

Document: 465405

3 June 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 10 June 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 10 June 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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Civil Defence Emergency Management Group Meeting - 18 March 2008	

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 Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 18 March 2008 at 10.00am.
2. adopts the recommendations therein.

Matters arising

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Minutes of the Civil Defence Emergency Management Group meeting held in the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 18 March 2008 commencing at 10.00 am.

ITEM ONE

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

In attendance	Messrs	G K Bedford	(Taranaki Regional Council)
		M Langford	(Taranaki Regional Council)
		D L Lean	(Regional Civil Defence Controller)
	Mrs	D A Smith	(Taranaki Regional Council)
	Mrs	D Paulsen	(Taranaki Regional Council)
	Mr	K Evans	(Ministry of Civil Defence and Emergency Management)
	Councillor	A Judd	(New Plymouth District Council)
	Messrs	A Hawkes	(Eltham Community Board)
		D Hislop	(Kaitake Community Board)

One member of the media

Apologies There were no apologies.

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

Briefing Prior to the commencement of the meeting, a briefing on civil defence emergency management as well as the legal responsibilities placed on elected members under the Civil Defence Emergency Management Act 2002 was provided.

1. Confirmation of Minutes

Minutes of the Civil Defence Emergency Management Group meeting -
4 December 2007

Resolved

THAT the Civil Defence Emergency Management Group

1. takes as read and confirms the minutes and recommendations of the meeting of the Civil Defence Emergency Management Group meeting held in the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 4 December 2007 at 10.30 am; and
2. adopts the recommendations therein.

Jeffares/Tennent

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

Tennent/Dunlop

Matters Arising

There were no matters arising.

3. Update on Text Message Warning System ('OPTN')

- 3.1 Mr M Langford, Taranaki Regional Council, spoke to the memorandum updating members on the introduction of a text message warning system in Taranaki. It was noted that there were now 2,800 subscribers to the service and that the service would be again advertised during Disaster Awareness Week in early October.

Recommended

THAT the Civil Defence Emergency Management Group

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

Jeffares/Tennent

4. Lifelines Advisory Group Activity Report

- 4.1 Mr G K Bedford, Taranaki Regional Council updated Members on the activities of the Lifelines Advisory Group. Members indicated their appreciation at the acceptance by John Sutton (NPDC) to be Lifelines Co-ordinator and John Jones (SDC) to be alternate co-ordinator.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives the report on the Lifelines Advisory Group.

Tennent/Edwards

5. Appointment of chair and deputy chair for Co-ordinating Executive Group

- 5.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum advising Members of the appointment of a chairperson and deputy chairperson for the Co-ordinating Executive Group.
- 5.2 It was noted that Mr David Lean had been elected as Chairperson and Mr Gary Bedford had been elected as Deputy Chairperson of the Co-ordinating Executive Group to serve until the next triennial local body elections. To provide for the gap in time between the elections and the subsequent meeting of the CEG, it was noted that a new chair and deputy chair should be elected at the meeting of the CEG prior to the next triennial local body elections.

Recommended

THAT the Civil Defence Emergency Management Group

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

Tennent/Edwards

6. Briefing by TrustPower on the Patea Dam

- 6.1 Members of the Group received and discussed the memorandum on a briefing by TrustPower to the CEG on the management and current contingency planning for the Patea Dam, and the forthcoming resource consent renewal process.
- 6.2 It was noted that it was timely to work with TrustPower during the resource consent renewal process to assist the Company to upgrade their contingency planning before an

event occurred. A submission had been prepared on behalf of the CEG on TrustPower's resource consent applications relating to the Patea Dam outlining relevant concerns.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives this memorandum.

Jeffares/Matheson

7. Review of Patea evacuation (freezing works fire)

- 7.1 Members discussed the involvement of the Group in the evacuation of Patea on 6 February 2008 following a fire at the Patea Freezing Works and the findings of a de-brief of CEG Members and officers from other agencies who were involved.
- 7.2 Mr R Dunlop, Mayor of South Taranaki District indicated that he believed the overall response had been right but felt that the biggest problem for the residents of Patea had been fear with regard to the asbestos and believed the Taranaki District Health Board should have tested the samples more quickly to allay those fears.
- 7.3 Mr G Bedford, who was congratulated for his part in the public meeting at Patea, suggested that the Medical Officer of Health Dr Richard Hoskins should be asked to attend the next meeting of the Group to report on the findings of the Health Board's internal debrief.

Recommended

THAT the Civil Defence Emergency Management Group

1. receives this memorandum;
2. notes that a de-brief of agencies involved in the evacuation of Patea on 6 February 2008 has been held;
3. requests Taranaki District Health Board's Medical Officer of Health, Dr Richard Hoskins to attend the next meeting of the Group to report on the findings of the Health Board's internal debrief.

Edwards/Jeffares

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

- 8.1 Mr G Bedford, Taranaki Regional Council, spoke to the memorandum introducing the updated Civil Defence Emergency Management Public Education Plan for 2005-2010 noting that it was a five year plan structured and integrated with the Ministry's Public Education Plan.

Recommended

THAT the Civil Defence Emergency Management Group

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

Tennent/Jeffares

9. Ministry of Civil Defence Emergency Management Report

- 9.1 Mr K Evans, Emergency Management Advisor for the Ministry of Civil Defence Emergency Management gave a report which included Exercise Ruaumoko held in Auckland recently, the Ministry's new 24/7 call arrangement and the Central Region MCDEM Forum to be held on 20 March 2008 in Gisborne.

Recommended

THAT the Civil Defence Emergency Management Group

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

10. General Business

Possible flooding following the breaking of the current drought. It was advised that the Waitotara River could now handle much heavier flows following recent river control works.

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 12.05 pm.

Confirmed:

Chairperson:

B R Jeffares

Date:

10 June 2008

ITEM TWO

10 June 2008

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

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

Purpose

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

Background

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

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group

1. receives the confirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Wednesday 27 February 2008
2. notes the unconfirmed minutes of the Civil Defence Emergency Management Co-ordinating Executive Group meeting held on Tuesday 27 May 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 Wednesday 27
February 2008 commencing at 10.30 am.**

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

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

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

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

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

1. Appointment of chairperson

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

Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

1. appoints Mr David Lean as Chairperson.

Fitzell/Grant

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

Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

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

Wilson/Fitzell

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

Recommended

THAT the Civil Defence Emergency Management Coordinating Executive Group

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

Wilson/Fitzell

2. Confirmation of Minutes

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

Resolved

THAT the Civil Defence Emergency Management Coordinating Executive Group

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

Wilson/Fitzell

Matters arising

Transitional arrangements during elections/review of CDEM Act

No further information was available.

July tornados event

One house still damaged – issues with insurance

Planning for large scale events in Taranaki

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

3. Briefing by TrustPower on the Patea Dam

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

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

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

Wilson/Grant

4. CDEM involvement in evacuation of Patea

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

Recommended

That the Civil Defence Emergency Management Co-ordinating Executive Group

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

Young/Wilson

5. Lifelines Advisory Group Activity Report

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

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. accepts the report of the Lifelines Advisory Group.

Lean/Fitzell

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

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

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

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

Lean/Campbell

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

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

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

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

Fitzell/Wilson

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

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

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

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

Lean/Campbell

9. General Business

There were no items of general business.

