

Document: 538887

26 November 2008

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

Notice of Meeting

Notice is hereby given that a meeting of the **Civil Defence Emergency Management Group** will be held in the Taranaki Regional Council Chambers, 47 Cloten Road, Stratford on:

Tuesday 2 December 2008 commencing at 10.30am.

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 Regional Council Office, 47 Cloten Road, Stratford on Tuesday 2 December 2008 commencing at 10.30 am.



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

Apologies

Notification of Late Items

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Resolve

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 held in the Stratford District Council chambers, Miranda Street, Stratford on Tuesday 9 September 2008 at 10.30am.
2. adopts the recommendations therein.

Matters arising

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General Business

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Minutes of the Civil Defence Emergency Management Group meeting held in the Stratford District Council Chambers, Miranda Street, Stratford on Tuesday 9 September 2008 commencing at 10.30 am.

Present

	B R Jeffares	(Taranaki Regional Council)(Chairperson)
	A Matheson	(New Plymouth District Council)
	J D Edwards	(Stratford District Council)
	N Volzke	(Stratford District Council)
	G Lawson	(South Taranaki District Council)

In attendance

Messrs	G K Bedford	(Taranaki Regional Council)
	R A Phillips	(Taranaki Regional Council)
	P Ledingham	(Taranaki Regional Council)
	D L Lean	(Regional Civil Defence Controller)
	J Sutton	(Lifelines Advisor)
Mrs	K van Gameren	(Taranaki Regional Council)
Mrs	D Paulsen	(Taranaki Regional Council)
Mrs	L McLay	(Taranaki Group Recovery Facilitator)
Mr	I Wilson	(Ministry of Civil Defence and Emergency Management)

Apologies The apologies from Mayor P Tennent (New Plymouth District Council) and Mayor R Dunlop (South Taranaki District Council) were received and sustained.

Notification of Late Items

Item 5A – Report from the National Exercise Programme Meeting 21 August 2008
Item 8A – Significant Activity Annual report – Emergency Management

1. Confirmation of Minutes

Minutes of the Civil Defence Emergency Management Group meeting - 10 June 2008

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 in the Taranaki Regional Council Chambers, 47 Cloten Road, Stratford on Tuesday 10 June 2008 at 10.35 am

2. adopts the recommendations therein.

Matheson/Edwards

Matters Arising

Proposed submission to New Plymouth District Council: NPDC transport options report

It was noted that a revised submission was prepared that was reviewed and signed by the Group Chairperson, Councillor B R Jeffares, before being sent.

Update on the Mt Taranaki Eruption Exercise

It was advised that the Taranaki CDEM Group Exercise Billow will be held on 13 November 2008. Members of the Group requested briefing notes for information on Exercise Billow before the commencement of the exercise.

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

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

Tuesday 27 May 2008; and
Tuesday 19 August 2008 (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 27 May 2008
2. notes the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Tuesday 19 August 2008.

Lawson/Matheson

Matters Arising

There were no matters arising.

3. CDEM Advisory Group Minutes

- 3.1 The memorandum providing unconfirmed minutes of the CDEM Welfare and Lifelines Advisory Groups for information of the Group was received.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the unconfirmed minutes of the Welfare Advisory Group meeting and the Lifelines Advisory Group meeting.

Jeffares/Edwards

4. Introducing the Recovery Facilitator and Welfare and Lifelines Co-ordinators

- 4.1 Group Chairperson, Councillor B R Jeffares, introduced and welcomed to the meeting Mrs Louise McLay (Taranaki Group Recovery Facilitator) and Mr John Sutton (Lifelines Advisor), who provided a brief verbal report to the meeting on their role and function within the Taranaki CDEM structure and organization.

Recommended

That the Civil Defence Emergency Management Group

1. receives the memorandum and reports from the Lifelines Advisor and Recovery Facilitator of the Taranaki CDEM Group.

Edwards/Jeffares

5. The National Civil Defence Emergency Management Forum – Parliament Buildings 24 July 2008

- 5.1 Mr D L Lean, Regional Civil Defence Controller, spoke to the memorandum updating Members on the attendance by himself and Group Chairperson, Councillor Brian Jeffares, at the National CDEM Forum hosted by the Minister of Civil Defence & Emergency Management the Hon. Rick Barker held in Wellington on 24 July 2008.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the report of Mr David Lean and Councillor Brian Jeffares on their attendance at the National Civil Defence Emergency Management Forum which was held at Parliament Buildings, Wellington on 24 July 2008.

Jeffares/Lawson

5A. Report from the National Exercise Programme Meeting 21 August 2008

- 5A.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum informing members of the Taranaki CDEM Group of the outcome of the meeting of the National Exercise Programme Governance Group who meet annually to discuss CDEM exercises held in New Zealand and to plan future exercises.

- 5A.2 It was noted that the Taranaki CDEM Group will be involved in the international tsunami exercise in 2010 (minimal level of involvement) that will require a financial contribution in the Group's 2009/2010 and 2010/2011 financial years to participate.

Recommended

THAT the Civil Defence Emergency Management Group

1. accepts the report on the meeting of the National Exercise Programme Governance Group.
2. considers the level of involvement in the National Exercise Programme.

Jeffares/Edwards

6. Flood Event 30 April 2008

- 6.1 Mr R A Phillips, Taranaki Regional Council, provided a powerpoint presentation to the Group on the effects and consequences of the flood event of April 2008 highlighting the effects of the high intensity rainfall event on the Stony River and Kaihihi Stream resulting in Council river works being damaged, the Stony River Walkway damaged by bank erosion and aggradation and deposition causing that caused channel blockage, restriction and diversion.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the memorandum and presentation on the flood event of 29/30 April 2008.

Jeffares/Lawson

7. Management of land use in the Eastern hill country

- 7.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum presenting the main findings of a report prepared for the Council by Landcare Research Limited on sustainable land-use monitoring in the eastern Taranaki hill country and coastal sand country.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the memorandum on implementation of sustainable land management in the eastern hill country
2. notes that the report represents activities and works that deliver obligations and activities identified in the 2004 CDEM Group Plan
3. notes that the information contained in the report referenced will be incorporated into the Taranaki Regional Council's *State of the Environment Report*, due for release later this calendar year.

Jeffares/Edwards

8. Annual activity report – river control and flood management

- 8.1 The memorandum introducing to Members a report on the Taranaki Regional Council's activities with respect to river control and flood protection works in the 2007/2008 year was received and discussed.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the memorandum and annual report for 2007/2008 on river control and flood management
2. notes that the report represents 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.

Lawson/Matheson

8A. Annual activity report – river control and flood management

- 8A.1 The Group received and discussed the Taranaki Regional Council's annual emergency management activity report for the 2007/2008 year.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the memorandum and the emergency management annual report for 2007/2008.

Jeffares/Edwards

9. Ministry of Civil Defence Emergency Management Report

- 9.1 Mr Wilson, Ministry of Civil Defence Emergency Management, provided an update to Members of the Group on matters of interest from the Ministry.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the report from the Ministry of Civil Defence Emergency Management Advisor.

Edwards/Matheson

11. General Business

Mr I Wilson, Ministry of Civil Defence and Emergency Management, advised the Group, for information, that a test of the Pacific tsunami warning system will be

conducted on 29 October 2008.

Next Meeting

Members noted that the next meeting of the Taranaki Civil Defence Emergency Management Group would be held on Tuesday 2 December 2008.

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 11.15 am.

Confirmed:

Chairperson:

B R Jeffares

Date:

2 December 2008

2 December 2008

**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 19 August 2008 and the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on 7 November 2008.

Background

2. A copy 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 19 August 2008
2. receives the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on 7 November 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 19 August 2008 commencing at 10.30 am.

Present	Messrs	D L Lean	(Regional Civil Defence Controller) (Chairman)
		G Young	(South Taranaki District Council)
		M Avery	(Stratford District Council)
		J Sutton	(Lifelines Utility Co-ordinator)
		P Fitzell	(New Zealand Fire Service)
	Mrs	A Kemp	(Taranaki District Health Board)
	Mrs	G Campbell	(Welfare Advisor)
	Inspector	F Grant	(New Zealand Police)
	Inspector	F Prestidge	(New Zealand Police)
	In attendance	Mr	M Langford
Mrs		K van Gameren	(Taranaki Regional Council)
Ms		L Mahony	(Taranaki Regional Council)
Mr		P Ledingham	(Taranaki Regional Council)
Mr		I Wilson	(Ministry of Civil Defence & Emergency Management)
Ms		E Prior	(Ministry of Health – Midland)
Mrs		L McLay	(Taranaki Group Recovery Manager)
Ms		K Lawson	(Welfare Manager/New Zealand Red Cross)
Mr		Trevor Brown	(New Zealand Fire Region Manager/ Commander for the Western Region)
Mr		Jonny McKenzie	(Ministry of Civil Defence & Emergency Management)

Apologies The apologies from Mr G K Bedford (Taranaki Regional Council), Mrs D Paulsen (Taranaki Regional Council) and Mr A Wilson (New Plymouth District Council) were received and sustained.

Notification of Late Items

There were no late of items of business.

1. Confirmation of Minutes

Minutes of Civil Defence Emergency Management Co-ordinating Executive Group:
Tuesday 27 May 2008

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 27 May 2008 at 10.30 am
1. adopts the recommendations therein.

Avery/Lean

Matters arising

There were no matters arising.

2. CDEM Advisory Group Minutes

- 2.1 The unconfirmed minutes from the Welfare Advisory Group meeting held on 17 June 2008 and the Lifelines Advisory Group meeting held on 22 July 2008 were received and discussed by the Group. There were no matters arising.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the unconfirmed minutes of the Welfare Advisory Group meeting and the Lifelines Advisory Group meeting.

Lean/Young

3. Reports from Controller, Lifelines Advisory, Recovery Facilitator and Welfare and Rural Co-ordinators

- 3.1 Group Chairperson, Mr D L Lean, introduced and welcomed to the meeting Mrs Louise McLay (Taranaki Group Recovery Manager) and Ms Karen Lawson (Welfare Manager). Together with Mr John Sutton (Lifelines Utility Co-ordinator), they were asked to provide a brief verbal report to the meeting on their role and function within the Taranaki CDEM structure and organization. Due to the absence of Mr Neville Hagenon (Rural Advisor), no report was received.
- 3.2 Following the reports, Members noted and discussed the issue raised by the Welfare Co-ordinator regarding the implementation of unit standards training requirements for civil defence volunteers and the 'barrier' in has on people when they are considering donating their time to assist in a volunteer capacity. The Group agreed to network amongst themselves to discuss further.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the verbal reports from the Lifelines Advisor, Recovery Facilitator and Welfare Co-ordinator of the Taranaki CDEM Group.

Lean/Kemp

4. The National Civil Defence Emergency Management Forum – Parliament Buildings 24 July 2008

- 4.1 Mr D L Lean, Regional Civil Defence Controller, spoke to the memorandum updating Members on the attendance by himself and Councillor Brian Jeffares (Taranaki Civil Defence Emergency Management Group Chairperson) at the National CDEM Forum hosted by the Minister of Civil Defence & Emergency Management the Hon. Rick Barker held in Wellington on 24 July 2008.

Recommended

That the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report of Mr David Lean and Councillor Brian Jeffares on their attendance at the National Civil Defence Emergency management Forum which was held at Parliament Buildings, Wellington on 24 July 2008.

Young/Fitzell

5. Management of land use in the Eastern hill country

- 5.1 Due to the unavailability of Taranaki Regional Council staff to speak to the memorandum and answer questions from the Group, it was agreed to defer the agenda item (Management of land use in the Eastern hill country) until the next meeting of the Civil Defence Emergency Management Co-ordinating Executive Group.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. defers the agenda memorandum entitled 'Management of land use in the Eastern hill country' until the next meeting of the Group scheduled for November 2008.

Lean/Sutton

6. Annual activity report – river control and flood management

- 6.1 Ms L Mahony, Taranaki Regional Council, spoke to the memorandum introducing a report to the Group on the Taranaki Regional Council's activities with respect to river control and flood protection works in the 2007/2008 year.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum and annual report for 2007/2008 on river control and flood management, and
2. notes that the report represents 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.

Young/Avery

7. Flood event 30 April 2008

- 7.1 Due to the unavailability of Taranaki Regional Council staff to speak to the memorandum and answer questions from the Group, it was agreed to defer the agenda item (Flood event 30 April 2008) until the next meeting of the Civil Defence Emergency Management Co-ordinating Executive Group.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. defers the agenda memorandum entitled 'Flood event 30 April 2008' until the next meeting of the Group scheduled for November 2008.

