

Minutes of the Civil Defence Emergency Management Group meeting held in the Taranaki Regional Council Chambers, 47 Cloten Road, Stratford on Tuesday 2 December 2008 commencing at 10.35 am.

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

In attendance	Messrs	G K Bedford	(Taranaki Regional Council)
		M Langford	(Taranaki Regional Council)
	Mrs	K van Gameren	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)
	Messrs	D L Lean	(Regional Civil Defence Controller)
		J Sutton	(Lifelines Advisor)
	Ms	K Lawson	(Welfare Manager/New Zealand Red Cross)
	Mr	S Bennett	(New Zealand Fire Service)

One member of the media from 11.10am.

Apologies The apologies from Mayor P Tennent (New Plymouth District Council), Mayor R Dunlop (South Taranaki District Council) and Mr I Wilson (Ministry of Civil Defence and Emergency Management) were received and sustained.

Notification of

Late Items

Item 6 – Updated Terms of Reference for the proposal to form a single Taranaki Rural Fire Authority *tabled*

1. Confirmation of Minutes

Minutes of the Civil Defence Emergency Management Group:
9 September 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 Stratford District

Council Chambers, Miranda Street, Stratford on Tuesday 9 September 2008 at 10.30 am

2. adopts the recommendations therein.

Matheson/Edwards

Matters Arising

There were no matters arising.

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

Edwards/Lawson

Matters Arising

There were no matters arising.

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

- 3.1 Mr G K Bedford, 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 for 2009-2010. It was noted that the preparation of a new Group Plan in 2009-2010 would be a significant work programme for the Taranaki Regional Council's policy and planning section in its provision of administrative and related services to the Taranaki CDEM Group.
- 3.2 Members noted and discussed the estimate of costs for the delivery of CDEM functions in Taranaki and the percentage split between each local authority. Mr Bedford advised the Group of the intention of the Ministry of Civil Defence and Emergency Management to withdraw their subsidy to the regional CDEM Groups for 2009-2010 (approx \$30,000 for the Taranaki CDEM Group), resulting in an increase in costs to be recovered from the four councils. Combined with an anticipated increase

in work programmes and operational readiness, this has resulted in an overall increase in costs to \$543,840 for 2009-2010, an increase from \$481,980 for 2008-2009.

- 3.3 The potential loss of subsidy from the Ministry was of concern to the Group. It was agreed that a letter be sent to the Ministry from the Taranaki CDEM Group expressing concern as to the loss of a financial subsidy to the Group and the implications to Taranaki ratepayers in recovering the shortfall.

Recommended

THAT the 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%)

5. agrees that a letter be written to the Ministry of Civil Defence & Emergency Management expressing concern for the potential loss of subsidy to regional CDEM Groups.

Jeffares/Matheson

4. Further submission on the Revised Guide to the National CDEM Plan

- 4.1 The memorandum introducing a submission, to be endorsed, made to the Ministry of Civil Defence and Emergency Management on their Guide to the National Civil Defence Emergency Management Plan 2006 – Draft Revisions September 2008 was received and discussed by the Group. The submission has been sent by the due date of 14 November 2008.

Recommended

That the Civil Defence Emergency Management Group

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

Jeffares/Edwards

5. Welfare Advisory Group recommendation-targeted publicity campaign

- 5.1 Ms K Lawson, Welfare Co-ordinator/New Zealand Red Cross, spoke to the memorandum on the recommendation from the Welfare Advisory Group to the Taranaki CDEM Group.
- 5.2 At the Welfare Advisory Group Meeting, held 16 September 2008, there was discussion on 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). It was recommended that the Welfare Advisory Group recommend to the Taranaki CDEM Group that they produce some sort of key information messages to groups/organisations about their own responsibility for emergency planning and to provided funding and other such resources to ensure the messages are delivered to the community.
- 5.3 It was noted that the messages can be resourced within existing budgets and could be delivered by way of direct communication to appropriate organisations identified in conjunction with the Welfare Advisory Group and through other means (e.g. community diary and District Council listings), and media releases.

Recommended

THAT the 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
3. notes that such a campaign can be delivered within existing resources.

Jeffares/Lawson

6. Update – provision of fire management services in Taranaki

- 6.1 Mr S Bennett, New Zealand Fire Service, spoke to the memorandum updating members of the Group on progress towards the rationalisation of fire services in the Taranaki region.
- 6.2 An updated Terms of Reference for the proposal to form a single Taranaki Rural Fire Authority was tabled for Members' consideration. The proposed single Taranaki Rural Fire Authority would provide a single fire service provider for rural and urban fires within Taranaki.
- 6.3 It was noted that the Department of Conservation have yet to lend their support to the proposal and would continue to manage their own lands with respect to fire control. It was agreed that the Taranaki CDEM Group advise the Department of Conservation of their support for the proposal in Taranaki.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the report on progress in the exploration of options for the provision of fire management services in the Taranaki region
2. endorses the updated Terms of Reference for the proposal to form a single Taranaki Rural Fire Authority.

Lawson/Edwards

7. Taranaki Response Team Update

- 7.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum outlining proposed changes to the Memorandum of Understanding between the Taranaki CDEM Group and the New Zealand Red Cross (the provision of a Taranaki Response Team). The revised Memorandum of Understanding has been submitted to the New Zealand Red Cross (Wellington) for their consideration.

Recommended

THAT the 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
2. adopts the amended memorandum of understanding.

Jeffares/Matheson

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

- 8.1 The memorandum advising Members of the completion and release of a report commissioned by the New Plymouth District Council, the South Taranaki District Council, and the Taranaki CDEM Group, synthesizing the work done by NIWA on studying and reporting the current and future meteorological hazards faced by the region, entitled '*Climate trends, hazards and extremes-Taranaki synthesis report*' was received and discussed.

Recommended

THAT the Civil Defence Emergency Management 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

Lawson/Edwards

9. Introducing the Welfare Co-ordinator

- 9.1 Group Chairperson, Councillor B R Jeffares, introduced and welcomed to the meeting Ms Karen Lawson (Welfare Co-ordinator of the Taranaki CDEM Group and Area Manager for New Zealand Red Cross) who provided a brief verbal report to the meeting on her role and function within the Taranaki CDEM Group structure and organisation.

Recommended

THAT the Civil Defence Emergency Management Group

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

Jeffares/Edwards

10. Ministry of Civil Defence Emergency Management Report

- 10.1 Due to the absence of Mr I Wilson, Ministry of Civil Defence Emergency Management, from the meeting, no update to Members of the Group on matters of interest from the Ministry was provided.

11. Proposed Meeting Dates for 2009

- 11.1 Members received and noted the meeting dates for the Civil Defence Emergency Management (CDEM) Group and the Civil Defence Emergency Management Co-ordinating Executive Group (CEG) proposed for 2009.
- 11.2 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. The next CDEM Group meeting, scheduled for 10 March 2009, would be held in New Plymouth.

Recommended

THAT the Civil Defence Emergency Management Group

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

Jeffares/Edwards

11. General Business

Group Chairperson, Councillor B R Jeffares, noted and congratulated Mr M Langford

and Ms K Lawson who recently obtained certificates in Emergency Management from the Tai Poutini Polytechnic/Emergency Management Academy of New Zealand. Mr Langford was awarded Student of the Year and together with Ms Lawson obtained a Certificate in Emergency Management Level 4.

Next Meeting

Members noted that the next meeting of the Taranaki Civil Defence Emergency Management Group would be held on Tuesday 10 March 2009 at the Taranaki Emergency Management Office, New Plymouth.

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 11.45 am.

Confirmed:

Chairperson:

B R Jeffares

Date:

10 March 2009