



# MINUTES

## Taranaki Emergency Management



**Committee:** Civil Defence Emergency Management – Joint Committee

**Date:** 21 September 2023

**Venue:** Taranaki Regional Council, 47 Cloten Road, Stratford

**Document:** 3208725

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<b>Members</b>	N Walker P Nixon M McKay	Chairperson Mayor South Taranaki District Council Alternate Stratford District Council
<b>Attending</b>	S Hanne F Aitken G Green S Ruru T Velvin M Jones O Conley I Wilson B Ingram	Stratford District Council South Taranaki District Council New Plymouth District Council Taranaki Regional Council Taranaki CDEM (Regional Manager) Governance Administrator Marketing and Communication Advisor CDEM NEMA TEMO Group Controller

The meeting opened with a group karakia at 10.30am

**Apologies:** Apologies were received and sustained from Mayor Holdom - New Plymouth District Council, Mayor Volzke – Stratford District Council, S Tiatia – NEMA, L Poutu.

Nixon/Hanne

## 1. Confirmation of Minutes – Joint Committee 18 May 2023

### Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Joint Committee meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 18 May 2023
- b) noted that the unconfirmed minutes of the CDEM – Joint Committee on 18 May 2023, have been circulated to New Plymouth District Council, South Taranaki District Council and Stratford District Council for the receipt and information.

Nixon/Walker

## 2. Confirmation Minutes - CDEM – CEG 31 August 2023

### Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Co-Ordinating Group meeting held at Stratford District Council, 63 Miranda Street, Stratford on 31 August 2023
- b) adopted the recommendations therein.

Walker/Nixon

## 3. Quarterly Performance Report

- 3.1 Mr T Velvin, spoke to the memorandum to provide an update on the 2022/2023 Quarterly Performance Report. Mr Velvin advised funding has come through since the paper was submitted.

### Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received memorandum, *Quarterly Performance Report 4 2022/23*

Walker/McKay

## 4. Adoption of TEMO Business Plan 2024-2025

- 4.1 Mr T Velvin, spoke to the memorandum to update the members on the draft TEMO Business Plan 2024-2025.
- 4.2 Mr Velvin emphasised that this is a living document and will adapt with change.

### Recommended

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Memorandum, *Adoption of the TEMO Business Plan 2024-25*
- b) noted the contents of the TEMO Business 2024-25
- c) approved the business plan 2024 -2025.

Walker/McKay

**5. Website URL Change for Taranaki Emergency Management Office**

- 5.1 Mr T Velvin, spoke to the memorandum to update the member's on the proposed change to Taranaki Emergency Management Office website URL

**Recommended**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Memorandum *Website URL Change for Taranaki Emergency Management Office*
- b) approved the proposal for the new website URL to change to 'www.taranakiem.govt.nz'.

Nixon/McKay

**6. Approval of the Terms of Reference of the Geospatial Innovation Advisory Group**

- 6.1 Mr T Velvin, spoke to the memorandum seeking endorsement to approve the updated terms of reference.

**Recommended**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum, *Approval of the Terms of Reference for Geospatial Innovation Advisory Group*
- b) approved the Terms of Reference for the Geospatial Advisory Group

Walker/Nixon

**7. Appointment of Group Controller**

- 7.1 Mr T Velvin, spoke to the memorandum to provide an update on the appointment of Mr Ben Ingram to the role of Group Controller.

**Recommended**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum *Appointment of Group Controller*
- b) approved the appointment of Mr Ben Ingram to the role of Group Controller

Nixon/McKay

**8. Appointment of Zoe Sharman as Alternate Group Welfare Manager**

- 8.1 Mr T Velvin, introduced Ms K Lawson, who spoke to the memorandum requesting the members approve the appointment of Zoe Sharman as an alternative Group Welfare Manager.

**Recommended**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the Memorandum *Appointment of Ms Zoe Sharman as Alternate Group Welfare Manager*
- b) approved the appointment of Ms Zoe Sharman, to the role of Group Welfare Manager.

McKay/Walker

## 9. National Emergency Management Update

- 9.1 Mr I Wilson, spoke to the memorandum to provide the members with an update on the National Emergency Management Agency.

### **Recommended**

That the Taranaki Civil Defence Emergency Management Joint Committee:

- a) received the memorandum *National Emergency Management Agency Update*.

McKay/Nixon

There being no further business the Committee Chair, Neil Walker, declared the meeting of the Taranaki Civil Defence Emergency Management Joint Committee closed at 11.15am.

**Confirmed**

Chairperson: \_\_\_\_\_

**Neil Walker**