Lean/Sutton

8. Presentation on the Fire Service's new Hazmat vehicle

- 8.1 Mr Trevor Brown, Fire Region Manager/Commander for the Western Region of the New Zealand Fire Services, provided a presentation to the Group on the capabilities of the new Hazmat vehicle arriving shortly at the New Plymouth Fire Station. The Group was briefed on how the vehicle can be made available to the Taranaki CDEM Group during a civil defence emergency and be utilized by both the fire service and other agencies ie police, welfare response etc. It was advised that the Group would be provided the opportunity to view the Hazmat vehicle after its delivery to the region.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum and the presentation by the Fire Service on the capabilities of the new Hazmat vehicle to be station at New Plymouth.

Lean/Sutton

9. Report from the Ministry of Civil Defence Emergency Management

- 9.1 Mr Jonny McKenzie, Member of the specialist development group of the Ministry of Civil Defence Emergency Management, provided a verbal report to the Group on his role within the Ministry and the assistance he can provide to the Taranaki CDEM Group and support staff in training and professional development.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report from the Ministry of Civil Defence & Emergency Management.

Lean/Campbell

10. Meeting Date for next Meeting – November 2008

- 10.1 Members received and noted the memorandum informing of the date for the next meeting of the Civil Defence Emergency Management Co-ordinating Executive Group for November 2008.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. notes that the next meeting of the Civil Defence Emergency Management Co-ordinating Executive Group will be held on Friday 7 November 2008.

Kemp/Sutton

11. 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 12.20pm.

Confirmed

Chairperson: _____
D L Lean

Date: **7 November 2008**

Minutes of the Civil Defence Emergency Management Co-ordinating Executive Group held in the Taranaki Regional Council Committee Room, 47 Cloten Road, Stratford on Friday 7 November 2008 commencing at 10.40 am.

Present	Messrs	D L Lean	(Regional Civil Defence Controller) (Chairman)
		G Young	(South Taranaki District Council)
		J Jones	(Stratford District Council)
	Mrs Inspector	J Sutton	(Lifelines Utility Co-ordinator)
		A Kemp	(Taranaki District Health Board)
		F Prestidge	(New Zealand Police)

In attendance	Mr	M Langford	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Ms	L Mahony	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mr	D Shearman	(Taranaki Regional Council)
	Mrs	L McLay	(Taranaki Group Recovery Manager)
	Ms	K Lawson	(Welfare Manager/New Zealand Red Cross)

Apologies The apologies from Mr G K Bedford (Taranaki Regional Council), Mr P Fitzell (New Zealand Fire Service) and Mr I Wilson (Ministry of Civil Defence & Emergency Management) were received and sustained.

Notification of

Late Items Item 6 – Further submission on proposed Revised Guide to the National CDEM Plan - tabled

1. Confirmation of Minutes

Minutes of Civil Defence Emergency Management Co-ordinating Executive Group:
Tuesday 19 August 2008

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 19 August 2008 at 10.30 am

1. adopts the recommendations therein.

Prestidge/Kemp

Matters arising

There were no matters arising.

2. Resourcing of civil defence emergency management for 2009-2010

- 2.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum presenting the draft annual business plan for 2009-2010 and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki in 2009-2010.
- 2.2 Members noted an increase of the total draft costs of \$543,840.00 for 2009-2010 compared to \$481,980.00 for 2008/2009. It was verbally advised that the Taranaki Regional Council would not be receiving the Ministry of Civil Defence and Emergency Management subsidy for 2009-2010, equating to a loss of \$30,000 in central government subsidies. It was also noted, in the body of the agenda memorandum, that the Council expects the present workload of planning for exercises, managing volunteers, producing and reviewing operational procedures, and providing advice to decrease slightly from its current level contrary to the intention of the annual business plan to increase support for these activities.
- 2.3 Due to the absence of key Council staff from the meeting, Members agreed to defer the ratification of the estimated costs of providing CDEM services to Taranaki to enable funding and operational planning issues to be further clarified.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. defers consideration of the resourcing of civil defence emergency management for 2009-2010 to enable funding and operational planning issues to be further clarified.

Young/Sutton

3. Flood event 30 April 2008

- 3.1 Mr D Shearman, Taranaki Regional Council, provided a powerpoint presentation to the Group on the effects and consequences of the flood event of April 2008 particularly noting the damage along the Stony River and the north-western slopes of Mt Taranaki.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum and presentation.

Kemp/Young

4. Management of land use in the Eastern hill country

- 4.1 Mr D Shearman, Taranaki Regional Council, spoke to the memorandum presenting the main findings of a report prepared for the Council by Landcare Research Limited on sustainable land-use monitoring in the eastern Taranaki hill country and coastal sand country.

Recommended

That the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum on implementation of sustainable land management in the eastern hill country
2. notes that the report represents activities and works that deliver obligations and activities identified in the 2004 CDEM Group Plan
3. notes that the information contained in the report referenced will be incorporated into the Taranaki Regional Council's *State of the Environment Report*, due for release later this calendar year.

Lean/Young

5. Receipt of NIWA report: Climate trends, hazards and extremes – Taranaki Synthesis report

- 5.1 Mr J Sutton, Lifelines Advisor, spoke to the memorandum advising Members of the Group of the completion and release of a report commissioned by the New Plymouth District Council, the South Taranaki District Council, and the CDEM Group, synthesizing the work done by NIWA on studying and reporting the current and future meteorological hazards faced by the region.
- 5.2 It was noted that Dr Jim Salinger, principal author of the report, will deliver presentations on the report and its implications at public seminars on Monday 8 December at 2pm at the Stratford War Memorial Hall and 7.30pm at New Plymouth (provisional venue NPDC). All CDEM personnel will be invited to attend.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives this memorandum noting the release of the report '*Climate trends, hazards and extremes-Taranaki synthesis report*' (NIWA)
2. notes that Dr Jim Salinger will be delivering public seminars on Monday 8 December.

Sutton/Kemp

6. Further submission on proposed Revised Guide to the National CDEM Plan

- 6.1 Ms L Mahony, Taranaki Regional Council, spoke to the memorandum and tabled submission on the Ministry of Civil Defence and Emergency Management's Revised Guide to the National CDEM Plan. Submissions are required by 14 November 2008.
- 6.2 It was noted that the submission prepared by the CDEM Group in August 2008 was critical of the Guide's content at the time, in particular because it was considered that the Guide failed to address many of the points and objectives that it was supposed to. Amendments to the Guide have been made in relation to the feedback received, and include the development of existing and new arrangements, changes to government policy, and editorial/technical changes. There has been some re-shuffling of material and updating of references.
- 6.3 The tabled submission further supports the CDEM Group's August 2007 submission. Members of the Group discussed the merits of the Guide noting that the revision still failed to address many of the CDEM Group's points/comments. Members requested that feedback from the Ministry be obtained as to how the amendments to the revised Guide were made and the reasoning behind the Ministry's decisions.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives this memorandum on the invitation by MCDEM to comment upon the proposed Revised Guide to the National CDEM Plan
2. notes that a proposed submission was tabled at the meeting
3. endorses the proposed submission and agrees to forward to Members of the Taranaki CDEM Group for their consideration
4. obtains feedback from the MCDEM on decisions and amendments made to the Revised Guide.

Young/Lean

7. Volcanic Exercises

- 7.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum updating Members on the progress of the volcanic exercises in which the Taranaki CDEM Group are participating. The aim of Exercise Billow scheduled for 13 November 2008

is to test the effectiveness of the Taranaki Lifelines Utilities Standing Operation Procedure.

- 7.2 In discussing Exercise Billow, it was noted that the scenario of a complete electricity failure for New Plymouth would be tested whereby Contact Energy would be asked to start-up the New Plymouth Thermal Power Station. Members discussed the effectiveness of the TEMO building as an emergency centre should electricity supply be interrupted for any length of time. In discussing the availability of an electricity generator for TEMO, it was agreed to investigate the feasibility of purchasing a back-up electricity generator to be reported back to the next Civil Defence Emergency Management Co-ordinating Executive Group meeting early next year.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report on the progress of the Volcanic Exercises in which the Taranaki CDEM Group are participating
2. requests that the feasibility of purchasing a back-up electricity generator for use at the TEMO building, New Plymouth, be investigated and reported back to the next meeting.

Young/Kemp

8. Reports from Controller, Lifelines Advisor, Recovery Facilitator and Welfare and Rural Co-ordinators

- 8.1 Verbal reports to the Group on matters of interest were received from John Sutton, Lifelines Advisor, Karen Lawson, Welfare Co-ordinator and David Lean, Controller. Due to the absence at the meeting of Mr N Hagenson, Rural Advisor, no report was received.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the memorandum and verbal reports from the Controller, Lifelines Advisor and Welfare Co-ordinator of the Taranaki CDEM Group.

Lean/Young

9. Report from the Ministry of Civil Defence Emergency Management

- 9.1 Due to the absence at the meeting of Mr I Wilson, Regional Emergency Management Advisor, no report was received.

10. Proposed Meeting Dates for 2009

- 10.1 Members received and noted the meeting dates for the Civil Defence Emergency Management Co-ordinating Executive Group (CEG) and the Civil Defence Emergency Management (CDEM) Group proposed for 2009.
- 10.2 It was noted and agreed that one meeting of the CEG and CDEM Group in 2009 would be held at the Taranaki Emergency Management Office, New Plymouth with the date yet to be decided.

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 2009.

Kemp/Sutton

11. 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 11.30am.

Confirmed

Chairperson: _____
D L Lean

Date: 17 February 2009

2 December 2008

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

Resourcing of civil defence emergency management for 2009-2010

Purpose

1. The purpose of this memorandum is to present the draft annual business plan for 2009-2010 (attached) and the draft estimates for resourcing for delivery of civil defence emergency management functions in Taranaki in 2009-2010.

Background

2. The Civil Defence Emergency Management (CDEM) Group, which has the region's civil defence emergency management governance responsibilities, is a relatively autonomous body. Although the membership of the Group is derived from each territorial local authority and the Regional Council, the Group has a reasonably independent role, as opposed to acting as a traditional joint committee with recommending powers only. In particular, the CDEM Group is required to determine its own budget and how that budget might be apportioned amongst councils.
3. The Taranaki Regional Council is required, as a statutory function of the CDEM Act, to act as the administering authority for the CDEM Group. The administering authority and its Chief Executive Officer are responsible for the provision of administrative and related services required by the CDEM Group.
4. The cost of these administrative and related services must be considered and agreed to by the CDEM Group, that is the CDEM Group reviews the level of service to be provided. The costs agreed must then be shared, if an agreement on sharing can be reached, or divided equally if agreement cannot be reached.
5. The CDEM Group has previously given approval to a funding commitment of the annual budget being met by (after central government subsidies are taken into account) New Plymouth District Council 35%, Stratford 3%, South Taranaki 12%, and Taranaki Regional Council 50%.

Resourcing requirements

6. Taranaki Regional Council provides and maintains an emergency management office to deliver the CDEM responsibilities in the CDEM Group area. For the purposes of calculating the costs of resourcing CDEM functions, the Council has maintained its charge-out rates at the same level as last year.

7. In brief, the CDEM Group requires the Taranaki Regional Council to deliver:
- **Administration function** – the servicing of the CDEM Group, CEG and Advisory Groups (including the preparation of agendas and minutes); preparation of Annual Business Plan and reports; financial management services; publicity and information preparation and distribution, and provision of a fundamental level of advice to members.
 - **Policy function** – the development of Taranaki CDEM Group policy, and in particular the implementation of the action items set out in the Group Plan for Taranaki. Submissions and assistance to central government such as the review of the National CDEM Plan, Director’s Guidelines, and Codes of Practice are also developed, as are submissions and advocacy to the four councils of the region, and to other agencies and organisations. Research into the region’s hazards and vulnerability, and means of reducing these, is supported. Compliance monitoring will also be undertaken.
 - **Operational planning** – the preparation of CDEM Group supporting documentation for the Group Controller and CDEM Group’s emergency welfare response and recovery operations. Recruiting and training of staff to ensure effectiveness across the CDEM Group area, including Group Controller and Recovery Manager.

Implementing, in partnership with other members and participants, the Public Education Plan and the Training Strategy as well as conducting specified Group training initiatives.

- **Operations** - maintaining the Taranaki Emergency Management Office (TEMO) and associated operational equipment and facilities in a state of readiness, including effective use of modern technology as and when appropriate. The provision of a 24-hour all hazards response capability.

The provision and maintenance of hazard monitoring for floods, meteorological conditions, and volcanic activity.

