centre operated smoothly overall. Having local people managing the welfare centre was a definite benefit, with the local knowledge of the welfare staff. As an example, they arranged for possible accommodation of large groups at local maraes if required overnight, and had made tentative bookings for those people who had advised a need to be accommodated, with local motels.
24. Regular phone calls from TEMO to the Welfare Centre both providing information and ensuring the centre was coping was appreciated, although more regular updates on the progress of the firefighting and actions being taken would have been of additional benefit, as the people having been affected were asking EWC staff for more information.
25. Gary Bedford of the **Taranaki Regional Council** attended a public meeting held in Patea on Monday 11 February as a representative of the CDEM Group, along with representatives of the emergency services and the STDC, to hear and address questions and concerns voiced by the local community. About 400 people attended the meeting. A range of matters were raised, and will be followed through.

ITEM EIGHT

18 March 2008

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

**Updated Civil Defence Emergency Management Public Education  
Plan for Taranaki for 2005 - 2010**

**Purpose**

1. To introduce the updated Civil Defence Emergency Management Public Education Plan for 2005-2010 ['the Plan'] for consideration of Members. The Plan is attached to this memorandum.

**Background**

2. The Plan was approved and implemented by this Group in September 2005. The purpose of the Plan is to provide a framework and timeline for the implementation of the CDEM Public Education Strategy ['the Strategy']. The Strategy is an action set out in the CDEM Group Plan. The Strategy was approved by this Group in April 2005.
3. The objectives of both the Strategy and the Plan are to develop community awareness and understanding of:
  - the risks from hazards that could occur in Taranaki;
  - what individuals need to do and where to find guidelines before, during and after an emergency;
  - the role of the CDEM Group and its key partnership agencies; and
  - the need for the public to participate in rebuilding and restoring communities after the emergency event has passed.
4. The Plan was jointly developed by a working group with representatives of the New Plymouth, Stratford, and South Taranaki District Councils, the Taranaki Regional Council, Police, Health, and Fire Services.
5. The Plan outlines a framework for the five year period 2005 – 2010, with a detailed programme developed at the beginning of each financial year.

## **Development of Programme for 2008/2009**

6. The detailed programme for 2008/2009 was developed in line with the framework for the National Public Education Programme ['the framework'], to ensure the consistency of messages and the coordination of regional and national resources. The framework was developed by the Ministry of Civil Defence and Emergency Management ['MCDEM'] in consultation with the National Public Education Reference Group.
7. The National Public Education Reference Group was established in March 2007 with the purpose of providing input into a framework for the national public education programme and to improve liaison between MCDEM and regional CDEM Groups on public education initiatives. The Group is made up of representatives from each of the CDEM Groups throughout New Zealand.

## **Detailed programme for 2008/2009**

8. The core activities that make up the detailed programme for 2008/2009 are as follows:
  - Ongoing – Review and maintain the CDEM section of the TRC website.
  - Disaster Awareness Week (October 2008) - A newspaper advertising feature will run in the Daily News.
  - Disaster Awareness Week (October 2008) - warehouse and supermarket displays, posters, and other promotional activities.
  - Volcano exercise- pursue options for concurrent media publicity.
  - Ongoing – a radio advertising campaign will be run to raise awareness of the key messages and website.
  - Ongoing – Presentations will be made to community leaders and community groups on request.
  - Ongoing – Liaise with Ministry of Civil Defence Emergency Management to ensure coordination of regional and national awareness campaigns.
  - Ongoing – Professional development sessions carried out with teachers throughout Taranaki and support of "What's the Plan Stan?".
9. Ongoing – Liaise with Puke Ariki to include key messages in the 'Taranaki naturally' gallery.

## **Recommendations**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum;
2. adopts the updated *Civil Defence Emergency Management Public Education Plan for 2005 – 2010*.

GK Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**

# Civil Defence Emergency Management Public Education Plan for Taranaki for 2005 – 2010

Reviewed December 2007 (#170367)

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## 1. Introduction

### 1.1 Purpose

The purpose of this plan is to provide a framework and timeline for the implementation of the Civil Defence Emergency Management Public Education Strategy [“Public Education Strategy”].

The plan has been jointly developed by a working group with representatives of the New Plymouth, Stratford, and South Taranaki District Councils, the Taranaki Regional Council, and Police, Health, and Fire Services.

Other agencies will also be involved in the implementation of the strategy.