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

Confirmed

Chairperson: _____
D L Lean

Date: **27 May 2008**

UNCONFIRMED

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

Present	Messrs	D L Lean	(Regional Civil Defence Controller) (Chairman)
		G K Bedford	(Taranaki Regional Council)
		A Wilson	(New Plymouth District Council)
		M Avery	(Stratford District Council)
		J Sutton	(Lifelines Advisor)
		M Poppelwell <i>alternate</i>	(Welfare Advisor)
		S Keenan <i>alternate</i>	(New Zealand Police)
In attendance	Mrs	A Kemp	(Taranaki District Health Board)
	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	I Wilson	(Ministry of Civil Defence & Emergency Management)
	Ms	E Prior	(Ministry of Health – Midland)
	Mr	V Neall	Massey University

One member of the media

Apologies The apologies from Mr G Young (South Taranaki District Council), Mrs G Campbell (Welfare Advisor), Inspector F Prestidge (New Zealand Police) and Inspector F Grant (New Zealand Police) were received and sustained.

Notification of

Late Items Item 8A – CDEM Advisory Group Minutes

1. Confirmation of Minutes

Minutes of Civil Defence Emergency Management Co-ordinating Executive Group:
Wednesday 27 February 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 Wednesday 27 February 2008 at 10.30 am

1. adopts the recommendations therein.

Lean/Wilson

Matters arising

Planning for large scale events in Taranaki

Mr M A Langford, Taranaki Regional Council, advised that meetings had been held with the New Plymouth and South Taranaki District Councils to develop pre-prepared plans for large scale events.

2. Update on action points resulting from the tornadoes in July 2007

- 2.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum reporting to the Members on the progress of improvements implemented following the tornado event in July 2007.
- 2.1 Members noted that a good response had been received from the New Plymouth, Stratford and South Taranaki district councils, Taranaki Regional Council and Taranaki District Health Board for staff volunteers to be available during a civil defence emergency. Training for the volunteers in emergency management operations will commence in July.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives for information the report on the implementation of action points identified following the tornado events of July 2007.

Sutton/Lean

3. Update on the Mt Taranaki Eruption Exercise

- 3.1 Mr M A Langford, Taranaki Regional Council, spoke to the memorandum reporting to Members on the progress towards a Taranaki CDEM Group Exercise in 2008-2009.

- 3.2 The exercise will be called Exercise Billow and will be based on an ashfall scenario with emphasis placed on shelter and placement of residents, with delivery of the exercise over several days in early December 2008.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report on progress in preparation for Exercise Billow.

Kemp/Wilson

4. Report – Central Region CDEM Forum

- 4.1 Mr D L Lean, Regional Civil Defence Controller, spoke to his report on his attendance at the Central Regional CDEM Forum held in Gisborne on Thursday 20 March 2008.
- 4.2 Mr Lean highlighted to the Group the issues for retailers of the Gisborne CBD and the Gisborne District Council that arose following the Gisborne earthquake in December 2007 whereby inconsistencies between the Civil Defence Emergency Management Act 2002 and the Building Act were identified.
- 4.3 Members noted the lack of progress in the Rural Fire Review. It was suggested that a transition proposal be forward to the Minister for consideration to act in the interim until the Review has been progressed further.

Recommended

That the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report on the Central Regional CDEM Forum held in Gisborne on Thursday 20 March 2008.

Wilson/Sutton

5. CDEM Group representation on national working groups

- 5.1 Mr G K Bedford spoke to the memorandum advising the Group of a request by the Ministry for agreement and guidance on representation on national working groups, and to suggest principles that the Taranaki Regional Council as administering authority for the Taranaki CDEM Group will propose in response and subsequently apply.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. accepts the report on CDEM sector representation on national working groups

2. notes the opportunity extended to the Group to commend upon appropriate representation for the future
3. concurs with the guiding principles outlined in the officers memorandum.

Lean/Kemp

6. Revised National Civil Defence Emergency Management Strategy

- 6.1 The memorandum introducing the revised National Civil Defence Emergency Management Strategy (2007) was received and discussed by the Group.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. notes the release of the National Civil Defence Emergency Management Strategy 2007.

Avery/Lean

7. Report from the Ministry of Civil Defence Emergency Management, including description of the 24/7 system

- 7.1 Mr I Wilson, Ministry of Civil Defence Emergency Management, provided a powerpoint presentation to the Group on the 24/7 Civil Defence Emergency Management Warning and Advisory system recently put in place by the Ministry. Mr Wilson also provided an update to Members of the Group on matters of interest from the Ministry.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the report from the Regional Ministry of Civil Defence Emergency Management Advisor, including a presentation on the Ministry's 24/7 response service.

Lean/Sutton

8. Natural hazards and land use planning – Vince Neall

- 8.1 Mr V Neall, Massey University, provided a powerpoint presentation to the Group on the theme of integrating natural hazard information into land use planning. Mr Neall presented a paper to the 7th Annual Emergency Management Conference on this theme using the Taranaki hazardscape as an example.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the presentation from Mr Vince Neall of Massey University on natural hazards and land use planning.

Lean/Bedford

8A. CDEM Advisory Group Minutes – Welfare Advisory, Lifelines Advisory and Health Advisory

- 8A.1 Members of the Group received and noted the memorandum providing minutes of the Welfare Advisory Group (meeting held 25 March 2008) and the Lifelines Advisory Group (meeting held 29 April 2008). Mrs A Kemp, Taranaki District Health Board, provided a verbal update on the Health Advisory Group meeting held 13 May 2008.

Recommended

THAT the Civil Defence Emergency Management Co-ordinating Executive Group

1. receives the draft minutes of the Welfare Advisory Group and the Lifelines Advisory Group.
2. receives the verbal report of the Health Advisory Group.

Lean/Avery

9. General Business

Ministry of Civil Defence and Emergency Management Tsunami Information Seminars

Six national seminars will be conducted by the Ministry to update CDEM Groups on the progress of tsunami warning systems, signage and research. Members of the Group were advised and invited to attend the seminar in Palmerston North to be held on 26 June 2008.

Taranaki Weather Radar

Members noted that the official opening of the Taranaki Weather Radar situated at the New Plymouth airport will be held on Friday 30 May 2008.

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: **19 August 2008**

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10 June 2008

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

CDEM Advisory Group Minutes

Purpose

1. To provide the minutes of the Advisory Group meetings.

Background

2. The CDEM Structure includes a number of Advisory Groups. Minutes of meetings of these groups are being provided for the information of the Group

Discussion

3. Copies of the minutes from the latest Welfare Advisory Group, the Lifelines Advisory Group, and the Health Advisory Group meetings are attached for your information.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the draft minutes of the Welfare Advisory Group, the Lifelines Advisory Group, and the Health Advisory Group.

GK Bedford
Director-Environment Quality

Approved:

BG Chamberlain
Chief Executive

Draft Minutes of the Welfare Advisory Group meeting held in the Taranaki Emergency Management Office, 45 Robe Street, new Plymouth on 25 March 2008, commencing at 10.00 am

Present	Gloria Campbell	Ministry of Social Development (Chair)
	Mike Broker	Taranaki District Health Board
	Mark Donohue	Housing New Zealand
	Debbie Gut	Neighbourhood Support
	Mike Langford	Taranaki Civil Defence Group
	Des Paulsen	Taranaki Civil Defence Group
	Jenny Judd	Victim Support
	Anne Kemp	Taranaki District Health Board
	Denise Loveridge	Child, Youth and Family
	Karen Lawson	New Zealand Red Cross
	David Rowland	St Johns Assn (Central Region)
	Ian Wilson	Ministry of Civil Defence Emergency Management
	Trevor Stone	Ministry of Civil Defence Emergency Management

Apologies No apologies were received.