Participation and liaison with members of the Hazardous Substances Technical Liaison Committee, Welfare Advisory Group, Lifelines Advisory Group, Rural Advisory Group (and liaison with the Rural Support Trust), Health Advisory Group, Training Advisory Group, and Taranaki Seismic and Volcanic Advisory Group (formerly the Egmont Volcano Advisory Group).

Administration function

As part of the statutory requirements, the Taranaki Regional Council provides administrative and related services to the Taranaki CDEM Group. This involves the provision of financial services (budgets, accounts, ledger, audit, monthly financial reports etc), the provision of secretarial services (agendas, minutes, meetings etc), and other miscellaneous administrative support. A basic level of policy and budget advice is also provided to the CDEM Group.

The Council oversees the delivery of CDEM and reporting both to the CDEM Group and the constituent organisations.

The administrative function is co-ordinated by the Corporate Services section with support from Public Information, Policy and Planning, and the Emergency Management section.

The total draft estimated cost for the delivery of this function is **\$92,640**

Policy function

Policy advice and development associated with civil defence emergency management has continued at a high level since the coming into force of the CDEM Act. Along with the introduction of new legislation and attendant National Plans and Guides, the development of the first Taranaki CDEM Group Plan, and the re-assessment of risks in the Group area, this increased activity included the approval of the Group Plan. In 2009-2010, the preparation of a new Group Plan (the existing Plan having reached the end of its statutory life) will become a significant work programme.

The development of compliance monitoring mechanisms, and reporting to central government on matters affecting national contingency capability and assistance on issues, guides, and protocols being developed by the Ministry of Civil Defence and Emergency Management will sustain a significant level of policy and planning input. Policy advice and assistance will also be required to integrate operational activities and documentation with policy developed by the Group. There will be increased emphasis upon working with the district councils, whose planning, service delivery and regulatory functions directly bear upon the success of risk reduction measures within the region. Similarly, it is envisaged that the CDEM Group will become more directly involved in relevant resource consent processes (e.g. Patea Dam, and the LNG project) than has been the case in times past. The Group must carry its own costs when participating in such opportunities.

The major work project is the review of the Group Plan, required by statute after five years.

The policy function is co-ordinated by the Policy and Planning section with support from Emergency Management section.

The total draft estimated cost for the delivery of this function is **\$121,760**

Operational planning

A wide range of operational planning tasks are essential to give effect to the CDEM Group Plan and the National Plan and National Guide in the new environment. The identification of new hazards or emerging new information on hazards previously identified and considered, may require changes to existing operational documentation, and there will always be on-going reviews to ensure plans remain effective and up to date.

The present workload of planning for exercises, managing volunteers, producing and reviewing operational procedures, and providing advice is also expected to increase

from its current level, as gaps or sub-optimal delivery in the provision of a comprehensive CDEM emergency response capability are progressively identified and measures put in place to address them.

With increasing use of GIS systems to manage and present information, to the regional community, emergency services, planners, and others, it is anticipated that investment in this area will increase in 2009-2010.

The operational planning function is co-ordinated by the Emergency Management section with support from Policy and Planning, and Corporate Services.

The total draft estimated cost for the delivery of this function is **\$211,400**

Operations

The day to day delivery of the CDEM function, with recognition that occasionally activation of the systems will occur involving response and recovery actions, is carried out by the Council. This function may be divided into a number of areas:

- **Operational readiness** – maintenance of the purpose built TEMO, Emergency Welfare Centres, emergency communications systems, facilities and equipment installed for emergency welfare response and the Group Controller's function. The operation of an effective 24-hour duty officer system (Inspectorate section) and the ability to pass warnings and activations to departments, organisations and individuals (Emergency Management section).

The monitoring and warning of hazards associated with flooding, adverse meteorological conditions, and volcanic/seismic activity with the support of the Hydrology section.

- **Training** – the recruiting and training of a core of emergency welfare staff and a Group Controller's team for response and recovery operations across the CDEM Group area. The co-ordination and/or delivery of inter-service training opportunities including combined exercises, CIMS level 2 and 4 and other training identified in the annual training plan. Increasing the number of volunteers, to ensure the capacity for a competent on-going response capability.
- **Public awareness** – in conjunction with participating members, the implementing of co-ordinated public awareness campaigns identified in the Public Education Plan.

The total estimated cost for the delivery of this function is **\$118,000**.

Summary position

8. This memorandum provides an estimate of costs for delivering the CDEM function in Taranaki for 2009-2010. That total draft cost is **\$543,840** (c.f. \$437,356 in 2004-2005, or a 4.8% annual increase over five years). The Taranaki Regional Council believes that despite the expanded scope of tasks and responsibilities it is bringing, expenditure at this level remains appropriate and adequate.

9. In previous years, the Ministry of Civil Defence and Emergency Management has provided a subsidy to regional CDEM Groups. MCDEM has flagged an intention to withdraw that support for 2009-2010. There is therefore a consequent increase in costs recoverable from the four councils.
10. There is also an increase anticipated in the work programmes particularly within planning (the new Group Plan) and operational readiness (exercise planning and delivery, management and training of volunteers, TEMO upgrading, and delivery of education/information).
11. It is noted that these estimates are presented as draft figures for review and subsequent incorporation into the annual planning process and LTCCP process for each Council.
12. The CDEMG is now advised that the following contributions from each local authority will provide funding for regional CDEM functions in 2009-2010. The split would be:

New Plymouth District Council	\$190,344	(35%)
Stratford District Council	\$ 16,315	(3%)
South Taranaki District Council	\$ 65,261	(12%)
Taranaki Regional Council	\$271,920	(50%)

Following ratification by the CDEM Group of the funding arrangements, the contributing local authorities can incorporate this information into their annual plan and LTCCP preparation process in a timely and informed manner.

Decision-making obligations

13. 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 recommendation(s) made in this item comply with the decision-making obligations of the Act.

Policy considerations

14. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991 and the Biosecurity Act 1993.

Financial considerations

15. 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

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

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the review of resourcing requirements for civil defence emergency management in Taranaki for 2009-2010;
2. receives the draft Civil Defence Emergency Management Business Plan 2009-2010 for Taranaki;
3. ratifies the administering authority's advice that the total cost of providing CDEM services to Taranaki is estimated at \$543,840 for 2009-2010;
4. notes that a cost sharing arrangement for 2009-2010 based on the existing cost allocations would be:

New Plymouth District Council	\$190,344	(35%)
Stratford District Council	\$ 16,315	(3%)
South Taranaki District Council	\$ 65,261	(12%)
Taranaki Regional Council	\$271,920	(50%)

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Document: 537778

2 December 2008

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

**Further submission on the Revised Guide to the National CDEM
Plan**

Purpose

1. To introduce a submission made to the Ministry of Civil Defence and Emergency Management [MCDEM] on their *Guide to the National Civil Defence Emergency Management Plan 2006 – Draft Revisions September 2008* and to recommend its endorsement by the Group.
2. A copy of the submission is attached to this memorandum for Members' information. Submissions closed on 14 November 2008.

Background/submission process

3. MCDEM has previously invited, and the Group has previously provided, a submission as input to a revision of the guide. MCDEM has now released a revision, and has invited further comment. The new version is available for perusal at:

http://www.civildefence.govt.nz/memwebsite.nsf/wpg_URL/For-the-CDEM-Sector-Publications-Consultation-on-the-revised-Guide?OpenDocument
4. The submission has been prepared by Council staff of both the Policy and Planning and Civil Defence Emergency Management sections of the Council on behalf of the Group.
5. The Co-ordinating Executive Group for the Taranaki Civil Defence Emergency Management [CEG] has also been involved in the submission consideration process.

The Guide

6. The Guide is not a statutory requirement under the CDEM Act, but it is referred to in the National CDEM Plan and has been approved by government. The Guide is intended to be a living document.
7. The stated purpose of the Guide is to assist and support New Zealand agencies to achieve the purpose of the National CDEM Plan. Where the Plan states the principles, arrangements, commitments and frameworks that apply to the management of emergencies, the detail and deliverance of these are to be set out in the Guide.

Discussion

8. The Group prepared a submission in August last year. That submission is attached for the reference of Members. It was quite critical of the Guide's content at the time, in particular because it was considered that the Guide failed to address many of the points and objectives that it was supposed to [i.e. to provide guidance and direction to CDEM Groups].
9. In September 2008, MCDEM advised that amendments had been made to the Guide in relation to the feedback received, including the development of existing and new arrangements, changes to government policy, and for editorial/technical purposes. There has also been some re-shuffling of material and updating of references. A list of changes, provided by MCDEM, is also attached for reference. MCDEM then invited comment on the Revised Guide.

Submission – 2008

10. The submission prepared by the Council on behalf of the Group on the Revised Guide is still critical of the Guide and further reiterates the comments from 2007. The key points raised in the submission are as follows:
 - The Guide still falls short of providing for the '4Rs'. Reduction is ignored, whilst readiness is only provided for in very limited content, providing minimal direction to the CDEM Groups;
 - The Guide still does not assist in the process of aligning and integrating CDEM Group Plans and the National CDEM Group Plan. The Council therefore requests the collation of each Group's hazard and risk work to be included in the Guide, and the identification of mutually agreed work programmes and outputs to also to be included in the Guide;
 - The risk assessment of hazards is provided for only in minimal detail in the Guide and reduction is ignored. The Council once again stresses the value of including both aspects in the Guide; and
 - Business continuity is also ignored in the Guide. The Council once again stresses the importance of including business continuity planning and management in the Guide that aims to support the national CDEM Plan.
11. The Council believes that there are a number of areas that can be addressed at a fundamental level. The issue is not one of detail but of strategic approach and appreciation of the opportunities for risk reduction, and the mutual advantages of a partnership approach.

Comments from CEG

12. As a result of a review of the submission by CEG two further comments were included in the submission and are as follows:
 - The Council questioned the preparation of a Guide that offers little guidance to CDEM Groups in fundamental civil defence management areas; and
 - The Council also requested feedback from MCDEM on the reasons why requests by submitters have been accepted or declined.

Decision-making obligations

13. 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 recommendation(s) made in this item comply with the decision-making obligations of the Act.

Policy considerations

14. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by this Council under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991 and the Biosecurity Act 1993.

Financial considerations

15. 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

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

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum on the further submission on the *Revised Guide to the National CDEM Plan*; and
2. endorses the submission.

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Summary of proposed amendments to the Guide to the National CDEM Plan Revised 2008

Section	Summary of proposed amendments
Section 1: Introduction	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Noted Plan reference to 'NWRCG' has been superseded by the 'NWCG'. ◆ Noted Plan reference to Goal 1 Objective B of the National CDEM Strategy has been updated. ◆ Amendment of Figure 1.1 to align with Figure 2 of the National CDEM Strategy and provide further information on risk reduction measures. ◆ Reference to and detail on the recently published <i>National Hazardscape Report</i>. ◆ Amendment to text on the terms 'civil defence emergency', 'national management', 'lead agency' and 'support agency' to provide further clarification. ◆ Addition of text on the monitoring and evaluation of the National CDEM Plan. Text moved from Appendix 2. ◆ Shifted 1.8.1 and 1.8.2 to sit under 1.6 and 1.7 to provide a more logical sequence. ◆ Minor grammatical improvements throughout the section to provide clarity. ◆ Updated 1.11, References and links.
Section 2: Hazards and risks	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Noted Plan reference to Ministry of Agriculture and Forestry as the lead agency for biosecurity emergencies is now MAF Biosecurity New Zealand. ◆ Additional text on the National Hazardscape Report to emphasis its purpose in addressing New Zealand hazards and how they are managed. ◆ Additional text to 2.2, to expand on national aspects of risk management. ◆ Additional text to 2.2, to expand on the list of references to legislation that addresses hazard and risk management. ◆ Additional text to 2.3, to expand on the reference to risk reduction. ◆ Amendment of text in 2.4, to align with the four community environments. ◆ Minor grammatical improvements throughout the section to provide clarity.
Section 3: Statutory basis for national management of an emergency	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Added new Figure 3.1 on New Zealand's government crisis management arrangements. ◆ Deletion of Figure 3.2 outlining the national crisis management model for another lead agency. ◆ Minor grammatical improvements made to 3.1 to provide clarity.