## 2. Objectives

The plan will meet the objectives of the Public Education Strategy which are to develop community awareness and understanding of:

- the risks from hazards that could occur in Taranaki
- what individuals need to do and where to find guidelines before, during and after an emergency
- the role of CDEM Group and its key partnership agencies
- the need for the public to participate in rebuilding and restoring communities after the emergency event has passed.

To be effective, education and heightened awareness must transfer into actions or behaviours that lead to higher levels of preparedness in the community, at home and at work.

## 3. Key messages

The key messages to be communicated to the public are:

- You need to know what the significant hazards are for Taranaki.
- Are you prepared for an emergency? In an emergency you could be on your own for three days, maybe more.
- The CDEM Group will coordinate the response between all agencies during an emergency, and respond to community welfare.

## 4. Target audiences

There are five major groups identified as target audiences for the Public Education Strategy:

- General Public (at risk groups, individuals and households, and communities)

- School Sector
- Media
- Community Leaders
- Business sector

## 5. Focus of Public Education Plan

The focus of the five year public education plan is to increase community awareness, understanding and participation in CDEM in the Taranaki region. In particular, the plan will concentrate on:

- increasing preparedness and understanding of the significant hazards in Taranaki;
- what individuals need to do and where to find guidance before, during and after an emergency;
- the role of the CDEM Group and its key partnership agencies; and
- the need for public to participate in rebuilding and restoring communities after the emergency event has passed.

Each year a specific targeted public education programme will be delivered which is consistent with the direction of Ministry of Civil Defence and Emergency Management (MCDEM) and other emergency services' promotional activities.

The National Public Education Programme developed by MCDEM is based on the integration of national and regional programmes. This is assisted through regional representation on the National Public Education Reference Group which MCDEM has established.

Consistency of messages is essential. All information delivered regionally must be consistent with the text provided on the GetThru website as those core messages are agreed within the CDEM sector.

The Taranaki CDEM Group can also leverage off partnerships that MCDEM develop with public and private sector organizations.

The overall focus for the Public Education Plan is to:

- maintain core information on the civil defence section of the Council's website and ensure it is consistent with the MCDEM Get Thru website. This should be used as a basis for material to the media, public campaigns, and educational resources;
- communicate to the public that there is a coordinated effort between the four councils in terms of civil defence emergency management and that there is a coordination of all other agencies involved in CDEM;
- communicate with media the actual role of the CDEM Group to ensure that the public is well informed;
- review, develop and update promotional and educational resources where appropriate;
- liaise with MCDEM to ensure that the CDEM Group education programme is coordinated with the Ministry's national programme to gain leverage for regional campaigns. This includes representation on the national Public Education Reference Group;

- explore opportunities to coordinate CDEM Group efforts with those of other agencies if and when appropriate; and
- acknowledge that heightened public awareness following an emergency event provides opportunities for increased public education.

## **6. Methods available for delivery**

The methods that the CDEM Group has available for communicating the key messages to their target audiences are outlined below. The benefits of some of the methods are discussed along with a listing of the resources that the CDEM Group has. The action plan for public education activities in the 2008/2009 year is outlined in Section 7.

### **6.1 Media**

The media plays a significant role in communicating the key messages of the CDEM Group. The three main avenues available to the CDEM Group are discussed in detail below. All three media provide opportunities for keeping the Taranaki community informed.

#### **6.1.1 Newspapers, magazines and newsletters**

- Newspapers reach a wide range of people. They have the benefit of providing pictures, longer articles, and a hardcopy that can be kept.
- The Daily News is circulated six days a week; distribution covers almost all of the Taranaki region.
- Each district in the Taranaki region has a free community newspaper distributed weekly.
- Live magazine is distributed monthly in New Plymouth district.
- District and regional councils have community newsletters.

##### **2008/2009 programme**

- Material and media releases will be distributed to newspapers and magazines for editorial stories or regular features.
- Advertising features (eg disaster awareness week) will be placed in the Taranaki Daily News and community papers. Advertisements will promote [www.trc.govt.nz](http://www.trc.govt.nz) and [www.getthru.govt.nz](http://www.getthru.govt.nz) as sources of information.
- Make sure that local advertising and promotions reinforce the national Get Ready Get Thru programme and Disaster Awareness Week.

#### **6.1.2 Radio advertising**

- Radio advertising is immediate and a good way to communicate with the public that cannot be reached through newspaper advertising or to reinforce other campaigns.

##### **2008/2009 programme**

- Investigate a radio advertising campaign to complement the newspapers adverts.
- Use the Talk of Taranaki segment or community notice board on NewsTalk ZB.