Notification of late items: Nil

1. Minutes of the Meeting of the Welfare Advisory Group held on 18 December 2007

Recommended

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

Matters Arising

Item 4. Outcome of Cruickshank Exercise

No response received by TDHB relating to telephones, computer access etc.

Item 5. Emergency Funding

The Ministry of Social Development, through work and Income, can provide a range of financial assistance to those affected by an emergency. The financial assistance can include:

- Unemployment Benefit - The unemployment Benefit provides income support for people who are looking for work or training for work.
- Emergency Benefit - The Emergency Benefit is an income and asset tested benefit payable to people who are in hardship and who are unable to earn enough income for themselves (or any dependent family) and cannot receive another benefit.
- Special Needs Grants - Special Needs Grants provide non-taxable, one-off recoverable or non-recoverable financial assistance to people to meet immediate needs. A person does not have to be receiving a benefit to qualify for a Special Needs Grant.
- Recoverable Assistance payments - The Recoverable Assistance Programme provides non-taxable, interest free, financial assistance to non-beneficiaries to meet essential immediate needs for specific items or services. This assistance is recoverable (e.g. will

need to be paid back at a later stage). The person must be able to identify a particular immediate need for an essential item or service.

In addition to the range of financial assistance available, we can assist farmers and their partners to find off-farm employment as well as access to personal support services such as stress counselling. The Ministry can also provide financial and job search assistance to workers in allied industries who are unable to work because of the drought (e.g. shearers).

Rural Assistance Payments

Farmers may be eligible to receive Rural Assistance payments. They are applicable to farmers who are in financial hardship and who have made a decision to sell their property who are actively evaluating the ongoing viability of continuing in the industry. Farmers must also meet additional criteria that apply to these payments, including an income test, personal (non-farm assets) and cash asset test.

Assistance with animal welfare

Recommended

THAT Dr Rob Mills, as nominated by the New Zealand Veterinary Association Inc, be the Group's contact relating to domestic animal welfare during any event with Terms of Reference to be developed.

K Lawson/D Gut

Carried

2. Marae as EWC

It was noted that as a consequence of the Patea Freezing Works fire, some Patea residents went to the Kakaramea Marae without reporting to the Welfare Centre in Hawera. This indicated a need for consultation with marae representatives to establish whether maraes could meet the expectations and requirements of a Welfare Centre. Te Puni Kokiri, if a member of the Group, would provide this access to the Maori community.

Recommended

THAT Te Puni Kokiri be approached to become a member of the Group to provide access to the Maori community.

D Loveridge/D Paulsen

Carried

3. Red Cross Registration forms

Arising from the debrief following the Patea Freezing Works fire, it was recommended that there was a need for a supplementary form to provide for additional information by people registering at a Welfare Centre. This supplementary form, in the interim, would be attached to the main registration form.

Action Point:

Members of the Group to consider draft supplementary form and provide feedback to the next meeting.

4. Update on drought

It was noted that an emergency helpline had been activated for the whole of Taranaki to provide a range of support for people impacted by the drought. Farmers in South Taranaki and the hill country east of Stratford were considered to be the most affected. It was noted that the Rural Support Trust co-ordinators were visiting farmers and providing guidance and support as required.

5. General Business

Debrief – Patea Freezing Works fire

Ms Karen Lawson, New Zealand Red Cross, noted that the Red Cross had not been included in the debrief following the Patea Freezing Works fire and she had received no feedback following that debrief. A letter would be sent to the CDEM Group from the Red Cross.

Declaration

Members discussed the need for a declaration during an emergency and the role of the controllers if there was no declared emergency.

6. Next Meeting

The next meeting would be held on 17 June 2008.

With no further business to discuss, the meeting concluded at 11.20 am.

Draft Minutes of the Lifelines Advisory Group meeting held in the Taranaki Emergency Management Office, 45 Robe Street, New Plymouth on Tuesday 29 April 2008

Present:	John Sutton	New Plymouth District Council (Acting Chair)
	Ian Wilson	MCDEM
	John Jones	Stratford District Council
	Max Aves	New Plymouth District Council
	Kevin Hill	New Plymouth District Council – Airport
	Ron Coleman	Powerco Ltd
	David Leask	Taranaki CDEM
	Steve Ilkovics	Vector Limited
	Keith Allum	Consultant
	Roy Weaver	Port Taranaki Regional Council
	Tom Mazey	Transpower
	Morris Gilmore	Shell Todd Oil Services
	Bill Wanstal	Swift Energy
	Mike Langford	Taranaki CDEM
	Des Paulsen	Taranaki CDEM
Apologies:	Anthony Wilson	New Plymouth District Council
	Ian Chapman	Powerco
	Bede Shortall	Transpower
	Ross McCoy	Transit NZ
	Brent Manning	New Plymouth District Council

Notification of late items:

There was no notification of late items.

1. Minutes of the meeting of the Lifelines Advisory Group Meeting held on Tuesday 22 January 2008.

The minutes were confirmed.

Matters arising

Power transmission for North Taranaki Regional Council

In response to a letter written to Transpower highlighting the concerns regarding the knock on effects of the loss of power in the event of an eruption of Mt Taranaki with ashfall, a letter from Transpower was circulated to the group. The letter indicated that Transpower has commissioned consulting engineers to prepare a Vulnerability Report for Key Assets in the Taranaki Lifelines area.

Volcanic Exercise

The Taranaki Regional Council has agreed to contract Massey University to write the exercise scenario, and has also signed an agreement with David Leask to manage the organisation of the exercise.

2. A survey into Lifelines Preparedness in Taranaki – A report by Keith Allum

Keith Allum reported that he had been commissioned to survey how prepared the various lifeline agencies were in the event of a disaster.

He presented the group with a contact list of all the key players. He also indicated that although he had good responses from most of the agencies within Taranaki, he received no response for Origin or Toll.

The following points were made in summary of his findings:

- The District Councils all have sound plans in place
- The gas suppliers have good plans in place. The only concern is their reliability on the Port to be able to continue to operate in an emergency.
- Liquid fuels are also dependent on the Port, but would be able to manage if the road network was still intact.
- Electrical power supply plans were also in place except for a back-up supply should power transmission at Stratford be disrupted. He noted that such a disruption would have a major impact on Taranaki. An extract from his report reads as follows:

Electrical Power Supply

Power within the Province is generated at the Stratford Power Station and from small hydro schemes. The New Plymouth Power Station is to be decommissioned but a new, rapid start, 100MW gas turbine station is proposed at Stratford. The main national grid feeder is supplied via a substation at Stratford. A volcanic eruption presents a major potential risk to electrical power supply since gas turbine intakes and the Stratford substation are all susceptible to volcanic ash. Loss of electrical power to the Province would have a major impact on the emergency services and there would be a high demand for mobile generators. It is not clear whether the supply of such generators could satisfy the demand since many organisations would rely on hired equipment. The supply of diesel could also be a critical issue. It is not clear at this stage whether the total generator requirements for Taranaki have been addressed.