<p>Section 4: General roles and responsibilities</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Noted Plan reference to 'NWRCG' has been superseded by the 'NWCG'. ◆ Amended the GNS entry, to reflect the new MOU with MCDEM. ◆ Added Ministry of Agriculture and Forestry to Annex 4A, on request. ◆ Added Ministry of Education to Annex 4A, on request. ◆ Added New Zealand Customs Service to Annex 4A, on request. ◆ Updated OnTrack section in Annex 4A.
<ul style="list-style-type: none"> ◆ Deleted Land Transport NZ from Annex 4A, due to its merger with Transit New Zealand to form the New Zealand Transport Agency. ◆ Added the New Zealand Transport Agency to Annex 4A. 	
<p>Section 5: Civil defence emergency management groups</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Additional text to 5.1 to outline the responsibilities of CDEM Groups and member authorities under the CDEM Act. ◆ Amendment to Figure 5.1, to include "unitary authorities" ◆ Updated 5.4, References and links to Include the recently published Response Management Directors Guideline [DGL 06/08].
<p>Section 6: Emergency services</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Updated the New Zealand Defence Force (NZDF) entry, to reflect NZDF current policy and practice.
<p>Section 7: Police</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Noted Plan reference to the Coroners Act 1988 has been superseded by the Coroners Act 2006.
<p>Section 8: Fire Service</p>	<p><i>No amendments have been made to this section.</i></p>
<p>Section 9: Health services</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Additional text to clarify arrangements for ambulance liaison officers. ◆ Deletion of sub-section 9.7, as was no longer deemed necessary. ◆ Deletion of sub-section 9.8, now included in new 9.8, Operational arrangements. ◆ Deletion of Annex 9.A Health services (terms moved to Appendix 3 Definitions and abbreviations). ◆ Deletion of 9.B National health emergency alert codes, now included under 9.8. ◆ Addition of new subsection 9.7, on National Health Emergency Planning (including new Figure 9.2). ◆ Addition of new subsection 9.8, on Operational Arrangements. ◆ Updated 9.9, References and links.

<p>Section 10: Lifeline utilities</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Amendment to opening statement regarding each lifeline sector co-ordination planning. ◆ Additional text on Telecommunications sector co-ordination planning. ◆ Amendment to Transport co-ordination planning. ◆ Addition of new subsection 10.4.2, on Sector Coordinating Entities. ◆ Addition of new subsection 10.4.3 on operational Linkages, Information Flows and Lines of Communication. ◆ Addition of new diagrams to support text in subsection 10.4.3. ◆ Minor grammatical improvements throughout the section to provide
<p>clarification.</p>	
<p>Section 11: Clusters</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Additional text to clarify the role of Sector Coordinating Entities. ◆ Minor grammatical improvements throughout the section to provide clarification.
<p>Section 12: Welfare</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Shifted para from 12.5.3, Recovery to sit under 12.5.1, Readiness as it addresses CDEM Group planning. Provides a more logical sequence. ◆ Added new wording to 12.5.2 on transition of welfare response between national and CDEM Group level. ◆ Amended 12.6.4, Government Helpline to reflect current arrangements. ◆ Added text to 12.6.3, Accommodation, to provide clarification on the roles of CDEM Groups and Housing NZ in relation to the co-ordination and delivery of accommodation. ◆ Added text to 12.6.4, Inquiry and identity to provide further clarification on the function, roles and responsibilities and to reflect current arrangements. ◆ Added text to 12.6.5, Animal welfare, to include 'Non-domestic animal welfare' and to provide further clarification on the function, roles and responsibilities and to reflect current arrangements. ◆ Amended 12.6.6, Psychosocial support by including text from Annex 12A to house information under the one sub-section. ◆ Added text to 12.7.7, New Zealand Red Cross, to reflect current arrangements. ◆ Added new sub-section 12.7.12, Ministry of Agriculture, to include roles and responsibilities of MAF and reflect current arrangements. ◆ Added additional support agencies to 12.7.13 to reflect current arrangements. ◆ Added functions to 12.8.1 Function: CDEM Group welfare function - response to reflect current arrangements. ◆ Added text to 12.8.3 Function: Inquiry and identity to provide further clarification and reflect current arrangements. ◆ Restructured section to group 'welfare services'. ◆ Grammatical improvements throughout the section to provide clarification.

Section 13: Readiness	Amendments have occurred as follows: <ul style="list-style-type: none"> ◆ Additional text to CDEM Group to clarify levels of operation. ◆ Minor grammatical improvements throughout the section to provide clarification.
Section 14: Co-ordinated incident management system	Amendments have occurred as follows: <ul style="list-style-type: none"> ◆ Amended Figure 14.1 to remove the role of Response Co-ordinator. ◆ Minor grammatical improvements throughout the document to provide clarification.
Section 15: Public education	Amendments have occurred as follows:
<ul style="list-style-type: none"> ◆ Shifted 15.1.1 to sit as 15.1 to provide a more logical sequence. ◆ Updated background information (15.2) and the key elements (15.2.1) of the revised National Public Education Strategy 2006-2015. ◆ Updated reference to the National Public Education Reference Group. ◆ Added details on the nationally funded public education programme (15.3) resulting from Crown funding since 2005 for national public education programmes. ◆ Minor grammatical improvements throughout the document to provide clarification. ◆ Updated 15.5, References and links. 	
Section 16: Professional development	Amendments have occurred as follows: <ul style="list-style-type: none"> ◆ Updated section to include CDEM professional development activities across all 4Rs. ◆ Updated responsibility of the CDEM sector with wording from the CDEM Act. ◆ Updated bullet points under 16.2 to reflect current arrangements. ◆ Minor grammatical improvements throughout the section.
Section 17: Exercise programmes	Amendments have occurred as follows: <ul style="list-style-type: none"> ◆ Updated tier terminology wording under 17.6.1 to provide clarity around what the four exercise tiers mean. ◆ Amended the title of the National Exercise Programme to include 'CDEM', to provide clarity that this a CDEM exercise programme.
Section 18: Response principles	Amendments have occurred as follows: <ul style="list-style-type: none"> ◆ Updated 18.2, References and links to include the recently published Response Management Director's Guideline [DGL06/08]

<p>Section 19: National CDEM warnings</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Explanation on the revised National Warning System. ◆ Added new sub-section 19.4.2, to clearly define and explain types of warning messages. ◆ Updated 19.4.3, Recipients of warnings to provide more information and a summary of recipients. ◆ Updated 19.4.4, to include the criteria for participation in the national warning system and amended table to reflect new standards. ◆ Amended 19.4.6, Testing to encompass non-responders reports. ◆ Updated 19.4.8, Procedures for the issue and receipt of national warnings to reflect current arrangements. ◆ Renamed Scientific Alert Bulletins to Volcanic Alert Bulletins to reflect current terminology. ◆ Updated Table 19.4, outlining CDEM Groups to be notified of Volcanic Alert Bulletins and included additional information on volcanic types. ◆ Updated 19.5.4, Tsunami information to be consistent with the recently released Tsunami Advisory/ Warning Plan. ◆ Updated 19.6, References and links to include recently released Tsunami Advisory/ Warning Plan.
<ul style="list-style-type: none"> ◆ Updated references to the MetService website. ◆ Grammatical improvements throughout the section to provide clarification. 	
<p>Section 20: National Crisis Management Centre</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Amended 20.4, Operational arrangements to reflect current arrangements. ◆ Replaced listed support agencies under 20.4.3 with a summary of agencies. ◆ Updated 20.4.4, NCMC contact details to reflect current arrangements.
<p>Section 21: Emergency information management</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Additional text to 21.2, to reflect additional information types. ◆ Amendment to text under 21.4, to update the general information classifications set out in the Response Management Directors Guideline [DGL 06/08]. ◆ Added text to 21.4 on the Templates for Consistent Hazard Event Reporting. ◆ Updated 21.5, References and links.

<p>Section 22: Public information management</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Re-titled 22.5, and expanded the explanation of MCDEM public information management responsibilities. ◆ Added text to 22.9, on the national warning system, all-of-government communications group and government helpline to expand on PIM national arrangements. ◆ Amended references to Radio New Zealand National and Radio New Zealand International to reflect name change. ◆ Amended MCDEM responsibilities under 22.9.4, to reflect current arrangements under the Broadcast MOU. ◆ Updated 22.10, References and links to include supporting documentation and websites. ◆ Minor grammatical improvements throughout the section to provide clarification.
<p>Section 23: Mass evacuation</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Addition of references to the Mass Evacuation Planning Guideline. ◆ Amendment to 23.6 regarding the determination of trigger points for ordering evacuations. ◆ Amendment to 23.7 regarding the authority to order an evacuation. Amended to align with the recently published Mass Evacuation Planning Guideline. ◆ Deletion of Annex 23.A Glossary (terms moved to Appendix 3 Definitions and abbreviations). ◆ Minor grammatical improvements throughout the section to provide clarification.
<p>Section 24: International assistance to New Zealand</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Amendment to 24. to reflect a change in current arrangements regarding the responsibility for the database of bilateral arrangements.
<p>Section 25: Recovery</p>	<p>Amendments have occurred as follows:</p>
<ul style="list-style-type: none"> ◆ Amendment to footnote in 25.2, to include reference to MAF website on rural support trusts and reference to MAF publication.. ◆ Amendment to 25.2 to clarify communications and public information management functions and responsibilities during recovery. ◆ Amendment to 25.5, inclusion of MAF: On Farm Readiness and Recovery Plan for Adverse Events. ◆ Amendment to Annex 25.B Recovery Action Plan Template, Sign off of Recovery Action Plan to be by Controller and Recovery Manager as opposed to National Recovery Manager for more wider use at local, regional and national level of the document. ◆ Update to 25.5, References and links to include the MAF publication. 	

<p>Section 26: Government financial support</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Shifted para on advances of response costs from 26.3 to 26.4.2. ◆ Addition of sub-headings to 26.4.1, 26.4.2, 26.6.4, to provide clearer navigation. ◆ Addition of example on what costs are deemed eligible as caring for the displaced, to provide more clarity. ◆ Addition of text to 26.4.1 (including shifted text) on information to be included in a claim, to provide further clarification. ◆ Amended text on the process for making a claim and process of approving a claim to provide further clarification. ◆ Added new sub-section 26.4.2 on advances on response costs (text shifted) ◆ Repeated information on threshold calculation under 26.4.2, to make information more accessible. ◆ Deleted 26.5, text included under new 26.8, which also covers support to community organisations. ◆ Deleted 26.6, information on restoration and provision of welfare assistance, repeated information is elsewhere in the section. ◆ Additional sub-section 26.6.1 on relocation and re-establishment grants written based on Cabinet Guide on Government Financial Assistance Measures. ◆ Additional sub-section 26.7, On-farm assistance covering MAF measures for rural and farming assistance to reflect government policy. ◆ Shifted 26.10.1, Enhanced Taskforce Green to 26.8, Taskforce Green and wording amended to reflect Cabinet Guide on Government Financial Assistance Measures. ◆ Additional text to 26.10.1, on tax assistance available to farmers under the Adverse Events Income Equalisation Scheme, to reflect government policy. ◆ Additional text to 26.11, Special policy, to provide clarity. ◆ Updated 26.13, References and links, to include MAF publication 'On Farm Readiness and Recovery Plan for Adverse Events'.
<p>Appendix 1: Specific contingency plans</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Added reference to the National Tsunami Advisory and Warning Plan. ◆ Minor grammatical improvements throughout the appendix.
<p>Appendix 2: National CDEM Plan monitoring and evaluation</p>	<p><i>Deletion of WHOLE section.</i></p> <ul style="list-style-type: none"> ◆ Wording moved to Section 1 as new sub section 1.8, Monitoring and evaluating the National CDEM Plan.

<p>Appendix 3:Definitions and abbreviations</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Renumbered Appendix 2, due to deletion of original Appendix 2. ◆ Inclusion and/or update to the following definitions: all-clear; CDEM Group plan; CDEM sector; civil defence emergency; Domestic and External Security Co-ordination; Duty Officer, MCDEM; evacuation; assisted-evacuation; evacuation-in-place; mandatory-evacuation; self-evacuation; voluntary-evacuation; evacuation centre; Group Controller; Group Recovery Manager; hazardscape; lead agency; Local Recovery Manager; Local Welfare Group; National Health Emergency Plan; National Recovery Manager; National Welfare Co-ordination Group; primary care; public health services; recovery centre; Rural Support Trusts; secondary/tertiary health care; welfare; Welfare Advisory Group; welfare centre. ◆ Inclusion and/or update to the following acronyms: LWG; MoE; NELC; NPERG; NWCG; NZTA; PEP; SCE; TEMCG; TRT; ◆ Minor grammatical improvements to other acronyms
<p>Appendix 4: Action cards</p>	<p><i>Deletion of WHOLE section. No longer considered necessary.</i></p>
<p>Appendix 5: Agencies listed in the National CDEM Plan and Guide</p>	<p>Amendments have occurred as follows:</p> <ul style="list-style-type: none"> ◆ Renumbered Appendix 3 due to deletion of Appendix 2 and 4. ◆ Updated references to reflect additional agencies and agency name changes.