### **6.1.3 Television**

- National television may cover local news items such as events or training exercises.
- Be ready to work with all other agencies that are proposing programmes to be aired on national television. For example, the Get Ready get Thru campaign and the Earth Quake Commission's EQ-IQ campaign.

#### **2008/2009 programme**

- Coordinate regional advertising and promotions around MCDEM's national campaigns:
  - Disaster Awareness Week in October 2008
  - Integrate with schedule for Get Ready get Thru campaign.

### **6.2 Presentations, brochures and promotional material**

- Brochures and other promotional material can be used to raise awareness of the key messages.
- A household brochure (*Are you and your family prepared?*) has been distributed in the Taranaki region.
- MCDEM has *Get Ready Get Thru* brochures and posters which have generic Civil Defence messages.
- There is an online CDEM Public Education Toolbox on the MCDEM website.
- Emergency Management Officers carry out presentations to community groups on request.

#### **2008/2009 programme**

- Work with supermarkets and major stores throughout the region to display educational material on key messages (eg Disaster Awareness week).
- Review the regional household brochure and evaluate targeting a younger audience.
- Respond to requests for presentations to community groups.
- Distribute printed material from MCDEM (eg DLE Get Ready Get Thru brochure).
- Distribute public education resources developed for Taranaki (eg important document folder) and produce new resources such as labeled water containers (similar to Wellington region).

### **6.3 Yellow Pages advertising**

- MCDEM has a full page advertisement in the Yellow Pages to make sure that civil defence information is available to most households.
- There is a national agreement with Yellow Pages for regions to take up additional pages at a substantially discounted price.
- The white pages include the CDEM contact information.

#### **2008/2009 programme**

- Investigate the opportunity to include additional regional information in the Yellow Pages to complement MCDEM's generic information.

### **6.4 Websites**

- The Taranaki Regional Council's website, MCDEM's website and the Get Ready Get Thru sites are the key sources of information on civil defence.
- All Taranaki district council websites should link to the CDEM pages on the Council's website.

- In the case of an emergency event a “current emergency” page will be activated on the Council website for emergency information.
- The Council and Get Ready Get Thru website addresses should be included in all advertising and printed resources.

#### **2008/2009 programme**

- Review and maintain civil defence information on the Taranaki Regional Council website.
- Maintain links from the three district councils.

### **6.5 School resources**

- Schools are a sector that has traditionally been easy to access, however, competition for including material in teaching programmes is increasing.
- MCDEM has developed the *What's the Plan Stan?* schools' resource, targeted at primary and intermediate schoolchildren and teachers, and has held workshops for teachers on the resource.
- The Council's Education Officer and Emergency Management Officers promote and support the use of the resource in Taranaki.

#### **2008/2009 programme**

- Promote the MCDEM teaching resource *What's the Plan Stan?* through the Council's school education programme.
- Regularly include civil defence as a topic in the Taranaki Regional Council's SITE newsletter to schools.
- Provide professional development for teachers to deliver the *What's the Plan Stan?* teaching resource.

### **6.6 Open days or seminars**

- Combined civil defence and emergency services open days enable the public to visit TEMO and access information on civil defence and general preparedness.
- Public seminars on specific themes such as Taranaki Volcano have been successful.

#### **2008/2009 programme**

- Investigate the possibility of a combined open day at TEMO with other services (eg Police, Fire, Ambulance services, THRT, Red Cross, TRC oil spill response etc). Organise a public seminar (topic to be decided).
- Prepare display posters.

### **6.7 Internal Council staff and community leaders**

- Our own Council staff and community leaders need to be well informed so that they are prepared for their roles in an emergency. They also have a role in the distribution of information organisations, neighbours, friends and family.
- They need to be aware of the core messages and sources of information.

#### **2008/2009 programme**

- Make articles and information available to staff and community leaders through *Recount* newsletter, the *Highlights* section of the Council intranet, the Council website and the GetThru website.

### **6.8 Puke Ariki**

- The Taranaki Regional Council has an ongoing partnership with Puke Ariki. Opportunities at Puke Ariki such as the coordination of education programmes, interactive workshops and displays should be utilized wherever possible.

**2008/2009 programme**

- Identify any opportunities to promote civil defence messages in Puke Ariki.
- Council's Education Officer to support Puke Ariki's schools programme on civil defence themes such as Taranaki volcano.

**6.9 Sponsorship and other forms of advertising**

- Opportunities for organisations or businesses to support any of the above campaigns should be explored.

**2008/2009 programme**

- Investigate the possibility of advertising on a city bus in New Plymouth.

**6.10 Neighbourhood Support**

- Currently a number of Neighbourhood Support Groups are established in North Taranaki which can provide an effective response and recovery unit during emergency events.
- The concept and membership of Neighbourhood Support Groups should be promoted throughout the region.

**2008/2009 programme**

- Promote Neighbourhood Support Groups and contact information in appropriate CDEM information.

## 7. 2008/2009 Action plan

Activity	Audiences	Timing	Responsibility	Output	Measures	Budget - Estimated Cost
Review and maintain the CDEM section of the TRC website as the core source of CDEM information and key messages. Maintain links to the GetThru website and MOH and TDHB Pandemic information pages.	General Public, Media, Schools, & Councils	Delivery: ongoing	Mike and Peter	Up to date section on website.	Website consistent with MCDEM information and all district council sites linked to the CD section on the Council website.	20 hrs [From existing budget]
<b>Disaster Awareness Week</b> - newspaper advertising feature.	General Public	October 2008	Rusty and Mike	Publication of advertising feature.	Newspapers circulated.	Approx: \$1500  12 hrs of staff time in producing advert [From existing budget]
<b>Disaster Awareness Week</b> - Warehouse and supermarket displays and poster.	General Public	October 2008	Rusty and Mike	Displays		
Radio advertising campaign.	General Public	Ongoing	Rusty and Mike	Radio ads		Approx: \$5000
Present to community groups on request.  Present to business groups on request – focusing on business continuity planning.	General public and business groups	Ongoing	Mike and Des to present.	Carry out workshop/ presentations at the meetings.  Develop a generic tool for carrying out presentations [i.e. Powerpoint presentation].	Number in attendance at presentations.  Questions asked.	585 hrs [From existing budget]
Liaise with MCDEM on public education. Includes representation on National Public Education Reference Group to ensure integration of regional and national public education programmes and consistency of messages.	Taranaki community	On-going	Rusty and Mike.	Review Public education Plan annually and attend Public Education Reference Group meetings.		40 hrs [From existing budget]

Professional development for teachers on <i>What's the Plan Stan?</i> resource.	Teachers	Ongoing	Kevin and MCDEM	Meet with staff to promote <i>What's the Plan Stan?</i> And organize sessions as required.	Number of teachers in attendance. Number of sessions carried out.	40 hrs <b>[From existing budget]</b>
Promote and support MCDEM's <i>What's the Plan Stan?</i> teaching resource.	Teachers and students	Ongoing	Kevin and Emergency management Officers	MCDEM's <i>What's the Plan Stan?</i> teaching resource widely used Taranaki schools.  Civil defence featured in one issue of SITE newsletter each year.	Number of schools using resource.	
Support civil defence component of Puke Ariki's education programme.	School students	Ongoing	Kevin	Support on request.	Number of sessions carried out.	40 hrs <b>[From existing budget]</b>
Use TRC/Puke Ariki partnership promote civil defence messages in Puke Ariki's Taranaki Naturally gallery and other exhibitions.	General Public	Ongoing	Rusty	Relevant messages included in Puke Ariki.		
Distribute information and MCDEM brochures to libraries and Information Centres. Distribute information sheets to district councils for inclusion in their welcome packs for new residents.	General Public	Ongoing	Des and Mike	Visit Libraries and Information Centres to remind them of information that they have.	Response of staff at libraries and Information Centres.	48 hrs <b>[From existing budget]</b>
Evaluate regional advertising in Yellow Pages to complement MCDEM page.	General Public	Mid May – 27 June deadline for Taranaki book.	Rusty and Mike	Advertising placed.		10 hrs <b>[From existing budget].</b>
Investigate the possibility of advertising on a city bus in New Plymouth.	General Public		Mike and Rusty	CDEM messages featured on a city bus.		Approx: <b>\$2000</b>
<b>Additional funding required from CDEM budget for advertising etc: \$</b> <b>Ongoing costs :\$</b> <b>Total funding required from CDEM budget: \$</b>						

Document: 426872

18 March 2008

**ITEM NINE**

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

**MCDEM Report**

**Purpose**

1. To introduce a report by representatives of the Ministry for Civil Defence and Emergency Management.

**Recommendation**

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report of the Ministry of Civil Defence and Emergency Management.

Gary Bedford  
**Director-Environment Quality**

Approved:

B G Chamberlain  
**Chief Executive**