- Transit have plans in place
- The oil companies have national plans in place
- Telecom have plans in place

Keith Allum raised two particular concerns. The first was the ability of the Port to function after a natural or man-made disaster. He asked how many agencies rely on the Port's operational status. The second was the availability of, & prioritization of access to key lifelines equipment in an emergency. It was explained that in a declared emergency the Controller has powers to requisition equipment.

The group agreed that the survey provides the Lifelines group with the current status of emergency plans for each Lifelines member, and their contact details.

A discussion ensued on how to keep the contact details up to date.

ACTION POINT:

Mike Langford was asked to look into how an appropriate and current contact list could be compiled.

Des Paulsen to ensure that members' details are available at the meetings to ensure that they are up to date.

3. A Lifelines Plan for Taranaki – John Sutton and John Jones

John Sutton explained that the purpose of the session was to write a lifelines plan for Taranaki, and to decide what needs to be in it.

After some discussion the following key points were raised:

- Relationships between the various agencies needs to be established
- Communications
- Intelligence gathering

It was suggested that planning work undertaken by LAG in previous years should be used where still relevant.

The group agreed that John Sutton and John Jones would come up with a framework for the plan by the next meeting for discussion by the group.

ACTION POINT:

John Sutton and John Jones to write a framework for the Lifelines Plan by the meeting.

4. Breakfast Meeting

The New Plymouth District Council will host the next breakfast meeting. A date and time to be decided on.

ACTION POINT:

Anthony Wilson / John Sutton to notify CDEM when the next meeting will be and where.

General Business

Lifelines Recovery Course

John Sutton reported that he is to attend a Post-Disaster Reconstruction Conference in Christchurch. He will report back at the next meeting.

Name Tags

In light of the fact that the role players often change it was decided that name tags should be worn at the meetings.

ACTION POINT:

Des Paulsen to ensure that name tags are available for members at the next meeting.

Further understanding each other

The group agreed that at each meeting in an attempt to get to know each other better, that two organisations would give a five minute introduction to their organisation.

ACTION POINT:

Kevin Hill from the Airport and Steve Ilkovics from Vector offered to speak at the next meeting.

There being no further business, the Chairman declared the meeting of the lifeline Advisory Group closed at 11:20 am.



Health Advisory Group Meeting

**Tuesday, 13th May 2008, 3.00pm.
Barretts Lounge, Base Hospital, New Plymouth,**

Present:	Anne Kemp	TDHB – Quality & Risk Manager – Chair
	Mike Broker	TDHB – Emergency Management Coordinator
	David Tamatea	TDHB – HR Projects
	Mike Langford	Civil Defence
	Karen Lawson	NZ Red Cross
	Linda Paterson	(on behalf of Gloria Campbell) Ministry of Social Development
	Elizabeth Plant	TDHB – Chief Pharmacist
	Brian Irvine	Hauora Taranaki PHO

MINUTES

1.0 Welcome

Anne welcomed everyone to the meeting and everyone from the group introduced themselves and where they were from.

2.0 Apologies

Christine Henare, David de Jager, Glendyr Field, Gloria Campbell, Gloria Crossley, Heather Koch, Ian May, Jenny Gamble, Raewynn Kruse, Richard Hoskins, Steve Berendsen, Wendy Marshall.

3.0 Previous Minutes

- Minutes were accepted as true and correct.

4.0 TDHB Health Emergency Plan (HEP)

Several changes have been made to the first draft. An independent review of the plan has been undertaken by Liz Prior, the Midland MoH Emergency Management Co-ordinator. May 2008 draft to be send out with the minutes for feedback in 10 days, if no feedback this plan will then be finalised. MoH expectation is that the HEP is approved by the Board and published onto the DHB's internet site by 30th June as a public document. The next step will be to review our other plans starting with the Emerging Infectious Diseases Plan.

5.0 Member Updates

- Elizabeth Plant:
Some of the antibiotic stocks have reached their expiration date, but should a pandemic situations arise it would be appropriate to use these stocks. The community based assessment kits are ready so the pharmacy is as prepared as possible.

- David Tamatea:
Kaiawhina project has progressed. Two of the four positions will concentrate on pandemic planning for the year long project.
- Brian Irvine:
 - The PHO is working with other PHOs to produce a joint plan.
 - All GPs will have their own emergency plan. A template is being worked on presently.
 - PHO will share with the DHB their emergency plan.
- Mike Langford:
 - The Life Line group of the NPDC and Stratford are working on a plan on how the group will work in an emergency covering power, water, waste etc. Work is being done to identify people who require continuous power and water for their medical situation.
 - In partnership with the Red Cross we have put in place a joint response team plan using international methods.
- Karen Lawson:
 - Working on a contingency plan around home based services to cover all emergency situations.
 - Working on the volunteer management process and screening.
- Mike Broker:

Looking ahead at some of the things that we want to concentrated on in the next 12 months:

 - getting our EOC and Emergency Management team fully resourced.
 - enhancing our communications capacity
 - reviewing and updating of all hospital plans
 - progressing local CBAC planning as MoH national project shows very slow progress at present.
 - further advance EM planning and resilience in the contract Health Provider sector.
 - further develop emergency incident management capacity within the Hospital.
 - development of calendars for both EM training and exercises which include health providers and other stakeholders.
 - incorporating all EM work streams into a single EM work plan with oversight from the HEMG.

6.0 Contact Details Update

Ensuring the contact list is updated for this meeting is essential so that communication can occur. Please send any changes through to Mike Broker - mike.broker@tdhb.org.nz

7.0 Other Business

- Volcanic Exercise
David Leask has been hired to undertake the CDEM volcanic exercise scheduled for the end of November 08. TDHB has signalled that we wish to be involved in this exercise.
- Patea Fire
Debriefings have occurred that have identified actions to be taken to improve response going forward. The DHB is working with the other response partners to address these.

8.0 Next Meeting

Next meeting in 3 months time – date to be advised.

Document: 463518

ITEM FOUR

10 June 2008

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

Report – Central Region CDEM Forum

Purpose

1. To receive a report by CEG Chairman/Regional Controller David Lean on the Central Region CDEM Forum held in Gisborne on Thursday 20 March 2008.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report on the Central Region CDEM Forum.

Gary Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Memorandum

To GK Bedford, Director-Environment Quality
From DL Lean,
Document 436123
Date 1 April 2008

Central Region CDEM Forum – Thursday 20 March 2008 at Gisborne

1. His Worship the Mayor Meng Foon welcomed all present and outlined major keypoints of the Gisborne earthquake in late December 2007. Agenda is attached (**Attachment 1**).
2. Minister of Civil Defence Rick Barker reinforced the importance of regular dialogue/ meetings for exchange of ideas and practical application of CDEM operational systems in a standard manner throughout New Zealand. He commented as follows:
 - (a) **Tsunami Risk Management Programme – (National and Regional)**
The National Draft Report is due for release by the end of May (**Attachments 2A & 2B**).
 - (b) **National Tsunami Exercise**
The Minister indicated that a National Exercise would be held in 2011/2012. Much work needs to be done in developing systems before a meaningful National Exercise can be held. (Work in progress).
 - (c) **Professional Development**
The Ministry continues to develop programmes and eventually career pathways for personnel within CDEM throughout New Zealand.
 - (d) **The CDEM Act 2002**
Review of the Act continues – if somewhat slowly.
 - (e) The Ministry's work schedule and current timeframe for this important review is outlined in **Attachment 3**.
 - (f) **Rural Fire Review**
The Minister advised that little progress had been made in this Review. If anything, the differences between all parties has widened and not even a Draft Report has been considered by Cabinet to date.
3. **Regional Issues**

Each CDEM Group attending (Gisborne, Hawkes Bay, Wellington and Taranaki) gave verbal reports on issues of specific interest to their region.

I took the opportunity to reinforce both the CDEM Group and South Taranaki District Council's desire for Government to urgently address the (partial) site ownership of the former Patea Freezing Works area – following the fire.

Minister Barker appeared somewhat perplexed by this issue, but he asked his advisors present to canvas this matter urgently with the Hon Trevor Mallard and his staff.

The Wellington CDEM Group paper presented to the Meeting is appended for information (**Attachment 4**)

4. Regional Hazards

Part of the reason for Gisborne District Council hosting the Ministerial Forum was to allow a visit to the Gisborne CBD and view damage and remaining issues, following the December 2007, Gisborne earthquake.

Because of the extensive structural damage (certainly more than shown on television and in the print media) to buildings and shops, the Civil Defence Declaration was extended to prevent owners re-entering their buildings – until the Gisborne District Council could implement property notices for individual buildings under the Building Act – requiring/enforcing or pending repairs and/or demolition of buildings.

Taranaki CDEM should note the above for future reference.

5. Wider CDEM Issues/Discussion

John Hamilton, Director, Ministry of Civil Defence Emergency Management led a 90 minute informal discussion on common issues facing CD regions. Issues raised were largely operational rather than policy related and I certainly found this time useful.

I appreciate the opportunity to attend this Forum and would recommend that the Taranaki CDEM Group continues to be represented at future meetings.

David Lean
CEG Chairman/Regional Controller

ITEM FIVE

10 June 2008

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

Update on action points resulting from the tornadoes in July 2007

Purpose

1. The purpose of this memorandum is to report to the members of the Group on the progress of improvements implemented following the tornado event in July 2007.

Background

2. Following the tornado swarm response in July 2007 a series of debriefs were held with all those involved in the emergency. These debriefs resulted in a number of points which required actions.

Discussion

3. A summary of the action points is attached with brief notes on the progress, for the information of members. Good progress has been made on most items.
4. As with any other sector activity, the process of improvement and enhancement is on-going.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report on the implementation of action points identified following the tornado events of July 2007, for information.

Approved:

Gary Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

Outcome of Tornado Event - Action Plan

Issue	Resolution	Timeframe	Comment
Training			
Lack of training for CDEM functions	Training programmed being developed	Current	Training program developed, provider identified, schedule being drafted
Better understanding of CDEM for new TRC staff	CDEM included in the TRC induction programmed in future	Implemented-on-going	
Training on use of GIS	EMOs undertaken training and personnel identified from TRC and NPDC to carry out function	Completed	EMOs training complete, availability and interest of other TRC staffing noted, NPDC staff options to be pursued
More frequent exercising	Develop more exercises	On going	Volcanic Ex planned for Nov/Dec 2008; Waikato exercise tentatively advised- Oct?
Communications			
Better use of websites	Provide web editing software at TEMO and staff to operate	Completed (plus extension)	Also pursuing option of enabling remote webpage editing
Govt helpline not 24 hr	Issue identified to MSD	Complete	
Information for call centre staff	Provide accessible info	Completed	SITREP Distribution within EOC organised and PPT display of key info set up, new projector under going installation
Govt help line referring people to TEMO without clear instruction of what is required.	Referred to MSD	Complete	
Xpedite message clarity	Protocol update required	Completed	
Consider need for separate 0800 number for TEMO.	0800 900 049 permanently live (alternative to 06 758 1110)	Complete	
Staffing			

Visual identification of key personnel within EOC	Vests in Ops room & PPT display prepared	Complete	
Clearer definition of roles and responsibility	Confirmation of staff resourcing levels and job descriptions	Completed	
Better rostering of staff	Requirement clarified in Job Description	Complete	
Expectations and arrangements for TRC staff	Situation with regard to training and availability of TRC clarified with CEO and Directors	Complete	Exploring availability of staff from district councils also
Role of Liaison Officers to be clarified	Job descriptions being drafted		
EMOs to manage EOC rather than perform operational functions	More staff -key roles		Additional staff recruited-training program developed
Personnel to greeted and informed of their role on arrival	Require more staff who can act as EOC Manager		Additional staff recruited-training program developed
Fire & police Representative required at TEMO	Clarify the situation with senior officers	Completed	
More Support for EMOs			
IT			
Insufficient number of computers available	New LAN to be installed	Completed	Installation agreed Feb 07 by TRC CEO.
Web based e-mail failure	New LAN to be installed in TEMO to resolve	Completed	
Insufficient equipment for media monitoring	Purchase TVs and Radio	Complete	
Lack of wireless system caused difficulty for Liaison staff	New LAN to be installed in TEMO to resolve	Completed	

Lack of LAN prevented printing of documents by liaison officers	New LAN to be installed in TEMO to resolve		Printer to be replaced
Lack of Police liaison at times identified gap in information due to loss of police radio comms	Purchase Scanner	Complete	Referred To Director – purchase declined
Information Management			
Reporters and media used personal addresses causing delivering problems when they went off duty	PIM to arrange meeting to resolve	Email addresses established for EOC	
Records of briefings and key decisions not made	Admin support for Controllers required - role added to staffing needs list		Recruits identified-training program developed
No central point for copies of media release and SITREPS	Collection boxes required	Complete	
Documents issued by TEMO need to be clearly identified.	Taranaki CDEM logo required	Complete	Logo developed and approved
Better information distribution to TLAs	SITREP distribution list established	Complete	
GIS mapping required	To be made available at TEMO via stand alone computer	Completed	Training program developed. NPDC Geo-Spatial Team recruited.
Information transfer between ICP and EOC needs improvement	Field staff/local controllers required		Training program developed
Standard sources of Public info to be made available on website & to call centre	Tables compiled for call centre	Complete	
All information to be timed and dated	Protocol required for Planning and Intel + general instruction		

EOC Layout			
More room required for media team	Space in TEMO limited	Complete	No other choice than to use office 2 and canteen
News reporters permitted into Ops Room	Signage put up at entrance. Training for staff	Completed	Signs put up
During briefings telephone calls to call centre cause interruption.	Screen requested in budget round	July 2008	
Management			
Better documentation required for operation of TEMO facilities	Guides currently being updated and SOPs written.		
Pre determined briefing times required	To be included in controllers guide	Completed	
Recovery process needs clarification	To be included in recovery guide		
Recovery plan needs to be prepared and documented	To be included in recovery guide		Training program developed
Needs assessment required	To be included in recovery guide		
Financial systems need clarification	To be included in Logistics guide		Training program developed
Incident Management			
Action Plans need to be drawn up especially for the following day	To be included in training		Training program developed
Recovery response handover needs to be managed better	To be included in training		Training program developed
Concerns over Health and	Develop link with DoL	Completed	

safety management			
EWC			
Need fax/copier for EWCs	Requested in Budget round	July 2008	

ITEM SIX

10 June 2008

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

Ratification of submission CDEM sector representation

Purpose

1. The purpose of this memorandum is to present a provisional submission for the Group's consideration and ratification (or amendment).

Background

2. The Ministry of Civil Defence Emergency Management has from time to time convened working groups to deliberate on various matters. The selection of CDEM sector representatives, the expectations of wider consultation and engagement and feedback, and the degree to which participants truly represented the sector, have been arbitrary and variable. The Ministry is seeking to enhance processes and achieve better performance in this area.
3. It has called for submissions on the issue, as set out in an email distributed to all Groups. The deadline for submission was 6 June. A provisional submission was prepared and forwarded on behalf of this Group. The Group can now consider and ratify or amend the submission.

Discussion

4. Fundamentally it is considered that if participants on a working group are to be considered representative of the CDEM sector, then the CDEM sector should have as much say as practicable in their selection, and should expect their representative(s) to provide good feedback and solicit quality and extensive input into their advice to any working group.
5. It is considered that the means of selecting representation (including criteria to be applied) may be quite various, depending on the nature of the working group and the purposes to which its outcomes may be applied. For example, 'best practice' guides could be considered in quite a different manner from policies and procedures that might become binding upon every Group.
6. It is noted that submissions from this initial solicitation will be collated, and a draft procedure circulated back to Groups and regional councils in due course for further consideration

Decision-making obligations

7. 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

8. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by the Taranaki Regional 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

9. This memorandum and the associated recommendations are consistent with the Taranaki Regional 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

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

Recommendations

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives this memorandum on the call for submissions by the Ministry of Civil Defence Emergency Management on CDEM sector representation; and
2. adopts the attached provisional submission *or* amends the attached provisional submission as follows:-

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

Document: 464148

19 December 2007

Attention: Roger Ball

Nelson Tasman Emergency Management Office
PO Box 645
NELSON

Dear Sir

Submission on CDEM sector representation on national working groups

Introduction

1. The Taranaki Civil Defence Emergency Management Group thanks the Ministry of Civil Defence Emergency Management for the opportunity to make submissions on CDEM sector representation on working groups. The terms of reference were released in May and the initial submission period ends on 6 June.
2. The Group makes this submission (via its administering council the Taranaki Regional Council) in recognition of its:
 - responsibilities for civil defence emergency management in the Taranaki region;
 - commitment to promoting the community outcomes identified through the LTCCP process of a connected, secure and healthy, and together Taranaki;
 - pursuing the objectives of improving the co-ordination, promotion and accessibility of CDEM research, enhancing the ability of government department to prepare for and manage emergencies, supporting Government in improving the ability of government to manage an event of national significance, and promoting continuing and co-ordinated professional development in CDEM, as set out in the Taranaki CDEM Group's Plan; and
 - regional advocacy responsibilities whereby the Group represents over 100,000 people within the Taranaki region on matters of regional interest and concern.
3. This submission is provisional, and will be considered by the Taranaki CDEM Group at its next meeting on Tuesday 10 June.

4. The Group's submission addresses the eight questions raised within the email distributed on 8 May on behalf of the representation working group.

Introductory comments

5. The Group wishes to acknowledge the Ministry's work programmes that have seen it establish a number of working groups. The Group notes that there have been CDEM Group participants on these, but that their role and representative authority has not always been clearly defined or understood, whether by them, by the Ministry, or by the wider CDEM sector. The Group therefore welcomes and acknowledges the Ministry's initiative in seeking to clarify and formalise arrangements for sector representation.
6. The Group considers that civil defence emergency management is better seen as a collaborative and participatory activity rather than as the domain of a select few 'experts' (so opportunities for involvement are spread across a number rather than restricted to a few); that it is important that the views and perspectives of a diversity of Groups are recognised and provided for (so a few Groups do not dominate national working groups and do not draw focus and effort to solely their own concerns); that participation is not restricted to those who can afford to allocate staff resources and time, but on the other hand mutual benefits are also recognised (so cost-sharing models should be considered); that the purpose of each working group be taken into account when identifying appropriate representatives (e.g. is it to provide a representative view, or is it to collate the best expertise available, or is it to gain commitment to a common obligation?); and that representation on a national working party is not seen as the only mechanism for collaboration (e.g. distribution of draft protocols and discussion documents, emailed questionnaires, discussion at for a and conferences, etc).
7. It is also considered that not every CDEM Group should expect to be represented on every working party; that not every working party will be addressing an issue relevant to every Group, and that every Group should commit to a process of engaging in feedback, consultation, and interaction with any CDEM sector representatives.
8. Taking the above into account, the Taranaki CDEM Group anticipates that as occasion arises, it might well be appropriately represented by the Group chair, the CEG chair, EMOs, controllers/alternate controllers, Senior administrating officer, the Welfare Manager, Information Manager, Recovery Manager, and/or chairs of the advisory groups.

Particular responses

9. **Should CDEM Groups be consulted on and contribute to the nomination and appointment of members to represent the local government sector?** The basic issue here is that there needs to be clarity in what is sought. If **representation** of local government is sought, then it is the submission of the Taranaki CDEM Group that CDEM Groups and/or Local Government New Zealand must be consulted and a process run by which Groups give their approval (whether by majority vote or consensus). But there will be circumstances where CDEM officers from within the local government sector can contribute to national working parties, without having to act as representatives of their Groups/councils (e.g. as expert practitioners whose expertise contributes to a better understanding of issues or solutions). In each case, the primary question to be considered is what authorisation/delegation do these 'representatives'

need to have? What sort of obligations might be imposed on Groups or councils as a result of the working party's efforts? It is only once these are worked through, that the mechanism of an appropriate selection process can be pursued.

10. If the outcomes of a working party's efforts are to be considered by MCDEM or other parties as binding upon individual Groups around NZ (e.g. directive under the CDEM Act as regards policy or practice that is to be adopted by Groups, or imposing an obligation such as financial support or duty upon Groups), then prior consultation and ratification at Group and council level is considered necessary.
11. **What process should be followed?** It would seem that there could be a variety of alternatives, and therefore there should not be only one fixed process. For example, the CDEM Special Interest Group (comprising senior CDEM officers employed by Groups/regional councils) could be approached for nominations, for subsequent confirmation by Groups; individual Groups could be asked to appoint a single representative from their Group; or LGNZ could be asked by MCDEM for recommendations (noting that LGNZ has not had a significant engagement with CDEM to date and therefore its officers may not yet have developed a close familiarity with the competence and strengths of particular individuals). If the work of a working party is more to do with 'best practice' than with obligation, then the CDEM SIG could well make an appointment directly.
12. It is important that the Ministry understands the CDEM Regional Managers' SIG does not exist in its own right, and has no right to speak on its own behalf or through a SIG appointee or on behalf of the Groups/councils whose staff attend the SIG, other than as a consensus of professional judgement- that is, the SIG has no authority to commit the regional councils/Groups represented through the attendance of staff members, to any course of action, expenditure, or view, other than unless explicitly authorised by their respective councils.
13. **Criteria of selection:** the Group submits that this is a function of the purpose of the working group. Each region around New Zealand has a different hazard profile and different resourcing levels, whether for reduction, readiness, or response and recovery. Therefore there will be different levels of competence and relevance. It is also recognised that involvement in a working group offers professional development opportunities, enhances networking, and opens opportunities for synthesis and 'value-added' work. The Group submits that criteria that should be applied include: relevance of working party purpose to each prospective participant's Group, personal competence, professional recognition (LGNZ or CDEM SIG chair could provide comment), equitable sharing of opportunity across all Groups; representation of a potential range of perspectives (e.g. rural or highly urbanised, compact or dispersed, flood or earthquake or volcano hazard-prone) and multi-Group endorsement (whether by way of vote or consensus view).
14. **Terms of reference/ obligation to consult and provide feedback:** the Group submits that each Terms of reference should be circulated to every Group, and should clearly set out the degree to which wider consultation (i.e. beyond the membership of any working party) is expected and is to be pursued by CDEM sector representatives and to which CDEM Groups are expected to engage. To date, the extent to which local authority CDEM officers have sought to garner the views of their sector has been ad hoc and highly variable. This needs to be improved for the credibility of the process. Again, there

are several options, from fora at the CDEM SIG and annual CDEM conferences, to questionnaires, emails, and on-line fora, so there need not be a single prescribed process- as long as the process is explicit each time.

15. **Costs:** a collegial/mutual supportive model suggest that as far as is practicable, costs could lie where they fall, as a means of contributing to a greater good. Having said that, there is room for a degree of subsidy of travel to enhance participation by more isolated or less well-resourced Groups/councils.
16. **Benefits:** the sharing of benefits should be along the same lines as provision for feedback. As an observation it seems that to date, the CDEM SIG (which admittedly is limited to senior CDEM officers of Group/regional councils) and the annual conferences (where any message reaches only the attendees) appear to have been under-utilised for this purpose.
17. **Models:** the Ministry for the Environment has a long-standing record of on-going engagement with local government in a variety of processes.

Conclusion

18. The Taranaki Civil Defence Emergency Management Group again thanks the Ministry of Civil Defence Emergency Management for the opportunity to make submissions on the Discussion Document.
19. For further discussion on any point raised above, please contact Gary Bedford, Director-Environment Quality, of the Taranaki Regional Council.

Yours faithfully
B Jeffares
Chair, Taranaki CDEM Group

10 June 2008

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

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

Purpose

1. The purpose of this memorandum is to advise the Group of the release of a report on behalf of the New Plymouth District Council, *'Summary report of transport issues and options, New Plymouth District Council March 2008, ('the Report')*, with an invitation for submissions to be received by Friday 6 June. The NPDC has advised that this deadline can be extended, and so this memorandum presents points for consideration for incorporation into a submission by the Taranaki Regional Council on behalf of the Taranaki Civil Defence Emergency Management Group, as administering authority.

Background

2. The Report identifies growing pressures on the roading network of the New Plymouth District, the need to address increasing transport demands and congestion, and the need to provide for changes in land use developments.
3. The report suggests the measures it proposes have a life of about 25 years. It identified some matters for further investigation. The Report represents a long-term strategy for upgrading the road network and a traffic management plan for the existing network.

Discussion

4. Paragraphs 5-17 below set out points that are considered relevant to and representative of the CDEM Group's interests and concerns in regard to the roading network of NPDC. Subject to the Group's direction, it is proposed that these points be incorporated into a submission on the Report.
5. The submission is made having regard to the Group's intention to secure the outcomes identified within the CDEM Group Plan for Taranaki (2004), of a **connected** Taranaki (a region that delivers accessible and integrated infrastructure, transport and communications systems which meet the needs of residents, business and visitors), a **prosperous** Taranaki (a region that boasts a sustainable, resilient and innovative economy that prospers within the natural and social environment), a **sustainable** Taranaki (a region that appreciates its natural environment and its physical and human resources in planning, delivery and protection) and a **secure and healthy** Taranaki (a region that provides a safe , healthy and friendly place to live, work or visit)

6. The Group has particular responsibility to address the protection and enhancement of the lifelines and infrastructure upon which the region depends. In this regard, the roading systems of the region are considered a strategic and fundamental resource.
7. Goals set out within the Group Plan (adopted by the four Councils of the region comprising the CDEM Group, on 23 November 2004) that are relevant to consideration of the Report are as follows:-
 - Objective 1C: encourage and enable community participation in determining acceptable levels of risk
 - Objective 2C Encourage all CDEM stakeholders to reduce the risks from hazards to acceptable levels
 - Objective 3D Enhance the ability of lifeline utilities to prepare for and manage emergencies.
8. The 'National Civil Defence Emergency Management Strategy 2007' (Department of Internal Affairs, 2008) notes that 'local government offers the principal means for communities to participate in CDEM decision-making through CDEM Group planning, Resource Management Act planning, local authority planning and the development of Long term Council Community Plans (LTCCPs)' (pg 10).
9. More specifically, the National Strategy goes on to comment: 'lifeline utilities manage New Zealand's infrastructure, such as our road and rail networks, and provide essential services such as electricity, gas, water, wastewater, transportation, petroleum, broadcasting and telecommunications. Damage or loss to infrastructure and essential services can severely disrupt people's lives and inhibit the ability of CDEM Groups to manage major events. Severe or prolonged disruption to infrastructure and essential services can also have negative impacts on the economy. The more reliant New Zealand is on infrastructure, the more vulnerable it is to infrastructure failure, either as a result of an external factor such as a natural hazard or due to internal causes such as a lack of maintenance.... Under section 60 of the CDEM Act, lifeline utilities are required to ensure that they are able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency.'
10. The outcomes, goals and commentary outlined above establish the context for this submission.
11. The Group **notes and endorses** that the report has identified 'safety' and 'security of the transport system' as strategic issues underpinning the Report (pg 3). This is consistent with the perspective that the CDEM Group brings to the outcomes that the Report can achieve.
12. The Group considers that the two key threats to safety and security of the transport system that the report should address, from the perspective of civil defence emergency management, are the lack of a second city crossing of the Waiwhakaiho River, and the congestion of the northern outlet from Fitzroy to Bell Block.
13. The Group therefore **endorses** the proposals set out in the Report, of an early widening of the Waiwhakaiho bridge at Fitzroy and a later consideration of a second crossing elsewhere within the eastern city.

14. The Group **urges** that the provision of extra lanes for the Fitzroy bridge be given urgency, to ease congestion (allowing emergency services enhanced access to the eastern suburbs including industrial and residential areas) and to provide extra security for the crossing itself. The Group does not consider itself competent to comment upon engineering options, but in principle prefers a duplicated Fitzroy bridge over a widening of the existing bridge, for the sake of security against a failure or blockage of the existing structure (or of one of the two structures if a second is provided). The Group asks that the engineering of the extra lanes (whether as a duplicate or as a widening) provide as high a level of protection as is practicable, against earthquake, flood, and lahar risk, noting that there is a trend of increasing rainfall intensities and durations in northern Taranaki. Given the critical nature of this point in the roading system, the Group considers it appropriate to set higher than typical design criteria in respect of acceptable risk criteria.
15. As a means of reducing congestion and providing alternative means of movement and transport, the Group **endorses** the Report's proposal to enhance public transport, walking, and cycle modes of transport.
16. The Group **endorses** the enhancement of the Hobson Street/Molesworth Street access route to the Port, both as a means of reducing congestion on other routes and as a means of isolating potentially hazardous loads.
17. The Group is concerned that the Report finds a new route around the southern edge of the New Plymouth urban area is not economically justified. The 'Placemaker' tornado of 4 July 2007, coming from the sea and crossing Molesworth, Devon, Courtenay and Leach streets, effectively disrupted all east-west traffic movement across the city. While this was something of a 'perfect storm', it highlighted the dependence of transport movement through a very narrow throat. Damage on that occasion was not particularly severe, and much more severe disruption can easily be imagined. Measures to enhance the ease of movement through alternatives such as Brois-Waimea-Omata roads **should be considered further**.

Decision-making obligations

18. 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

19. 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

20. 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

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

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. adopts the points outlined above in paragraphs 5-17, as the content of a submission to be made to the New Plymouth District Council in respect of the report , *'Summary report of transport issues and options, New Plymouth District Council March 2008'* or amends the points of submission as follows:-

GK Bedford
Director-Environment Quality

Approved:

B G Chamberlain
Chief Executive

ITEM EIGHT

27 May 2008

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Memorandum to Chairperson and Members Civil Defence Emergency Management Group

Revised National Civil Defence Emergency Management Strategy

Purpose

1. The purpose of this memorandum is to introduce to Members the *National Civil Defence Emergency Management Strategy (2007)*, which is a revision of the 2003-2006 Strategy. A copy of the new Strategy is available to Members on request.

Background

2. As Members may recall, the Ministry of Civil Defence Emergency Management [‘MCDEM’] initiated the review of the *National CDEM Strategy 2003-2006* [‘the Strategy’] in early 2007. A consultation draft was sent out to groups within the CDEM sector for consultation prior to public release.
3. The Taranaki Regional Council on behalf of the CDEM Group submitted on the consultation draft. The Council generally supported the *Proposed Strategy* but requested that it was taken one step further – to have a list of methods for implementing the objectives that are outlined in the *Proposed Strategy* and to have clear measurable targets to gauge the status of implementation.
4. The Council’s request was not incorporated in the revised version of the *Proposed Strategy*, as outlined by the Minister, “...the Strategy should not be a substitute for individual agency work plans and that targets and actions are better reflected in individual work programmes at the central and local level. This Strategy is therefore focused at a high level and does not include work plan (action) items”.
5. MCDEM then released their *Proposed National Civil Defence Emergency Management Strategy 2007 – Consultation Document* in August 2007 for comment.
6. The Council submitted on the *Consultation Document*, once again requesting that the *Strategy* be taken one step further – to include measurable targets to set the direction for CDEM throughout New Zealand.
7. The Council acknowledged the Minister’s statement, but urged that CDEM Groups and practitioners needed some indication on how to achieve the objectives listed in the *Strategy*. However, the Council did concede, and requested that if the *Strategy* was to be a high level document, then a comprehensive plan be developed by MCDEM that would sit under the *Strategy* to provide direction for CDEM Groups and practitioners.

The adopted National CDEM Strategy 2007

8. The **adopted** *National CDEM Strategy 2007* does not incorporate the Council's request, and it is outlined by MCDEM '*that key stakeholders should incorporate CDEM planning into their annual planning and reporting cycles and be accountable through those standard processes, and that the Strategy is focused at a high level and does not include work plan (action) items*'.
9. The *National CDEM Strategy* has therefore remained largely unchanged; the revised National CDEM Strategy is consistent with the previous version of the Strategy, in terms of the vision, goals and objectives.

Purpose of the National CDEM Strategy 2007

10. The purpose of the *Strategy* is to promote the sustainable management of hazards, provide for planning and preparation for emergencies, response and recovery, provide a basis for the integration of national and local civil defence emergency management and encourage coordination across a wide range of agencies.
11. The *National CDEM Strategy* contains the following four goals:
 - increasing community awareness, understanding, preparedness and participation in civil defence emergency management;
 - reducing the risks from hazards to New Zealand;
 - enhancing New Zealand's capability to respond to civil defence emergencies.; and
 - enhancing New Zealand's capability to recover from civil defence emergencies.
12. As noted above, the *National CDEM Strategy* is a high level document that is not dissimilar to the *2003-2006 Strategy*. The release of the revised *National CDEM Strategy* therefore has little to no impact on the direction or operations of the Taranaki CDEM Group – it is just business as usual. However, as part of the review of the Taranaki CDEM Plan (due in 2008-2009), the *National CDEM Strategy* will be taken into account as a background document to provide a context for the regional framework of CDEM activities.

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. notes the release of the *National Civil Defence Emergency Management Strategy 2007*.

Approved:

GK Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

ITEM NINE

10 June 2008

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

Update on the Mt Taranaki Eruption Exercise

Purpose

1. The purpose of this memorandum is to report to the members of the Group on the progress towards a Taranaki CDEM Group Exercise in 2008-09.

Background

2. The decision to undertake an exercise based on a Mt Taranaki eruption was taken in September 2007.

Discussion

3. Alternate Group Controller, David Leask has been employed by the Taranaki Regional Council on a temporary basis to co-ordinate the preparation and delivery of the exercise.
4. Taranaki Regional Council has agreed to contract Massey University under the guidance of Dr Shane Cronin to develop the exercise scenario.
5. In the next few weeks David Leask will be approaching all those people who have indicated that they would like to be involved in the exercise to determine what needs to be included in the scenario. In particular, lifelines and rural advisory group members and new appointments of alternate controllers and EOC staff have expressed considerable interest in participation.
6. The exercise will be called Exercise Billow.
7. David Leask will then form an exercise management team to prepare the exercise for delivery in late 2008. The exercise may be delivered over several days, in early December (to be confirmed).

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report on progress in preparation for Exercise Billow, for information

Approved:

Gary Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

Document: 463555

ITEM 10

10 June 2008

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

**Report from the Ministry of Civil Defence Emergency Management,
including description of the 24/7 system**

Purpose

1. The purpose of this memorandum is to introduce the report to the Group of the Regional MCDEM advisor. Ian's report will include a description of the Ministry's new 24/7 response service and 0800 CD EVENT phone number for use by the CDEM sector recently put in place by the Ministry

Recommendation

THAT the Taranaki Civil Defence Emergency Management Group:

1. receives the report from the Regional MCDEM advisor, including a description of the Ministry's 24/7 and 0800 CD EVENT response service

Approved:

GK Bedford
Director-Environment Quality

B G Chamberlain
Chief Executive

24/7 warning and advisory system launched

Civil Defence Minister, Rick Barker, recently launched the new 24/7 Civil Defence Emergency Management Warning and Advisory system. Through an arrangement between the Ministry of Civil Defence & Emergency Management and the New Zealand Fire Service, the Fire Service will provide a 24/7 monitoring service and in pre-determined situations, issue national warnings and advisories from their Northern Communication Centre.



"We will now have a permanently staffed 24/7 communication centre receiving and issuing initial emergency information, and supporting the Ministry of Civil Defence and Emergency Management's on call team," Mr Barker said.

"In the event of a civil defence emergency, the government's response needs to be as prompt and effective as possible and the 24/7 system is about achieving that.

"As a result of the initiative, agencies, local Councils and the civil defence and emergency management sector will now get faster warnings of impending emergencies and this will in turn result in faster, clearer information for the public. This will also mean they can start their own responses and preparing their communities sooner."

Photo: Ministry of Civil Defence and Emergency Management Director, John Hamilton, National Commander of the New Zealand Fire Service, Mike Hall and Civil Defence Minister Rick Barker address media enquiries at the launch.