Document: 528894

14 November 2008

Guide to the National CDEM Plan Review
Ministry of Civil Defence & Emergency Management
PO Box 5010
WELLINGTON

Submission: The Guide to the National Civil Defence Emergency Management Plan 2006 - Draft Revisions September 2008

Introduction

1. The Taranaki Regional Council [‘the Council’] on behalf of the Taranaki Civil Defence Emergency Management Group [‘CDEM Group’] thanks the Ministry of Civil Defence and Emergency Management [MCDEM] once again for the opportunity to comment on *The Guide to the National Civil Defence Emergency Management Plan 2006 – Draft Revisions* [‘the Guide’]. The Group notes that opportunity has been previously given (and taken) to comment on an earlier version of the Guide.
2. The Taranaki Regional Council makes this submission in view of its functions and responsibilities under the Civil Defence Emergency Management Act 2002 and the Local Government Act 2002.

Submission process

3. The submission has been prepared by Council staff of both the Policy and Planning and Civil Defence Emergency Management sections of the Taranaki Regional Council.
4. The Co-ordinating Executive Group for Taranaki Civil Defence Emergency Management has also been involved in the submission process. This submission is also subject to ratification or amendment by the Taranaki Civil Defence Emergency Management Group itself. The deadline for submission precluded prior consideration by the Group.
5. The comments below in blue set out the Council’s submission points from the 2007 submission. The comments that then follow are the 2008 submission points.

General support and comment

Scope

6. The stated purpose of the National Plan is to *'state the hazards and risks to be managed at the national level'*. The objectives of the Plan are *'to provide for effective management of states of emergencies... recovery from states of emergency...national support in states of local emergency..'*. The Guide states that *'The Guide, as a whole, aims to support this purpose and these objectives'*.
7. It is considered the Guide falls well short in this regard. There is a clear discontinuity between the purpose of the Plan, which address management of hazards and risks, and its objectives, which focus exclusively on the limited scope of declared emergencies. Hazard management involves risk identification, reduction, and readiness. Yet the objectives of the National Plan are solely concerned with response, and even then response only to events that are at an 'emergency' scale. The first two 'Rs' are ignored, despite the fact that they are fundamental to trying to eliminate or minimise the scale of emergencies. Going through the Guide, it gives only the scantest of regards to identification, reduction, and readiness. It is heavily weighted towards response. This should be considered a fundamental weakness in the current Guide.
8. While in Section 1.8.2 of the Guide, it states *'the national CDEM Plan contributes to and is consistent with the 4Rs approach...'*, it even then goes on to explicitly acknowledge *'the CDEM arrangements necessary for national management of a civil defence emergency are the generic functions of the national CDEM Plan (sections 4-26 of the Guide)'*. That is, the Guide is primarily and pre-eminently about managing emergencies, not about managing hazards and risks.
9. The Guide still falls short of providing for the 4Rs. Reduction is ignored, whilst readiness is only provided for in very limited content, providing minimal direction to CDEM Groups.
10. The identification of risks and reduction of such risks should be paramount to a Guide that has the following purpose *"to assist and support New Zealand agencies to achieve the purpose and objectives of the National CDEM Plan"*. The design and development of an effective civil defence emergency management organisation is based on risk identification, assessment of vulnerability and planning to minimise risks.
11. The Council therefore requests the insertion of a comprehensive section on reduction, and the enhancement of the readiness section. The sections should include the purpose of incorporating response and readiness in CDEM planning, work programmes to be undertaken by the CDEM Group, and the desired outputs from the programmes.

Consistency with Group Plan

12. The Guide acknowledges (section 1.8.3) that Group arrangements address hazards and risks for communities. The Guide then goes on to state *'CDEM group plans and the National CDEM Plan need to be aligned and integrated to enable national support. The Guide assists this process'*.
13. It does not. There is for example nothing in the Guide that can be identified as showing how MCDEM assists or intends to assist this Group in its hazard identification and risk reduction process- for example, no collation of each Group's hazard and risk identification work to identify common strands and themes, no indication of

commitment to supporting an integrated approach or taking leadership or providing support for the sake of efficiency on common risks, no mutually agreed work programmes and outputs.

14. The Guide still does not assist in the process of aligning and integrating CDEM Group Plans and the National CDEM Group Plan. The Council requests the collation of each Group's hazard and risk work to be included in the Guide, and the identification of mutually agreed work programmes and outputs to also be included in the Guide.

Risk assessment & reduction

15. In section 2.2 there is one page on the hazard risk assessment process (in 229 page document). It includes five lines of advice that it is the responsibility of Groups to regularly identify hazards, consider their likelihood and consequences, and undertake risk reduction. It concludes *'continuing development of national hazard risk assessment will contribute to growing understanding and knowledge. This will be utilised by the review of the national CDEM Plan in two years' time'*.
16. In section 2.3 of the Guide there are five lines on risk reduction. It is suggested that this hardly represents *'the detail and deliverance... of the principles, arrangements, commitments and frameworks'* that MCDEM states the Guide is to deliver.
17. In section 5.2 the Guide lists steps for Groups to follow (i.e. a bullet point type list) in delivering risk reduction and readiness. Nowhere in this list is there any reference to MCDEM offering any involvement or assistance in this process.
18. There are chapters in the Guide for Readiness, Response, and Recovery. There is no chapter on Reduction.
19. The Group has become aware that a national-level Hazards Research Advisory Group has been established, with the task of determining the strategic direction and application of hazards research programmes in New Zealand for the next 6-8 years and with a budget to commit in the order of \$10 million annually. The Director of MCDEM is a member of this Group, but otherwise there are only two representatives from regional councils (Basil Chamberlain of Taranaki and Mike Adye of Hawkes Bay), and no representation at all from CDEM Groups. Given the absolutely pivotal role this group will play in setting the hazards research agenda for the next decade, it is incomprehensible that as yet there has been no process (at least to the extent that this Group is aware of) for the views and needs of CDEM Groups to be canvassed and brought to the Hazards Group for input. Participation in this sort of opportunity as it arises should be promoted and enabled through the Guide.
20. As noted in the sections above, risk assessment of hazards is provided for only in minimal detail in the Guide and reduction is ignored. The Group once again stresses the value of including both aspects in the Guide.
21. In addition, the Group is still not aware of any process for the views and needs of the CDEM Group to be brought to the Hazards Research Advisory Group. The Group would like to once again reiterate that it is incomprehensible that as yet there has been no process given the pivotal role this group could play in setting the hazards research agenda for the next decade. It is also requested once again that participation in this group should be promoted and enabled through the Guide.

Business continuity

22. There is no reference to the importance or implementation of business continuity planning and management. The focus is on personal and community effects and CDEM responses to disaster, but the Guide offers nothing to Groups or others wishing to promote business continuity.
23. The Council once again would like to stress the importance of including business continuity planning and management in a guide that aims to support the national CDEM Plan. The Council therefore requests the incorporation of business continuity in the Guide to promote business continuity.

Single CDEM Group response model

24. Section 13.3 describes an escalating scale of response options in case of incidents/emergencies. The Guide does not appear to recognise that some Groups have moved to a single response model across a whole region i.e. it reflects the old system of responses/ emergency declarations by individual district councils for smaller events within a district's boundaries, rather than a single CDEM Group response to any emergency anywhere in the region.
25. The Guide still does not appear to recognise that some Groups have moved to a single response model across a whole region and therefore still reflects the old system of responses/emergency declarations. The Council requests that section 13.3 is amended to incorporate the single response model.

Other comments

26. Public education (chapter 15), professional development (chapter 16), exercise programmes (chapter 17), response (chapter 18), emergency information management (chapter 21), public information management (chapter 22) - it is disappointing in each case that the Guide that is meant to set out 'the detail and deliverance' of these contains only a page or two (at most) of high level 'principles'.
27. There is generally an absence of material in the Guide that expresses how MCDEM will partner CDEM groups in their work, especially proactive, comprehensive and strategic work that seeks to avoid or minimise emergencies arising in the first place.
28. The Council would like once again to note the absence of material in the Guide that: a) expresses how MCDEM will assist CDEM groups in their work; and b) details the delivery of the principles of public education, professional development, exercise programmes, response, reduction and emergency management. The Council questions the preparation of the Guide when it does not include such material. The Council therefore requests that details on how MCDEM will assist CDEM groups is incorporated into the Guide and that details on the deliverance of the principles of CDEM planning and management (i.e. public education, response, reduction and emergency management) are also included in the Guide.
29. The absence in the Guide of such fundamental CDEM planning concepts leads the Council to question the preparation of the Guide that offers little guidance to CDEM Groups in these fundamental areas.
30. The Council also requests feedback from MCDEM on the reasons why requests by submitters have been accepted or declined.

Conclusion

1. The Council and Group believe that there are a number of areas that can be addressed at a fundamental level. The issue is not one of detail but of strategic approach and appreciation of the opportunities for risk reduction, and the mutual advantages of a partnership approach.
2. However, the Council and Group commend the efforts behind MCDEM in reviewing the Guide.
3. The Council and Group thank MCDEM for the opportunity to comment on the Guide.

Yours faithfully
B G Chamberlain
Chief Executive

A handwritten signature in black ink, appearing to read 'B G Chamberlain', with a long horizontal flourish underneath.

pp per: GK Bedford
Director-Environment Quality

Document: 536796

2 December 2008

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

**Welfare Advisory Group recommendation-targeted publicity
campaign**

Purpose

1. To introduce recommendations of the Welfare Advisory Group to the Civil Defence Emergency Management Group, for its consideration.

Background

2. The last meeting of the Welfare Advisory Group was held on 16 September 2008. The minutes of the meeting are attached.
3. During the WAG meeting, there was discussion of correspondence with disabled and special needs groups and organisations holding the view that Civil Defence should be making provision to provide targeted assistance to their members during an emergency (i.e. instead of recognising that the philosophy of civil defence is that individuals must take responsibility for themselves and those around them).
4. As requested by the Welfare Advisory Group, the following recommendations are made to the CDEM Group on the WAG's behalf.

Discussion

5. Following the discussion around the misconception of the role of CDEM during an emergency the Welfare Advisory Group recommended:
 - a. That the CDEM Group produces some sort of key information messages to groups and organisations about their own responsibility for emergency planning via:
 - the media
 - mailing direct to the groups; and
 - meetings/presentations.
 - b. And that the CDEM Group provides the funding and other resources to ensure the messages are delivered to the community, in addition to that resourcing already provided for preparedness messages to households.

6. It is suggested that the WAG has identified a need that clearly needs to be addressed. Obviously, the messages being presented through national campaigns on CDEM are not being received.
7. Following discussions with the Public Information Manager, it is suggested that this need not be by way of an expensive public campaign, but rather could be delivered by way of direct communication to appropriate organisations identified in conjunction with the WAG and through other means (e.g. community diary and District Council listings), and media releases. Appropriate messages would be developed in conjunction with CDEM officers and the WAG.
8. It is the view of the Council that this will not require additional resourcing, but rather can be delivered within existing budgets. This can of course be reviewed in the light of any feedback on the effectiveness of the campaign.

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. acknowledges the recommendations of the Welfare Advisory Group;
2. endorses an information campaign targeting community groups and organisations dealing with disabled and handicapped persons, emphasizing personal responsibility; and
3. notes that such a campaign can be delivered within existing resources.

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Minutes of the Welfare Advisory Group meeting held in the Taranaki Emergency Management Office, 45 Robe Street, new Plymouth on 16 September 2008, commencing at 10.00 am

Present	Mike Broker	Taranaki District Health Board
	Mike Langford	Taranaki Civil Defence Group
	Des Paulsen	Taranaki Civil Defence Group
	Denise Loveridge	Child, Youth and Family
	Francis Farmer	Child Youth and Family
	Gary Ashton	Salvation Army
	Karen Lawson	NZ Red Cross
	Debbie Gut	North Taranaki Neighborhood Support
	Louise McLay	CDEM Recovery Manager
	David Rowlands	St John Ambulance
	Ian Wilson	MCDEM
Linda Patterson	MSD	
Apologies	Anne Kemp	Taranaki District Health Board
	Gloria Campbell	MSD
	Colin Roberts	Salivation Army
	Sandra Collins	South Taranaki Victim Support
	Jenny Judd	North Taranaki Victim Support

In the absence of Gloria Campbell the meeting was chaired by Des Paulsen.

Notification of late items: Nil

1. Minutes of the Meeting of the Welfare Advisory Group held on 25 March 2008

Recommended

THAT the Taranaki Welfare Advisory Group accepts the Minutes of the Meeting held on 18 December 2007.

Matters Arising

Mike Broker advised that TDHB Marae Emergency Planning Advisor program would be delayed due to staff vacancies.

The assessment of the current locations of EWCs and Marae had taken place. There were no gaps in the current locations that could be filled by Marae. As a way forward and to maximise the facilities available from Marae it was suggested that the Marae could act as shelters, providing temporary accommodation and food. Before this can be taken forward the finance around what will be paid to Marae for providing the service needs to be clarified.

Once finance was clarified further approaches could be made to Marae. During this time protocols for CDEM volunteers and Advisers would need to be clarified for access to the Marae.

ACTION POINT:

Linda Patterson to check what Work and Income will fund when Marae act as shelters.

Ian Wilson to confirm which initial expenses can be covered by MCDEM.

Maori representation on the WAG was discussed further due to the lack of attendance by TPK representative. Representation was discussed and Ian advised the Group that TPK had the mandate for representation on the Wag.

Action Point

Ian Wilson to follow up at National Level

2. CDEM Assistance for Disabled and High Reliance Members of the Community

Des raised the issue of a request she received from a disabled persons group in New Plymouth. The request revolved around the group asking how Civil Defence would assist them during an emergency. Des advised the group that it was their responsibility to make their own plans and that CDEM should only be contacted for assistance as a last resort.

During discussion it came to light that there are many other groups who are under the impression that CDEM will come to their rescue.

The consensus of the WAG that groups/organisations clearly have the responsibility for planning to look after themselves during an emergency. However as there were so many of these groups under this impression, some work needs to be done to clarify the situation.

As this is not just a Taranaki issue the group have asked Ian Wilson to take this up at a National level but agreed that local action is also required.

The WAG wishes to submit to the next CDEM Group meeting the following recommendation:

That the CDEM Group produces some sort of key information messages to groups and organizations about their own responsibility for emergency planning via:

The Media
Mailing direct to the groups; and
Meetings/presentations.

And that the CDEM Group provides the funding and other resources to ensure the messages are delivered to the community

ACTION REQUIRED

Mike Langford to prepare an agenda item for the next CDM Group meeting

Ian Wilson to contact national organizations to ensure that they also deliver the information those local organisations must plan for emergencies.

3. Taranaki Welfare Operating Instructions

The group discussed the need for some operating instructions for staff working at TEMO during an emergency. The group confirmed that some guidelines are required. The group advised that the following areas should be covered in the instructions:

1. lines of communication
2. roles and responsibilities

3. Inter operability demands
4. resources available
5. Flow charts
6. capacities of each body
7. Information flows
8. Contacts List
9. Contingency arrangements

The group decided that input from all the members would be required to come up with some good instructions.

Action Point

Mike Langford to draw a skeleton document so that members could add their own detail to the instructions.

David Rowland to obtain a copy of the Wellington City Council Welfare Instructions and send them to TEMO for distribution to the members of the group as a model to work from.

Welfare Volunteer Numbers and Training

Karen raised the issue of volunteer numbers and training.

A general discussion raised the issue of the need for training and different training formats.

Suggestions included:

- Identifying key volunteers in areas of the region that can be key in managing EWCs
- Giving volunteers specific jobs
- Training volunteers to train other volunteers in areas of the region.

In order to establish the needs it was agreed that a survey of the volunteers should be undertaken.

Action Point

Des Paulsen to develop a questionnaire to sent to volunteers after approval by the WAG.

General Business

Ian Wilson advised the group that:

- MCDEM has a welfare EMO position vacant for anyone that wished to move to Wellington
- MCDEM would be reviewing the national Pandemic plan with MoH
- A welfare competency framework working group would be meeting on 8/10/08

David Rowlands advised the group that:

- He had observed the new CDEM film being made. This came as a surprise to almost the entire group. Ian Wilson confirmed that the film was being made and would be show on National TV later in the year.

The Earth Rocks Display would be running during Disaster Awareness Week at Te Papa.

Karen Lawson advised the Group that:

The NZ Red Cross had appointed 3 EMOs working from Wellington to promote emergency Management within the Red Cross.

That the Taranaki Response was continuing with training to support existing emergency services in the region. The team are about to complete training in swift water rescue. She also advised that a recent rejection of a funding application had caused some problems but was being addressed.

Gary Ashton advised the Group that:

He has been encouraging Salvation Army Officer around the region to get involved in emergency management.

Has developed a contact lists to overcome the problems within the Salvation Army identified during the Patea Freezing Works fire.

Next Meeting

The next meeting will be held at 10:00 on 16 December 2008.

With no further business to discuss, the meeting concluded at 11.40

Document: 537881

2 December 2008

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

Update- provision of fire management services in Taranaki

Purpose

1. The purpose of this memorandum is to update members of the Group, on progress towards the rationalisation of fire services in the Taranaki region.

Background

2. Members will recall that the Group has previously submitted on proposals for the re-organisation of fire services in New Zealand.
3. The Group identified six key principles for a re-structuring of fire services.
 - A new service should provide a co-ordinated, equivalent and integrated response.
 - There should be equity of service amongst all responders.
 - The response structure should ensure seamlessness of service across communities.
 - The role of volunteers, and the administrative burden they currently carry, should be recognised.
 - A regional structure was supported.
 - Any new legislation should promote effective implementation of change.
4. Eventually the proposals made no progress, because of conflicting and strongly held positions. At its meeting of 10 June, this Group were advised of the outcome of the Government's review, and decided to pursue on its own, the possibility of a regionally-based re-structuring of fire services.
5. The Minister was advised: 'In the light of this situation, and based on our support for the outcomes you have sought to achieve, the Group would like to indicate its willingness to engage with your staff in exploring options to achieve those outcomes, whether as a trial for a model for the future, or as an application of alternatives already available.'

Discussion

6. The Taranaki CDEM Group's willingness to explore options further has been warmly reciprocated by the Fire Service. Fire Service representatives met with CEG members for a specific workshop in August, to present respective views, and since then individual meetings have continued between various of the players.
7. The current situation is advised by Trevor Brown, Fire Commander (western region) as follows:- he has met formally with the full Taranaki CEG, including a presentation on the new HazMat/Command Unit now stationed at New Plymouth, and with the 3 T/A

representatives as well. He has recently had an additional meeting involving the following Fire Service personnel who work in Taranaki:

- Sam Bennett, SSO New Plymouth
 - John Rasmussen - NRFA Rural Advisor
 - Pat Fitzell - AM, Taranaki
 - Kevin Smith, AM Wanganui (already a PRFO for Wanganui Rural Fire District so knows the fish-hooks involved).
8. This meeting was to brainstorm the range of issues involved (and there are a few to meet current legislation and NFRA regulations) and to provide a project approach so the Fire Service can keep the 3 T/A's and Regional Council updated.
 9. An officer from New Plymouth (SSO Sam Bennett mentioned above) has been seconded to the project. He was selected as he is just completing the Massey Executive Development program (developed for the NZFS) that involves project and risk management so this was a chance to use skills the Service had invested in.
 10. In the meantime the Fire Service has signed a 1 year rural fire agreement with New Plymouth to provide rural fire services to carry them through until this project is finished and agreed by all three T/A's. This has pleased the New Plymouth District Council who were not wanting to replace their retiring PRFO.
 11. Attached are the terms of reference that the Fire Service has developed to guide the progression of this project.
 12. The terms of reference make it plain that the outcome of the consideration and consultation is to be 'a comprehensive paper detailing the proposal with supporting information for consideration by the NZFS and the Taranaki CDEM Group'.
 13. One technical correction is to be sought to the ToR. The ToR identified the 'Taranaki Coordinating Executive Group (CDEM)' as a key stakeholder, alongside the four councils. Strictly, the CDEM Group, which may choose to be represented through the CEG, is the stakeholder.
 14. The Group may wish to make further comment on the ToR, which will be passed on. The Fire Service has also offered to meet with the Group at any time.
 15. The Group will be kept informed of any further developments.

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this report on progress in the exploration of options for the provision of fire management services in the Taranaki region; and
2. endorses the ToR/ comments upon the ToR as follows:-

Approved:

GK Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

TERMS OF REFERENCE
for the
Proposal to form a single Taranaki Rural Fire Authority

Proposal

The Taranaki Regional Council wrote to the Minister of Internal Affairs earlier this year. They were concerned that the review of Fire Service legislation was no longer progressing and felt that they would like to move down a path that headed in the general direction proposed in the discussion document issued by the Minister, as they were supportive of the general direction of the legislative change.

In particular they believe there is an opportunity to create a single fire service provider for all of Taranaki that meets the requirements of the urban and rural fire legislation and under the day to day leadership of the New Zealand Fire Service.

The Chief Executive of the New Zealand Fire Service has instructed the Western Fire Region Manager to work with the Taranaki Regional Council to explore options.

Purpose and Scope

The purpose of this project is to find a solution that meets the legislative requirements of the Fire Service Act 1975 and the Forest and Rural Fires Act 1977, including all regulations, to provide a single fire service provider for the Taranaki Regional Council Area.

The intention from the Taranaki Regional Council (TRC) is that the provider is the New Zealand Fire Service, accepting that each of the present District Councils within the TRC boundaries still have responsibilities under the present legislation.

The present Rural Fire Authorities within the boundaries of the TRC are:

- The New Plymouth District Council
- The Stratford District Council
- The South Taranaki District Council
- The Department Of Conservation

Through the Taranaki Coordinating Executive Group operating under the Civil Defence and Emergency Management Act Delegation has been given to the Chair of the Group to act as the spokesperson.

Therefore the project requires:

1. A review of the present legislation applicable including all pertaining regulations contained in:
 - a. Fire Services Act 1975
 - b. Fire Service Amendment Act 2005
 - c. Forest and Rural Fires Act 1977
 - d. Forest and Rural Fires Amendment Act 2005
 - e. Forest and Rural Fires Regulations 2005

- f. Forest and Rural Fires Amendment Regulations 2008
2. Familiarisation with NZFS Project Management Methodology contained on FireNet.
 3. Consideration and design of a model, or models, for consultation with the present Fire Authorities to move to a single entity under the leadership of the New Zealand Fire Service.
 4. Provide a comprehensive paper detailing the proposal with supporting information for consideration by the NZFS and the Taranaki CDEM Group.

The project is to follow conventional project management methodology as used by the NZFS.

Activity to Date

In scoping this project the following activities have occurred:

- ❑ The Chief Executive and Fire Region Manager have met with the Chair of the Taranaki CEG and senior representatives of the 3 Territorial Authorities to discuss the purpose of the letter to the Minister.
- ❑ The Fire Region Manager (FRM) has met informally with the three Territorial Authority representatives to discuss the proposal.
- ❑ The FRM has convened a meeting of interested parties to scope the issues that are involved. The group included 2 NZFS AFRC's, the Rural Fire Advisor and the project leader.

Project Sponsor

The Western Fire Region Manager is the project sponsor

Project Leader

Senior Station Officer Sam Bennett is the project leader and may utilise all resources required to complete the project. He will report directly to the FRM.

The project leader is to follow the NZFS Project Management Methodology that can be accessed from FireNet.

The FRM, Rural Fire Advisor, AFRC (and PRFO) Wanganui, and AFRC Taranaki will act as advisors to the project.

Key Considerations

The following area's are key issues that will need to be considered, accepting that this is not an exhaustive list but designed to capture some obvious issues already identified:

- ❑ Fire Permits
- ❑ NRFA Audit Standards

- ❑ Training
- ❑ Equipment (including maintenance and servicing requirements)
- ❑ Resource location (personnel and equipment)
- ❑ PRFO role and responsibilities
- ❑ Administration support
- ❑ Claims on the Rural Firefighting Fund
- ❑ DOC issues and relationships
- ❑ Federated Farmers issues and relationships
- ❑ Private Forest Owners issues and relationships
- ❑ Rural Fire Plans
- ❑ Managing large or significant incidents
- ❑ Rural Fire Parties (Volunteers)
- ❑ Fire safety issues – promotions, publicity, training
- ❑ Rural Fire Plans (annual reviews)
- ❑ Funding
- ❑ Contracts
- ❑ Fire Investigation
- ❑ Fire authority/committee development and structure
- ❑ Constitution (existing and new)
- ❑ Detection, prevention, suppression, monitoring, declaration of fire seasons
- ❑ Internal and external politics
- ❑ Legislative requirements

Milestones

- | | |
|--|--------------------------------|
| ❑ Meet and explore issues with PRFO, Wairarapa | 7 th November 2008 |
| ❑ Review relevant legislation and Rural Fire Plans | 31 st December 2008 |
| ❑ Provide 2 weekly written reports to FRM from | 14 th November 2008 |
| ❑ Prepare/present option(s) | 31 st January 2009 |

Key Stakeholders

The following are key stakeholders for this project:

- ❑ Chief Executive/National Commander
- ❑ Western Fire Region Manager/Commander
- ❑ Taranaki Regional Council
- ❑ Taranaki Coordinating Executive Group (CDEM)
- ❑ New Plymouth District Council
- ❑ Stratford District Council
- ❑ South Taranaki District Council
- ❑ Department of Conservation (DOC)
- ❑ Taranaki Federated Farmers
- ❑ NZ Forest Managers (Private registered forest owners within Taranaki)
- ❑ Taranaki Area Brigades (Career and Volunteer)
- ❑ National Rural Fire Authority (NRFA)
- ❑ New Zealand Fire Service Commission (NZFSC)
- ❑ Minister Internal Affairs
- ❑ Department Internal Affairs

Terms of Reference Agreed:

.....
Trevor Brown
Fire Region Manager/Commander

.....
Date

.....
Sam Bennett
Senior Station Officer

.....
Date

Version 1.0

Document: 536797

2 December 2008

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

Taranaki Response Team Update

Purpose

1. To inform the Civil Defence Emergency Management Group of the development of the Taranaki Response Team and proposed changes to the Memorandum of Understanding between the CDEM Group and New Zealand Red Cross.

Background

2. The Taranaki Response Team (TRT) was formed in March 2007 with the approval of the CDEM Group
3. In March 2007 the CDEM Group signed a memorandum of understanding with the New Zealand Red Cross to provide a team that is capable of providing the following capabilities:

First Aid Support
Casualty Handling
General Rescue & USAR Support
Welfare Support

Discussion

4. Since the team was formed they have assisted the CDEM Group and other emergency services at the following incidents:
 - Tornado event
 - Inglewood paper store fire
 - Patea freezing works fire
 - Exercise Choking Ash
 - Exercise Billow
5. Following the review of the tornado event a number of response capability opportunities were identified in the region. This covered additional personnel to undertake flood and storm response to support CDEM and the emergency services.

6. The review of the tornado event did not include an event that occurred at the same time involving the entrapment of an entire household (two adults and one child) due to fast moving water. This event highlighted the lack of capability to provide swift water rescue in the region as there was no organisation equipped or trained to undertake the role. A second incident in April 2008 resulted in Police and Fire contacting Civil Defence for assistance that could not be provided.
7. As result of these gaps in capability and capacity the Taranaki Response Team was asked to up-skill to fill those gaps.
8. The team has undertaken training and is in the process of sourcing equipment.
9. At a meeting held between the Senior Emergency Management Officer, Red Cross Area Manager and Red Cross Regional Director, verbal agreement to provide the revised capabilities to CDEM was made. This verbal agreement is yet to be formalised.
10. To formalise the agreement, the memorandum between the CDEM Group and New Zealand Red Cross has been revised and submitted to NZ Red Cross for their consideration.
11. The revised memorandum of understanding is attached for the consideration of the CDEM Group.

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. notes with approval the expanded capabilities of the Red Cross Response Team and recognises the value of the team and its capabilities for emergency response within the Taranaki region; and
2. adopts the amended memorandum of understanding *or* amends the proposed amended memorandum of understanding as follows-

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

MEMORANDUM OF UNDERSTANDING

BETWEEN **Taranaki Civil Defence Emergency Management Group,**

AND **New Zealand Red Cross.**

1. Intention of the Parties

This agreement is for the purposes of describing the joint registration of a Regional Response Team by the New Zealand Red Cross (NZRC) and Taranaki Civil Defence Emergency Management Group with the Ministry of Civil Defence Emergency Management. The primary functions of this team are:

- First Aid Support
- Casualty Handling
- General Rescue & USAR Support
- Welfare Support
- Storm Response
- Flood Response
- Swiftwater Rescue

Other support outside these primary functions may be provided by agreement in an emergency where these skills are not required.

Collaborative planning and other activities that will enhance Emergency Management in Taranaki will be undertaken between the two parties

2. Term, Amendment and Renewal of this Agreement

- 2.1 This agreement shall take effect upon execution by the parties.
- 2.2 This agreement shall remain in effect for an initial duration of five (5) years. A renewal period of thereafter of three (3) years shall apply. If either party wishes to cancel this agreement they may do so in writing to the other party three months in advance of the cancelation date.
- 2.3 This agreement may be amended from time to time by mutual agreement between the parties.
- 2.4 This agreement does not restrict any current or future agreements between the two parties.

3. Implementation

The following, or their nominees, are responsible for implementing this agreement:

Taranaki CDEM Group: The Chair, Taranaki Civil Defence Emergency Management Group

Regional Director, East West Region, New Zealand Red Cross.

Day to Day operation of this agreement is delegated to the following:

Taranaki CDEM nominated person: Taranaki Emergency Management Officer

NZRC nominated person: NZRC Taranaki Area Manager

4. Application

This agreement shall apply whether or not a state of local civil defence emergency has been declared under section 68 of the Civil Defence Emergency Management Act 2002.

5. Disputes

If either party believes there is a dispute concerning this agreement, that party shall promptly notify the other party in writing giving details of the matters in dispute. If the dispute cannot be resolved within 10 working days by the persons nominated for implementing this agreement, it shall be referred to the respective Chairs of the CDEM Group and the East West Region for resolution.

6. The Agreement

6.1 Schedule 1 shall form the basis of joint registration of the Taranaki Response Team with the Ministry of Civil Defence Emergency Management as a Regional Response Team.

6.2 With regard to collaborative planning and other activities Schedule 2 shall be applied.

7. Acceptance

The undersigned accept the terms of this agreement on behalf of their respective CDEM Group.

**Chair
Taranaki CDEMG**

**Regional Director
New Zealand Red Cross**

Date: _____

Date: _____

SCHEDULES

1. The specifics of the Taranaki NZ Response Team prior, during and after an Emergency.
2. Collaborative Planning and Other Activities

Schedule 1 – The specifics of the Taranaki Response Team prior, during and after an Emergency

Introduction

The specific focus of both parties entering this agreement is to provide a professional support to emergency services in a declared or undeclared emergency.

The resulting team will be competent in a range of skills where an identified capability is required. Skills that the team shall develop, shall be those identified in the Taranaki Civil Defence Plan.

Operational Management Framework

The Taranaki Response Team (TRT) shall have a specific set of standard operating procedures that are jointly approved by the Nominated person from both parties. The standard operating procedures shall undergo an annual review and Approval process by both parties. These procedures will define operating activities of the TRT and shall include but not be limited to activation methods, standards, deployment, codes of conduct etc.

Training

The NZRC shall provide & fund training as specified in schedule 3 of this agreement.

Training over and above this or in other specialist areas will be the responsibility of TCDEM.

Planning and program will be jointly agreed in line with the Taranaki Emergency Management Plan.

Equipment

The equipment the parties enter this agreement with is the equipment that they shall depart this agreement with subject to the conditions of the body funding the purchase..

Equipment obtained by joint funding of both parties shall have the ownership agreed prior to procurement. The owner of such equipment shall bear the ongoing operating costs of that specific piece of equipment.

Vehicle/s – day to day – consumables eg. Petrol, oil, cleaning – responsibility of operating agency – logbook to be maintained. Annual costs – insurance, servicing, warrants etc joint responsibility.

Equipment is listed in schedule 4 of this agreement, which will be updated annually.

Operating Costs

NZRC will provide and maintain the following equipment for the team,

- Standard PPE as outlined in S.O.P

- Standard First Aid Equipment including event consummables
- Standard Rescue & Welfare equipment as outlined in S.O.P

All other equipment and operating costs will be the responsibility of TCDEM

Insurances

Insurances associated with the operation of the USAR NZ Response Team shall be covered by the NZRC. This will include public liability and team specific insurances.

Team Deployment

The NZRC, TCDEM/MCDEM may wish to deploy the TRT to other New Zealand regions to underpin other emergency management activities. The parties agree to consult on priorities for resources, which includes without limitation, equipment, material, services and personnel. Priority shall always be given to events within the Taranaki region.

Activating costs & expenses (does not include salaries) are the responsibility of the activating agency. All costs associated with emergency deployment are 100% recoverable by TCDEM as a response cost. As defined in the Civil Defence Emergency Management Guide to the National Plan..

Schedule 2 – Collaborative Planning and Other Activities

Introduction

The parties agree that no opportunity should be lost to share and coordinate planning and other activities for mutual benefit. This list describes those activities that are intended to happen routinely or as a matter of course.

- **Routine consultation**
Each party will maintain regular contact and conduct face-to-face consultation as necessary or desirable.
- **Sharing of plans and other material**
Each party undertakes to share access to plans and procedures to facilitate a common approach to planning and ensure that coordination and coherency between the plans of each party is maximised.
- **Welfare Advisory Group**
The CDEMG will maintain a Welfare Advisory Group for the region and Red Cross will be a member of this group.
- **Training Coordination**
Each party will keep the other informed of training courses scheduled in their area and each party will keep the other informed of exercises scheduled in their area and encourage active participation or the provision of observers in those exercises.

Opportunities and arrangements for local training should also be made where possible including access to LGITO unit training, assessors, moderators and unit registration facilities.

Schedule 3 – Training Requirements

General Training

Each team member to undergo training and to hold the following unit standards.

7334	Intro to CDEM
17279	CIMS 2
10425 (or 497)	Health and Safety
528	Personal Preparedness
12355	Dealing with stress
7321	Process CDEM information
6400	Manage first aid
6401	Provide first aid
6402	Provide resuscitation
3490	Write Incident Reports
11282 or 4573	Communicate with a 2 way radio
7319	Triage
20854	Operate a CDEM Comms system
3283	Personal safety at emergency incidents
20388	Aircraft Safety
7332	Movement control

Specialist Strands

In addition to the general training person operating in a specialist field to hold the following unit standards.

In addition to the courses listed below there may be additional courses which would be suitable for the team to increase the depth of knowledge of the team and improve the operational safety of the team.

A sufficient number of persons will need to be trained to ensure that the team has a sufficient minimum number of members trained to operate following recognised guidelines and to ensure availability accounting for absence, sickness and unavailability

Welfare

A sufficient number of team members to be required to operate a welfare centre until relieved by other personnel.

1304	Cultural communication
7330	Supervise a CDEM welfare Centre
7336	Emergency Welfare

General Rescue and USAR

Sufficient numbers of personnel to be trained to operate following the New Zealand General Rescue Manual and INSARAG recommendations

7318 or 24500	Rescue using CD techniques
---------------	----------------------------

Version 1.0

18516	USAR Awareness Cat 1A
20473	Rescue casualties using ground techniques
7317	CDEM rescue knowledge
18426	Confined space awareness
17600	Safe working at height
10618	Rescue casualties using rescue techniques

Medical Response (PHEC)

14470	Enhanced basic life support
14471	Extended first aid
14472	Defibrillation
14473	Move patients for transport

Flood Response

Sufficient numbers of personnel to be trained to operate under the guidelines set out in the unit standards.

22298	Flood Safety
22297	Initial flood response
OPS 57	Flood control 2

Storm Response

Sufficient numbers of personnel to be trained to operate under the guidelines set out in the unit standards.

23694	Storm response
17600	Safe working at height

Swift Water Rescue

Sufficient numbers of personnel to be trained to operate under the guidelines set out in the unit standards and the Rescue 3 Swift Water Responder manual, Rescue 3 Swift Water Technician Manual and NFPA Standards (NFPA 1670)

Responder

TEC 9	Swift water Responder
22298	Flood safety

Technician

In addition to the responder requirements technicians must hold the following unit standards.

TEC 10	Swift water Technician
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Team Leaders

Version 1.0

Sufficient numbers of personnel to be trained to operate as team leaders under all the guidelines set out for the specialist strands

23698	Leadership
17280 or 22445	CIMS 4
7335	Controllers powers
23693	Navigate in urban environments during CDEM emergency
23702	Manage spontaneous volunteers
23697	Plan, manage and evaluate exercises
23690	Conduct briefings

Schedule 4 – Equipment Lists

FIRST AID					
Item	Contents	Amount	04-Jun-08	Notes	Owner
Phec Kit (1) New Bag	stethoscope	1	1		TSB
	sphygmomanometer	1	1		TSB
	band - aid	1	1		NZRC
	tape	1	1		NZRC
	thermal blanket	1	1		NZRC
	steri - strip pack	1	1		NZRC
	cotton stretch bandage	2	4		NZRC
	combine dressing	1	2		NZRC
	gauze swabs	3	3		NZRC
	irrigation solution	2	2		NZRC
	non - adherent pad	7	7		NZRC
	sling	2	4		NZRC
	plastic strips	50	50		NZRC
	medical scissors	1	1		NZRC
	zoll defibrillator	1	1		TSB
	Auto BP and pulse monitor		1		Langford
	pack of gloves	1	1		NZRC
	razor	1	1		NZRC
	note pad	1	1		NZRC
	pen	1	1		NZRC
	suction Unit	1	1		TSB
	oxygen tank	1	2	rented	
	combine dressing	1	0		

Scoop Stretcher	n/a	1	1		NZRC
Blanket Bag	ropes (12m)	6		orange	Contact
	ropes (12m)	2		blue	NZRC
	Grey blankets	2	2		NZRC
	USAR Ops guide	1	1		NZRC
	Rope Brush	1	1		NZRC
Slings	4m Red		2	Jun-08	Langford
	2m Red		4	Jun-08	Langford
	2m Blue		1	Jun-08	Langford
Prussic			4	Jun-08	Langford
Throw bag weight	red		1	Jun-08	Langford
Karabiners	Alloy Red		6	Jun-08	TCDEM
	Steel 50KN		10	Jun-08	TCDEM
Base Station (in office)	PRS	1	1		STOS
4 way multiboard surge protect	Black				STOS
Aerial	n/a	1	1		STOS
2 way radios Motorola	handsets, chargers, earpiece	4	4		STOS
VHF mobile Radio	Tait 2010	1	1	Incl ESX39 and ESB164	TCDEM

WELFARE					
Item	Contents	Amount			
Box One	box of screwdrivers	1	1		TSB
	portable floodlights	2	2	1 spare bulb	TSB
	extension cord (with switch)	1	1		TSB
	5-piece plug adapter	1	1		TSB
	danger tape	2	2		
	fire extinguisher	1	1		NZRC
	RCD	1	1		
Box Two	stove head	2	2		TSB
	grill	1	1		TSB
	wrench	1	1		TSB
	Windbreak		1	May-08	NZRC
Box Three	brush & pan	1	1		TSB
	plastic cups	198	198		TSB
	plastic bowls	100	100		TSB
	plastic plates	100	100		TSB
	grater	1	1		TSB
	large stockpot (lid)	1	1		TSB
	small stockpot (lid)	1	1		TSB
	waterproof matches		4 boxes		
Box Four	fluorescent waterproof jacket	15	1	distributed	TSB
	Pruning saws	2	2		

	Timber saw		1	May-08	NZRC
	Hacksaw		1	May-08	TCDEM
	Cold Chisel		1	May-08	TCDEM
	Pliers		1	May-08	TCDEM
	Mallet		1	May-08	TCDEM
	Spade		1	May-08	NZRC
Box Five	plastic knives	100	100		TSB
	plastic forks	100	100		TSB
	plastic spoons	100	100		TSB
	tea towels	6	6		TSB
	paper towels	2	2		TSB
	kitchen knives (stainless steel)	4	4		TSB
	stirring spoons	5	3		TSB
	can openers	2	0	rusted	
	tongs	2			TSB
	plastic spatulas	2	2		TSB
	metal spatulas	1	1		TSB
	peeler	4	0	rusted	
Box Six	scourers	2	1		
	bleach	1	0		
	hand sanitizer	2	1		
	big brush	2	2		
	small brush	2	2		
	kitchen tidy bags	30	30		
	disinfectant	1	1		
	dish washing liquid	1	1		
	cloths	10	10		
	glad wrap	1	1		
	tin foil	1	1		
	cutting board	2	2		
	Plastic bowls	3	3		

Kettle	n/a	1			
Water Container	n/a	1	2		1 TSB 1 NZRC
Blankets	n/a	19	17		TCDEM
OTHER					
Item	Contents	Amount			
White Board	n/a	1	1		TCDEM
Gasoline Container	n/a	1	1	full	TSB
Chilly Bin	n/a	2	2	sml Red X lg	TSB
Ratchet hook to hook tiedown	n/a	2	2		NZRC
Bungy cords			3		NZRC
D shackles			10		NZRC
Chain lengths			10		NZRC
Box of Chalk	n/a	2	2		NZRC
Face Masks P1			1 box		NZRC
Face Masks P2			9		NZRC
Disposable Overalls			15		NZRC
Disposable Gloves			3 boxes		NZRC
Earplugs			13 pairs		NZRC
Sunscreen			1		NZRC
Survival Blanket			1		NZRC
Tarpaulin	Large		1		TCDEM

	Others		2		NZRC
Crowbar			1		TCDEM
Paperwork backpack	red. Misc stationary		1		NZRC
Backpack	blue		1		TCDEM
Trailer	n/a	1	1		TSB
Trailer interior Light and remote			1		NZRC
Black Toolbox			1	May-08	NZRC
Claw hammers			3	May-08	NZRC
Tape measures			2	May-08	NZRC
Box Cutter			1	May-08	NZRC
Hammer pouch			2	May-08	NZRC
Galvanised nails		1 box		May-08	NZRC
Old Overalls	orange		22	May-08	NZRC
Generator	n/a	1	1		TSB
Generator spares/leads			1		TSB
Red Cross Sign	n/a	1	1		NZRC
Blue Buckets	n/a	4	9		NZRC
sides of tent	n/a	1	1		TSB
Large Tent	n/a	1	1		TSB
Fold-out Chairs	(with covers)	4	4		TSB
Fold-out Table	n/a	1	1		TSB

	PPE				
Overalls		16	16	Red Cross - red	NZRC
Basic Hard Hats		16	16		TSB
Gloves		16	16		TSB
Personal Lines		16	16		TSB
Safety Boots		16	16		TCDEM
Wet weather coats		16	16		TSB
EQUIPMENT REQUIRED					
	Storm Response				
Item	Description		No. Req'd		
100 m rope			1		
50 m rope			2		
Rope Bags			5		
ID 20 height safety device			4		
safety harness			4		
karabiners	50 kN Tripple lock		10		
100 m throw line			1		
Rescue Pulley			4		
Ground anchor system			2		
Work Bench			1		
Skill Saw			1		
2m (8mm) prussic			8		
Cicular saw			1		
Nail Gun			1		
Portable work bench			1		
Yard Broom			2		
Squeegee			2		
Sledgeahmmer			2		
Storage boxes			2		

	Swiftwater & Flood Response				
Rescue PFD	Approved to US CoastGuard Cat 3/5		10		
Live Bait Rescue PFD	Approved to US CoastGuard Cat 3/5		1		
Throw bags	20 m		6		
100 m rope			1		
water helmets	Kayak Standard		6		
Snap link Karabeners	20 kN		10		
Waterproof Radio Bags			8		
	Other Equipment				
Handheld VHF Radio			4		
Base VHF Radio			1		
Replacement Basket Stretcher			1		

Document: 537775

2 December 2008

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

**Receipt of NIWA report: Climate trends, hazards and extremes-
Taranaki Synthesis report**

Purpose

1. This memorandum is to advise the Members of the Group, of the completion and release of a report commissioned by the New Plymouth District Council, the South Taranaki District Council, and the CDEM Group, synthesizing the work done by NIWA on studying and reporting the current and future meteorological hazards faced by the region. A copy of the report, '*Climate trends, hazards and extremes-Taranaki synthesis report*' is attached separately to the agenda.

Background

2. NIWA has previously delivered a number of specific reports to the NPDC and to the CDEM Group. They have covered risk from landslips, lightning, ex-tropical cyclones, rainfall, tornadoes, and wind. The initiative of the NPDC in seeking such studies is noted. The reports have added considerably to our understanding of the Taranaki riskscape.
3. The Civil Defence Emergency Management Group Plan for Taranaki (2004) contains provisions and methods of implementation relating to meteorological hazards.
4. Under 'all hazards', the Plan notes: 'The CDEM Group to provide education, information and advice to the general public to raise people's awareness of the risks associated with hazards in Taranaki and therefore reduce the risk'.
5. As a risk reduction measure, the Plan notes 'identifying and analysing long-term risks to human life and property from natural or man-made hazards...'
6. In the light of the obligations stipulated within the Plan, and noting the value of the earlier work done by NIWA in informing the regional meteorological risk, it was jointly agreed to commission NIWA to provide an updated synthesis report covering the climate hazardscape for the region.

Discussion

7. The report has now been received. It considers the current regional climate, and also addresses the likely impact upon the region as a consequence of climatic warming during the 21st Century. The study captures drought (of particular interest following the

dry summer of 2007-2008), and also the latest scenario work done by the Inter-governmental Panel on Climate Change (4th Assessment Report).

8. The report notes increasing intensity and frequency of rainfall since the late 1990s.
9. While the strongest winds are most frequently from the west, the most extreme winds have in fact come from the southeast.
10. On average, Taranaki will be hit by a tornado every year, with damaging tornadoes about 1 in 4 years. The more extreme tornadoes in the region have wind speeds in excess of 180 kph. Taranaki is one of the areas in New Zealand with the highest frequency of tornadoes. They usually come in from the west or north, hitting the coast.
11. The region is likely to be affected by an ex-tropical cyclone in 3 years out of every 5, on average.
12. The region can be hit by up to several thousand lightning strikes every year, most frequently in the morning or mid-late afternoon.
13. The south Taranaki coastal plain is the driest part of the region. 1977-78 and 2007-08 have been the two driest periods on record.
14. Climate warming is likely to lead to an increase in extreme wind and rainfall intensity and frequency. In the region, with the south becoming drier overall and more likely also to experience drought from time to time.
15. Arrangements have been made for Dr Jim Salinger, principal author of the report, to deliver presentations on the report and its implications at public seminars on Monday 8 December- 2pm at the Stratford War memorial Hall and 7.30 at New Plymouth (provisional venue NPDC). All CDEM personnel will be invited to attend.
16. It is anticipated that the information presented through the report will provide significant background in the revision of the Group Plan, due in the 2009 year.

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum noting the release of the report '*Climate trends, hazards and extremes-Taranaki synthesis report*' (NIWA); and
2. notes that Dr Jim Salinger will be delivering public seminars on Monday 8 December

Approved:

GK Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

Document: 537953

2 December 2008

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

Introducing the Welfare Co-ordinator

Purpose

1. The purpose of this memorandum is to note that today's meeting will be attended by Karen Lawson, Welfare Co-ordinator of the Taranaki CDEM Group (and area manager, NZ Red Cross).

Discussion

2. Agenda items are normally focused on specific items of business for consideration and if needs be decision. However, in the interests of improving networking within the Group, and fostering a greater appreciation of the roles and functions each party plays within the CDEM structure and organisation, it is considered useful to introduce key personnel to the members of the CDEM Group, and to invite them to comment on their activities and development of their responsibilities.
3. Accordingly, a previous meeting was attended by Louise McLay, the Group's new recovery facilitator, and John Sutton (lifelines). Karen Lawson (Welfare Co-ordinator) had to tender an apology for the earlier meeting, but is able to attend today's meeting, to meet the Group members.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum and the introduction of Karen Lawson, Welfare Co-ordinator of the Taranaki CDEM Group

Approved:

GK Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

Document: 537781

2 December 2008

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

Report from the Ministry of Civil Defence Emergency Management

Purpose

1. The purpose of this memorandum is to introduce the report of the Regional Emergency Management Advisor for the central region

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report from the Regional Emergency Management Advisor.

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Document: 537785

2 December 2008

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

Proposed Meeting Dates for 2009

Purpose

1. The purpose of this memorandum is to inform Members of the meeting dates for the Civil Defence Emergency Management Co-ordinating Executive Group (CEG) and the Civil Defence Emergency Management (CDEM) Group proposed for 2009.

Meeting Dates

2. It is anticipated that the CDEM Group and the CEG will meet four times in 2009. The CDEM Group will be forwarded this memorandum to enable them consider their meeting dates and note the dates on which the CEG propose to meet.

3. The proposed meeting dates for 2009 are outlined as follows:

Civil Defence Emergency Management Co-ordinating Executive Group

Tuesday 17 February 2009

Tuesday 26 May 2009

Tuesday 18 August 2009

Tuesday 10 November 2009

Civil Defence Emergency Management Group

Tuesday 10 March 2009

Tuesday 16 June 2009

Tuesday 8 September 2009

Tuesday 24 November 2009

4. Unless otherwise advised, the meetings of the CDEM Group and CEG will be held in the Taranaki Regional Council chambers commencing at 10.30am.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group

1. receives and notes the meeting dates, subject to any amendments, for the Civil Defence Emergency Management Co-ordinating Executive Group and the Civil Defence Emergency Management Group proposed for 2009.

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive