



AGENDA

Taranaki Civil Defence

Joint Committee Meeting
Thursday 8 March 2023, 1.00pm

Taranaki Civil Defence Emergency Management Joint Committee



08 March 2023 01:00 PM

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Whakataka te hau

Karakia to open and close meetings

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
Kia hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air
He tio, he huka, he hauhu	A touch of frost, a promise of glorious day
Tūturu o whiti whakamaua kia tina.	Let there be certainty
Tina!	Secure it!
Hui ē! Tāiki ē!	Draw together! Affirm!

Nau mai e ngā hua

Karakia for kai

Nau mai e ngā hua	Welcome the gifts of food
o te wao	from the sacred forests
o te ngakina	from the cultivated gardens
o te wai tai	from the sea
o te wai Māori	from the fresh waters
Nā Tāne	The food of Tāne
Nā Rongo	of Rongo
Nā Tangaroa	of Tangaroa
Nā Maru	of Maru
Ko Ranginui e tū iho nei	I acknowledge Ranginui above and
Ko Papatūānuku e takoto ake nei	Papatūānuku below
Tūturu o whiti whakamaua kia	Let there be certainty
tina	Secure it!
Tina! Hui e! Taiki e!	Draw together! Affirm!



Date: 8 March 2023

Subject: **Appointment of Taranaki Civil Defence
Emergency Management Group Joint
Committee Chairperson**

Approved by: S J Ruru, Chief Executive

Document: 3152746

Purpose

1. The purpose of this memorandum is to recommend that the appointment of Chairperson for the Taranaki Civil Defence Emergency Management Group Joint Committee be made.

Executive summary

2. The Civil Defence Emergency Management Group consists of the four local authorities of Taranaki, represented by the mayor/chair, or by their alternative appointed representative who must be one of the elected councillors of that local body. The Group is able to appoint one of its members to act as the chairperson of the Group in accordance with Section 15 of the Civil Defence Emergency Management Act 2002. Section 2.8 of the Group's adopted Model Standing Orders (NZS9202:2003), outlines that a joint committee may appoint its own chairperson. The Group has previously determined that the Chairperson shall hold office for a period of three years (ie until the next triennial local body elections).
3. The Taranaki Civil Defence Emergency Management Group must therefore elect a Chairperson for the duration of the Taranaki Civil Defence Emergency Management Group
4. As this is the first meeting of the Committee for the 2022-2025 triennial period, an election of a Committee Chairperson is required.

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives this memorandum *Appointment of Taranaki Civil Defence Emergency Management Group Joint Committee Chairperson*
- b) appoints (name to be inserted here) as Chairperson of the Taranaki Civil Defence Emergency Management Group Joint Committee

- c) agrees that the term of the appointment of the Chairperson of the Taranaki Civil Defence Emergency Management Group Joint Committee be until the October 2025 local authority elections unless resolved otherwise or section 30(9) of the Local Government Act 2002 applies.

Decision-making considerations

5. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the Act.

Financial considerations—LTP/Annual Plan

6. This memorandum and the associated recommendations are consistent with the Council's adopted Long-Term Plan and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

7. 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 *Local Government Official Information and Meetings Act 1987* and the *Waste Minimisation Act 2008*.

Iwi considerations

8. This memorandum and the associated recommendations are consistent with the Council's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in the adopted long-term plan and/or annual plan.

Legal considerations

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



Date 8 March 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Confirmation of Minutes Joint Committee – 22 August 2022**

Approved by: S J Ruru, Chief Executive

Document: 3152079

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford 22 August 2022 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford on 22 August 2022 at 10.30am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Matters arising

Appendices/Attachments

Document 3095084: Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 22 August 2022



Committee: Taranaki Emergency Management Group Joint Committee
Date: 12 August 2022, 10.30am
Venue: Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford
Document: 3095084

Present	Councillor	M J Cloke	Taranaki Regional Council (<i>Chairman</i>)
	Mayor	N Volzke	Stratford District Council
	Mayor	P Nixon	South Taranaki District Council
	Mayor	N Holdom	New Plymouth District Council
Attending	Mr	S Ruru	Taranaki Regional Council <i>zoom</i>
	Mr	S Hanne	Stratford District Council
	Mr	T Velvin	Taranaki Emergency Management
	Mr	W Crockett	South Taranaki District Council
	Mr	C Stevenson	New Plymouth District Council
	Ms	V De Feo	Taranaki Emergency Management
	Mr	C Whitehead	Taranaki Emergency Management
	Ms	L Gregory	Taranaki Emergency Management
	Ms	K Lawson	Taranaki Emergency Management
	Mr	J Sinko	National Emergency Management Agency
	Miss	R Sweeney	Taranaki Regional Council

Opening Karakia The meeting opened with a Karakia.

Apologies Apologies were received and sustained from Liana Poutou (Tokomaru Representative) and Todd Miller (National Emergency Management Agency)
Cloke/Volzke

Notification of Late Items There were no late items.

1. Confirmation of Minutes – 19 May 2022

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held in the Taranaki Regional Council Boardroom, 47 Cloten Street, Stratford on Thursday 19 May 2022 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held via zoom on Thursday 19 May 2022 at 10am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.
Cloke/Nixon

2. Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – Thursday 28 July 2022

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held in the Taranaki Regional Council Chambers on Thursday 28 July 2022 at 10.30am
- b) adopts the recommendations therein.
Holdom/Nixon

Matters arising

- 2.1 Mr S Hanne, Stratford District Council made note that recommendations moved by Coordinating Executive Group were based on the financial information given at the time.
- 2.2 A copy of the sides presented by Tom Wilson, Chief Science Advisor, NEMA were requested by the Committee.

3. Advisory Group Minutes

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Lifelines Advisory Group (LAG) 14 June 2022
- b) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) 30 June 2022
- c) receives the unconfirmed minutes of the meeting of the Readiness & Response Advisory Group (RARAG) 15 June 2022
- d) receives the unconfirmed minutes of the meeting of the Risk Reduction Advisory Group (RRAG) 22 June 2022

- e) receives the unconfirmed minutes of the meeting of the Rural Co-ordination Group (RCG) 5 July 2022
Cloke/Holdom

Matters arising

- 3.1 Mr W Crocket advised that Adrienne Cook, is no longer an employee of the South Taranaki District Council and should be removed from the attendance listed in the Readiness & Response Advisory Group minutes.
- 3.2 The Committee had a discussion on the current Foot & Mouth outbreak.

4. Quarter Four Performance Report 2021-2022

- 4.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to present the Quarter Four Report for 2021 – 2022 to the Taranaki Emergency Management Group Joint Committee.
- 4.2 A subsequent meeting between Mr N Holdom, New Plymouth District Council and Mr T Velvin, Taranaki Emergency Management Office was arranged to discuss budget processing and requirements to ensure accurate financial reporting to present to the Committee.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum, *Quarter four Performance Report 2021-2022*
 - b) approves the Quarter four Performance Report 2021-2022.
- 4.2 Following a discussion surrounding the financial information not being reflected as true and up to date an amendment to remove part of the recommendations was proposed. The substantive recommendation was the amended to read:

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum, *Quarter Four Performance Report 2021-2022*.

Carried

Holdom/Cloke

5. Website Replacement for Taranaki CDEM Group

- 5.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to present a proposal to replace and upgrade the website for the Taranaki Emergency Management Office to the Joint Committee for approval.
- 5.2 The Committee requested performance statistics on the current traffic received on the website per month.
- 5.3 The Committee requested the opportunity to be able to align with further website works being done by other Emergency Offices.

- 5.4 Ms L Gregory, Marketing & Communications Advisor, Taranaki Emergency Management Office advised that there is a proposal to utilise the template of other Emergency Offices website development work.
- 5.5 The committee discussed the financial outturn for the 2021/22 financial year and noted that the result had changed since consideration of this item at the Coordinating Executive Group meeting.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the *Memorandum Website Replacement Project for CDEM Group*.

Carried

Cloke/Holdom

6. Generator Replacement for Taranaki CDEM Group

- 6.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to present a proposal to replace and upgrade the generator and facilities for the Taranaki Emergency Management Office to the Joint Committee to approve.
- 6.2 A lengthy discussion was had by the Committee surrounding the substantial building and construction charges for the building enclosing the generator itself.
- 6.3 The Committee asked for further details to reported back to the committee in relation to the option to hire a generator and additionally, secondary building and construction quotations an amendment to remove part of the recommendations was proposed.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- b) receives the *Memorandum Generator Replacement Project for CDEM Group*.

Carried

Cloke/Nixon

There being no further business the Committee Chairperson M J Cloke thanked attendees and declared the Taranaki Civil Defence Emergency Management Group Joint Committee Meeting closed at 11.46am.

Minutes authenticated pursuant to Model Standing Orders 27.4

Taranaki Regional

Council Chairperson: _____

M J Cloke

Taranaki Regional

Chief Executive: _____

S Ruru



Date 8 March 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – 9 February 2023**

Approved by: S J Ruru, Chief Executive

Document: 3152077

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held in the Taranaki Regional Council Chambers on 9 February 2023 at 10.30am
- b) adopts the recommendations therein.

Matters arising

Appendices/Attachments

Document 3151909: Minutes Taranaki Civil Defence CEG 9 February



Committee: Co-ordinating Executive Group
Date: 9 February 2023
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3145251

Members

Mr	S Hanne	Stratford District Council (Chairperson)
Ms	F Aitkin	South Taranaki District Council
Ms	M Taris	New Plymouth District Council
Miss	N Chadwick	Taranaki Regional Council Representative
Mr	T Velvin	Taranaki CDEM (Regional Manager)
Mr	C Campbell-Smart	Taranaki CDEM (Group Recovery Manager)
Ms	V Araba	Risk Reduction Advisory Group Chair <i>Zoom</i>
Mr	G Simmons	Te Whatu Ora
Ms	M Stewart	St Johns
Mr	G Roper	New Zealand Police <i>Zoom</i>
Ms	G Campbell	Ministry for Social Development <i>Zoom</i>
Ms	K Lawson	Taranaki CDEM (Group Welfare Manager)
Mr	S Corbett	Lifeline Advisory Group (chairperson)

Attending

Mr	C Whitehead	Operation Lead CDEM
Miss	O Conley	Marketing and Communication Advisor CDEM
Ms	I Chamberlain	Te Whatu Ora
Ms	S Kelly	Alternate Group Controller
Ms	J Stokes	CDEM lead
Ms	K Scown	Acting GM Strategic partnership
Mr	T Miller	National Emergency Management Agency
Ms	P Johnson	CDEM Administrator
Mrs	M Jones	Governance Administrator

Apologies Apologies were received K Lawson - CDEM, David Utumapu - Fire and Emergency, Katrina Knowles - Rural Support, Grant Roper - NZ Police, S Ruru - Taranaki Regional Council CEO.

Zoom VAraba - Risk Advisory Group Chairperson

Notification of Confirmation of Minutes CEG 28 July 2022.

Late Items

Hanne/Campbell-Smart

1. Appointment of Chair CDEM CEG Committee

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *Appointment of Chair*
- b) appointed S Hanne, SDC as Chair of the Taranaki Co-Ordinating Executive Group until the end of the next financial year.

It was requested this was for an initial 18 month term, then 12 month terms thereafter that would align with the financial year.

Upon review of the Terms of Reference post meeting, it was confirmed no update is required.

Aitkin/Chadwick

2. Confirmation of Advisory Group Minutes

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) takes as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Advisory Groups: *Lifeline Advisory Group, welfare Co-Ordination Group, Rural Co-ordination Group, Readiness and response Advisory Group, Taranaki Seismic and Volcanic Advisory Group* and adopted the recommendations therein

Hanne/Aitkin

3. National Emergency Management Update

- 3.1 Mr T Millar, Group Manager, NEMA, spoke to the memorandum to provide the CDEM CEG with an update on the National Emergency Management Agency

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum, *National Emergency Management Update* and notes the information therein

Aikin/Campbell-Smart

4. Quarterly Performance Report 2022/2023

- 4.1 Mr T Velvin, Group Controller TEMO, spoke to the memorandum to present the 2022/2023 Quarterly Performance Reports for the CDEM Group.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *Quarterly Performance Report 1 & 2022/23*
- b) endorsed the report to the Taranaki CDEM Group Joint Committee.

Hanne/Taris

5. Recovery Manager Appointments and Resignation

- 5.1 Mr C Campbell-Smart – CDEM Recovery Manager, spoke to the memorandum to recommend appointment of two persons to Recovery Manager Roles (Group and Local) and acknowledge the resignation of Mr Ben Ingram from the role of Local Recovery Manager by the Taranaki CDEM Group.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *Recovery Manager Appointments and Resignation*

Hanne/Aitkin

- b) notes and endorsed the endorsement the appointment of Mr Callum Williamson to the role of Group Recovery Manager
- c) noted and endorsed the appointment of Chade Julie to the role of Local Recovery Manager for Stratford District Council, as per the contents of the report
- d) noted the resignation of Mr Ben Ingram for the role of local Recovery Manager to the Taranaki CDEM Group Joint Committee

Hanne/Taris

6. Recommendations for Budget Amendments

- 6.1 Mr Todd Velvin – Group Controller TEMO, Spoke to the Memorandum to purpose an amendment to the budget of the Taranaki CDEM Group. S Hanne SDC gave the Committee a brief background to bring new member up to date.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the Memorandum *Budget Amendments*

Hanne/Simmons

- b) noted the contents of the Budget Amendment as attached in Appendix A
- c) noted Options A through to C
- d) noted option A is the preferred outcome
- e) endorsed the Budget Amendments to the Taranaki CDEM Group Joint Committee for adoption.

Taris/Aitkin

7. NEMA Resilience Fund Assessment Application, Registration and Needs Assessment

- 7.1 Mr Todd Velvin – Group Controller TEMO, spoke to the Memorandum to provide an update with the proposed NEMA Resilience Fund Application for a Registration & Needs Assessment solution for Taranaki

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) receives the memorandum *NEMA Resilience Fund Application, Registration & Needs Assessment*

Hanne/Campbell-Smart

- a) noted and endorsed the content of this memorandum
- b) recommended that the Taranaki CDEM Group Joint Committee approves

Simmons/Stewart

8. Endorsement to commence an interim review of the Taranaki Civil Defence Emergency Management Group Plan (2018- 2023)

- 8.1 Mr C Whitehead, Spoke to the Memorandum to seek endorsement from the Taranaki Emergency Management Coordinating Executive Group (CEG), to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum '*Endorsement to commence an interim review of Taranaki Civil Defence Emergency Management Group Plan (2018-2023)*'

Hanne/Chamberlain

- b) noted the content of this memorandum
- c) endorsed *Option 3* – A limited interim review and update of the current Group Plan (inclusive of the updated risk assessment process) commencing in March 2023
- d) endorsed public notification of the planned interim review as outlined in the communications plan (appendix 'D')

- e) noted TEMO's intention to commence a full review and update to the Group Plan once the proposed CDEM legislation is enacted.

Hanne/Aitkin

9. Endorsement to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)

- 9.1 Chris Whitehead Spoke to the memorandum to seek endorsement from Taranaki Emergency Management Co-ordinating Executive Group to update the Security Classification Protocols for information and data managed by the Taranaki Emergency Management Office (TEMO).

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum "*Endorsement to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)*".
- b) noted TEMO's intention to apply the updated security classification protocols
- c) endorsed the updated security classification protocols outlined in appendix 'A'.

Taris/Simmons

10. Website Replacement for Taranaki CDEM Group

- 10.1 Todd Velvin – Group Controller TEMO, spoke to the memorandum to present a proposal to replace and upgrade the website for the Taranaki Emergency Management Office to the Co-Ordinating Executive Group for endorsement to Joint Committee.

Recommended

That the Taranaki Civil Defence Emergency Management Co-Ordinating Executive Group:

- a) received the Memorandum *Website Replacement Project for CDEM Group*
- b) endorsed the Website Project for Taranaki CDEM Group, with the amendment of option 2 in the Report, to go to the Joint Committee for Approval.

Taris/Aitkin

11. Taranaki Maunga volcanic planning – Endorsement sort for NEMA Resilience Fund application

- 11.1 Mr C Whitehead, spoke to the memorandum to seek endorsement from the Taranaki Emergency Management Co-ordinating Executive Group (CEG), for TEMO to apply to the NEMA Resilience Fund in February 2023 for \$335,000 (excl GST).
- 11.2 The funding will be used to support a line of enquiry phase delivered by an independent contractor in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of the 'Investment Management Standards' (IMS) process.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *Taranaki Maunga volcanic planning – Endorsement sort for NEMA Resilience Fund application* and its content
- b) agreed the emergency response and recovery planning for Mt Taranaki is of primary importance given the scale of the volcanic hazards present
- c) agreed the best planning approach will require inter-regional collaboration and coordination in the interests of building community, regional, and national disaster resilience
- d) agreed it is necessary that the investment logic, benefits, and options analysis associated with a Taranaki eruption are well understood before a volcanic planning programme business case can be developed
- e) endorsed the application to the NEMA resilience fund for \$335,000 (excl GST). The funding will be used for full outsource of an 'Investment Management Standards' process
- f) endorsed the application to NEWA resilience fund for \$335,000(excl GST). The funding will be used for full outsource of an 'Investment Management Standards' process'.

Simmons/Stewart

12. COVID-19 Care in the Community

- 12.1 Ms G Campbell – MSD Regional Commissioner, spoke to the memorandum to outline the outcomes achieved for the Taranaki Community via the MSD Care in the Community Welfare funding provided in response to the COVID-19 pandemic in calendar year 2022.

Recommended

That the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group:

- a) received the memorandum *COVID-19 Care in the Community* and noted the information therein.

Campbell-Smart/Campbell

There being no further business the Committee Chairman, Sven Hanne SDC, declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 11.55am.

Confirmed

Chairperson: _____

Sven Hanne

(Date of next meeting 04 May 2023)

unconfirmed



Date: 8th March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Quarterly Performance Report 2022/23**

Approved by: Todd Velvin, Group Manager,
Taranaki Emergency Management Office

Document: 3151990

Purpose

1. The purpose of this memorandum is to present the 2022/23 Quarterly Performance Report for the Taranaki Civil Defence Emergency Management Group.

Executive summary

2. Performance reporting for the Taranaki Civil Defence Emergency Management Group (the Group) considers the statutory responsibilities under the Civil Defence Emergency Management Act (2002), the Taranaki CDEM Group Plan, strategic priorities, and available resources.
3. The Quarterly Performance Report 1 & 2 for financial year 2022/23 has been prepared for the Taranaki Civil Defence Emergency Management Group and is presented for information to the JC.
4. The Quarterly Performance Report is attached in Appendix A.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives memorandum, *Quarterly Performance Report 1 & 2 2022/23*.

Discussion

5. This is the first instalment of performance reporting for 2022/23 financial year for the Taranaki Civil Defence Emergency Management Group (the Group).
6. A preferred information management system for response (D4HLive) has been identified and a project established to implement this across the region.

7. Group Plan:

CEG submission to start review process as Group Plan 2018/23 ends in June 2023.

8. TEMO Responsibilities:

Several significant projects have been identified for this year. See items under significant projects in report.

Decision-making considerations

9. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations

10. The annual budget was included in the TEMO Annual Business Plan 2020-21. Reporting against this budget will be provided as a separate late paper.
11. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its members adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

12. The Performance Report has been prepared against existing work plan activities and measures in the Taranaki CDEM Group Plan, adopted under the Civil Defence Emergency Management Act 2002.
13. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by Taranaki CDEM under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

14. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002*

Appendices/Attachments

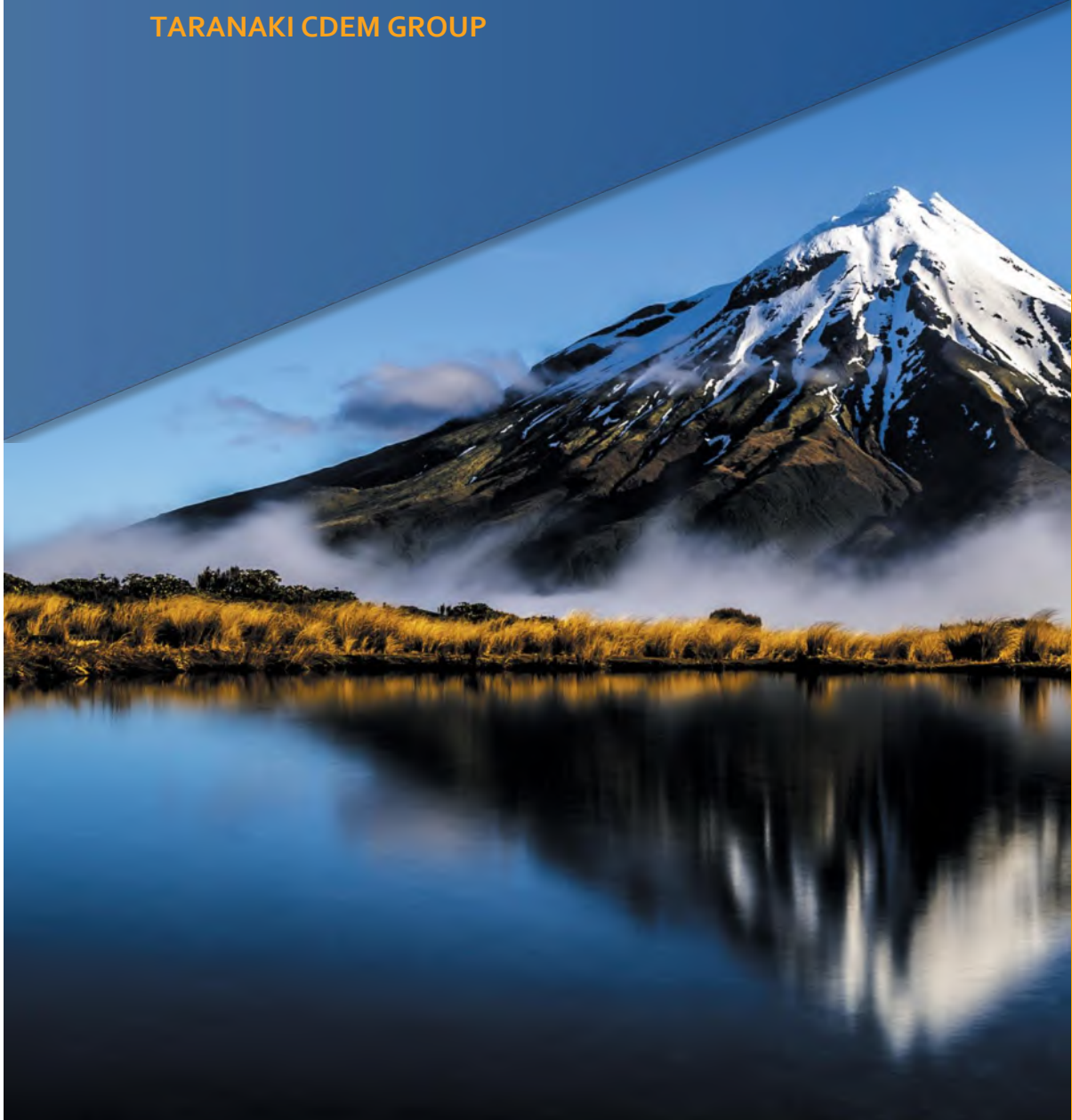
Appendix A: Quarterly Performance Report 1 & 2 2022/23.



DRAFT Performance Report

Quarterly Report Q1 & Q2
For Financial Year 2022/23

TARANAKI CDEM GROUP



Document management

Author Leadership Team comprising.
 Todd Velvin – Group Manager
 Chris Whiteherad – Operations Lead
 Kaz Lawson – Community Resilience Lead

Date January 2023

Reviewer Todd Velvin

Title CDEM Regional Manager

Date January 2023

Endorsed by Taranaki Coordinating Executive Group

Date February 2023

Authoriser Taranaki CDEM Group Joint Committee

Date February 2023

Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	January 2023

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Taranaki CDEM Group Vision 2025



Vision Statement

Where we're going

Our Taranaki community shows resilience through periods of disaster, crisis and change



Core Purpose

Why we exist

We deliver professional disaster risk and emergency management for Taranaki



Core Values

What we stand for

Collective responsibility: Shared between National, Group and District level

Unified approach: CDEM partners work for the overall benefit of the Taranaki Community

Organisational resilience: Any part of the system can lend support seamlessly

Strong relationships: Strong effective coordination and integration

Strategic goals

The fulfilment of our vision is underpinned by delivering on our six strategic goals, under the leadership and accountability of the CDEM Joint Committee

Goal		Strategic measures	Responsibility	
1	Governance	Our expectations from CDEM partners is clear and met through strong governance arrangements and accountability for delivery	Performance monitoring	CDEM Joint Committee Coordinating Executive Group
2	Disaster risk reduction	The risks from hazards, their likelihood and impacts, are understood and managed to reduce our risk exposure	Risk priorities and reduction activities	Group Office Local Councils
3	Organisational resilience <i>Readiness</i>	We build resilience into organisations and plan for the impacts from disaster and ensure our systems and arrangements are fit for purpose	Capability assessment	Group Office Local Councils CDEM Partners
4	Community resilience <i>Readiness</i>	Community resilience is strengthened so that the impacts from disasters are reduced	Community engagement	Group Office Local Councils Community
5	Capability development <i>Readiness, response and recovery</i>	We develop the capability of staff and volunteers to effectively carry out their roles in a disaster	Training completion	Group Office Local Councils
6	Response and recovery	We enable well managed effective responses, and we support the community's journey of moving on from the impacts of disasters	Activity performance	Group Office Local Councils Emergency Services Community

Note:

The vision of the Taranaki CDEM Group reflects the importance of integrated effort, partnership and cooperation within the CDEM sector agencies, so that we can work together with resilience and function at a high level during a disaster or emergency. The term 'resilience' means literally to 'spring back'. In the Civil Defence and Emergency Management sector resilience is described as the capacity to withstand and recover from the occurrence of a hazardous event

Executive Summary

This performance report is for the 2022-2023 financial year for the Taranaki Emergency Management Office (TEMO). Outlines the progress of the Annual Plan 2022-2023 for the Taranaki Emergency Management Group as outlined in the Group Plan 2018 – 2023.

Highlights for Quarter One and Two

Three response and recovery plans have been reviewed and updated: Earthquake, Tsunami, and Flooding.

Depth built in the Recovery manager space with new appointments paper to CEG.

TEMO is building depth in volunteers across a wider sector outside of councils.

Budget Performance

Currently, TEMO is carrying a variance of \$110,000 due to the current vacancy of a Planning Advisor role. Part of this variance will be used to reduce a highlighted risk around the RANA project see comments in significant projects.

Significant Projects

Response and Recovery Plans

The Earthquake, Tsunami, and Flooding Response and Recovery Plans have been reviewed and updated. These have been sent out to partner agencies, and other interested parties with feedback received. They now sit in a final draft state, waiting to be exercised before the final sign-off. The Tsunami exercise is scheduled for the 27th of February, with Flooding in May.

Welfare Registration and Needs Assessment (RANA)

TEMO has engaged an external contractor to complete the upgrade with offline working capabilities for the product. This ensures data collection in any environment during response and real-time information back to ECC and EOC.

Personnel

TEMO currently holds one vacancy, a Planner. This is due to Chris Whitehead moving from this role into the Operational Team Leads role. Replace will be sorted on finalization of several significant

work programs focused around the Group Plan and Volcanic project. This will be determined once a direction and timeframe have been put together around these two significant projects.

Events

TEMO activated for heavy rain in August 2022, several rivers were affected with the Waitara sitting about 1m below the stop banks at its peak. Support was provided to several families due to localised flooding.

Section 1 | Budget Performance

Operational and Capital budget performance is reported for TEMO, funded under apportionment arrangements by the four Taranaki Councils as follows:

Taranaki Council	Percentage
Taranaki Regional Council	34%
New Plymouth District Council	40%
South Taranaki District Council	18%
Stratford District Council	8%

1.1 YTD Budget performance

The quarter two financial report ending 31 December 2023 (attached in Appendix B) shows a variance of \$110,619. The large variance is due to currently carrying a vacant role.

Section 2 | Significant Projects

A significant project is defined as one that, alone or in combination with other concurrent projects, is anticipated to cause sustained work impacts greater than what is considered tolerable for delivery within existing TEMO resources.

Welfare Registration and Need Assessment (Resilience Funding)

Contributes to: Response & Recovery

Status

Some Delays

RANA was created as an interim solution for the short term whilst a National solution was being developed by NEMA. The development of the system was to have a consistent regional approach to collect, analyse and manage the fundamental information and understanding about individuals, whanau and communities affected by an emergency and their associated needs.

A National solution has not been realised and as such it is prudent that Taranaki continues to move forward in this space. TEMO has committed \$20,000 to resolve outstanding issues to make the product fully operation.

TEMO is also applying to the National Resilience Fund for \$36,000 to upgrade and advance features into the product.

Note several other CDEM Groups have expressed interest in supporting this product, discussions will be held at the next National Managers.

Website Development

Contributes to: Community Resilience

Status

Not Started

Application for funding sitting with CEG/JC for approval. This is identified as a critical project for communication with our communities.

D4H Live

Contributes to: Organizational Resilience/Response Recovery

Status

On Track

TEMO is embedding D4H live as our response software to provide a common operating picture across all councils. This involves creating plays for all likely events, such as earthquakes, tsunamis, floods, etc.

Loading initial action plans and tasking into the system enables us to respond quickly to communities' needs.

Group Plan

Status

Not Started

A memorandum seeking endorsement to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan will be presented to CEG in February 2023.

With legislative change pending as part of the Trifecta programme, an interim review aims to extend the life of the current group plan past June 2023 with a focus on maintaining accuracy, practicality, coverage, and coordination in compliance with current legislative arrangements.

The interim review will incorporate a hazard and updated risk assessment for the Taranaki region. TEMO have engaged Toa Consulting Ltd to facilitate the risk assessment process.

Volcanic Plan

Contributes to: Disaster Risk Reduction

Status

Not Started

Investment Management Standards (IMS) NEMA resilience fund proposal.

A memorandum has been presented to the Taranaki Emergency Management Co-ordinating Executive Group (CEG) in February 2023, for TEMO to apply to the NEMA Resilience Fund for \$335,000 (excl GST). The funding will be used to support a line of enquiry phase delivered by an independent contractor in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of an 'Investment Management Standards' (IMS) process.

Mt Taranaki has a 50% chance of erupting in the next 50 years, with eruption activity likely to last for many years if not decades. The '*Transitioning Taranaki to a Volcanic Future*' (TTVF) or *He Mounga Puia research programme* (2019 – 2024) has created a wealth of information and awareness of the Taranaki volcanic hazard. Now in its final years, the research has exposed a scale and magnitude of cascading consequences for emergency response and recovery that are more complex than first anticipated.

The complexity and scale of response and recovery planning for Mt Taranaki underpins TEMO's view that a North Island wide coordinated programme of volcanic response and recovery planning is necessary to manage the likely interdependencies across the regions from what is anticipated to be a nationally significant volcanic event.

Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand with four currently in existence. These projects have proven to help strengthen stakeholder relations and improve outcomes.

Experience from the 'East Coast LAB' project identified the importance of ensuring clarity on the problem to be addressed - including assessing the scope, identifying stakeholders, resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement.

Given the complexity and potential impacts of the volcanic hazard presented by Mt Taranaki, it is important the scope and planning requirements for this hazard are identified and verified before solutions are recommended.

If the funding application is successful, the funds will be used to contract an independent facilitator and any technical experts they require to deliver a series of workshops as part of an 'Investment Management Standards' process. The workshops support a more in-depth discovery of volcanic response and recovery planning requirements. They do this by strengthening thinking and decision making around resource prioritisation and allocation and will help inform the development of a programme business case of which the contractor will deliver.

Full outsource of the IMS process is recommended. Contractual arrangements will be sought that allow TEMO to bring in technical expertise from partner agencies and research providers at their sole discretion to bring costs down where we can.

An in-depth discovery of Taranaki volcanic planning requirements upholds the intent of the National Disaster Resilience Strategy while also presenting an opportunity to align with the National CDEM

plan including NEMA's catastrophic planning approach. It also provides an opportunity to enhance inter-regional CDEM relations.

Implementation of the Trifecta Programme

Status

Some Delays

In 2021 the EMSR program was replaced in 2021 by the NEMA led Regulatory Framework Review ("Trifecta") Programme to bring together three projects that have significant alignment. The projects are:

- Developing a new Emergency Management Act (the Act);
- Review the National Civil Defence Emergency Management Plan Order (the Plan Order) 2015 and the accompanying Guide to the National CDEM Plan (the Guide) 2015.
- Development of the National Disaster Resilience Strategy (NDRS) Roadmap.

Currently, the CDEM Act Bill missed its first opportunity to go through Parliament in November. However, NEMA hopes to get the bill through parliament in the next sitting.

The National Plan is currently on hold due focus on the Act changes and Bill for Parliament.

Section 3 | Personnel

The fixed-term contract for the TEMO GIS specialist is due to finish in 2024. We see this as a critical role in the ongoing work to build a resilience Taranaki and response to events. Budget recommendations have been made to see this role move to a full-time position in 2024.

General well-being is still a consideration for our employees and volunteers due to the past 3-years of disruptions. These include the Covid response, other events CDEM have responded to, and a changing economic landscape. Therefore, we continue to monitor and implement well-being measures to build an effective team.

Recruitment of the vacant Planning Advisor is Targeted to happen March/April.

Section 4 | Work Programme

This report documents the progress of the Taranaki Emergency Management Office against the Annual Business Plan 2022/23

The current Annual Plan for CDEM Taranaki is under review due to the fast-moving pace of changes across the sector. As a result, the business plan presented to CEG and JC will be for 18 months while we review the Group Plan. With a goal to release a new Group Plan for the 2024/25 financial year.

TEMO is workshopping collaborative work programs along side the three TA's to ensure a unified and structure approached to CDEM across Taranaki.

Current Workstreams

	Key Deliverable	Status
Capability Development	Deliver training as per the Capability and Development Plan 2020-2021	Courses delivered this quarter were <ul style="list-style-type: none"> • Foundation Courses (6th April online) • LUC (12th April)
	Deliver a continuous improvement of the CIMS Function Checklist	The Response Common Systems Plan has been completed Response Actions Plan for each specific function is almost complete.
	Deliver a continuous improvement of Standard Operating Procedures (SoP)	Document Control SOP has been completed
	Update and maintain the Duty Officer documentation	Duty Officer Manual is complete and signed off by Group Manger.
	Establish D4H Live as a means of creating a Common Operating Picture	D4H Live continues to be our incident management software of choice. D4h Live enhancements continue, and the development of a user guide and super user guide are in progress.
	Ensure ECC is operational	Monthly checks completed
Communications and Marketing	Upgrade the TEMO website	Under review. Looking to streamline and possibly outsource.
	Deliver the 2020 Communications and Marketing Plan	Recruitment of Comms Manager successful. Staff member in seat 16 th May.
	Increased engagement with communities	Ongoing support of the national campaigns including Shakeout and COVID-19 response.
Contingency Planning	Develop and adopt the Earthquake Response Plan	Out for external consultation
	Develop and adopt the Tsunami Response Plan	Drafting of an update to the existing plan is underway
	Support the Transitioning Taranaki to a Volcanic Future – He Mouna Puia project	Ongoing support provided; Development of the Volcanic Infographic Information poster series is complete.
	Implement the GIS Strategy 2021-26	GIS specialist has been appointed and will commence work with TEMO May 2022.
Recovery	Deliver the Strategic Recovery Plan	Plan consultation & development in process Priority actions identified

	Key Deliverable	Status
Welfare and Resilience	Update the Welfare and subfunction plans	Feedback delivered to MPI January for Animal Welfare Plan – this is a matter of urgency. Psychosocial Plan under review by TDHB – disruption due to change in staff, back on track. Accommodation & Household Goods and Services Plans about to commence.
	Support the council EMOs in delivery of resilience programme	Awaiting details of EMO work programs and recruitment of EMO NPDC
Governance	Support the Coordinating Executive Group and Joint Committee	The following meetings were held this quarter: <ul style="list-style-type: none"> • Coordinating Executive Group (10 February 2022) • Joint Committee (24 February 2022)
	Hold regular Advisory Group meetings	The following meetings were held this quarter: <ul style="list-style-type: none"> • Readiness & Response Advisory Group on 2 March 2022 • Lifelines Advisory Group 1 February 2022
	Hold regular meetings of the CIMS Function Groups	The following meetings were held this quarter: <ul style="list-style-type: none"> •
	Continue building relationships across the sector	Our focus this quarter has been Welfare and Iwi, with a focus on COVID-19
	Group Duty System	TEMO maintains an 24/7 duty officer roster with a duty Group Controller also rostered on. <ul style="list-style-type: none"> • A watching brief maintained • TEMO staff member sits on the TDHB's IMT as CDEM liaison
	Continue to support the COVID Response	<ul style="list-style-type: none"> • Ongoing engagement and support of welfare agencies and care in the community coordination • Work has continued on concurrent event planning with a Covid controls overlay plan developed (All Hazards Overlay Plan)

Section 5 | Risks

The Group Office is committed to managing risks that may impact the delivery of the Taranaki CDEM Group activities and services and/or the ability to meet its legal obligations.

Risks

- RANA – the ability to collect and store personal details of people affected by an event.
- Website – communication to communities in business as usual and response.
- Generator Condition - the risk of failure during response which will deem the ECC no operational

Section 6 | Strategic Goals and Objectives






The CDEM Group Plan is a statutory document under the Civil Defence Emergency Management Act (2002). It is a high-level strategic document that sets out our vision, goals, principles, and objectives for action over five years (2018 -2023).

Local Authorities enable the implementation of the Group Plan through providing resources and funding for CDEM activities via their Long-Term Plans (LTP)

Forty-three objectives were identified in the 2018-2023 Group Plan, Appendix A – Group Plan Objectives.

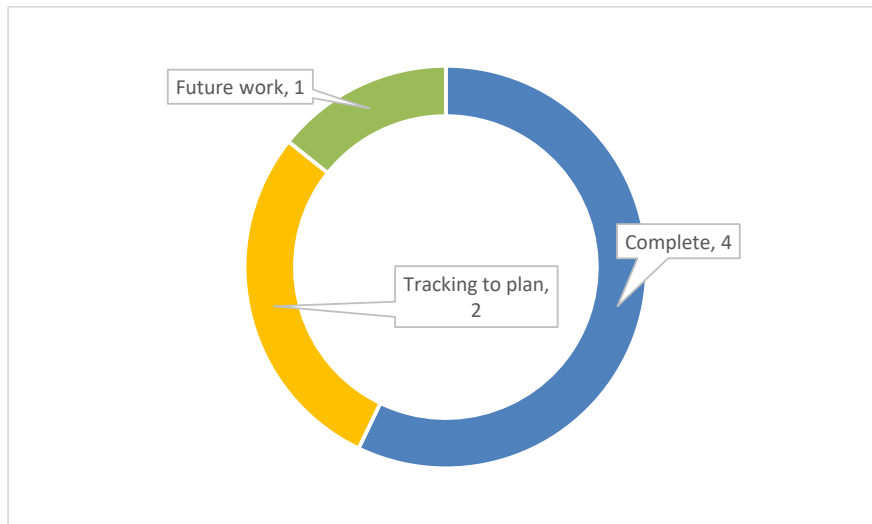
A summary of the Taranaki Group's progress on those objectives is provided below

Key

	Completed
	Tracking to Plan
	Concerns - mitigations in place
	Concerns – no mitigations in place
	Future work

6.1 Governance

Our expectations from CDEM partners are clear and met through strong governance arrangements.



Progress this quarter

- Gov 4 – Group Plan Review (scheduled to begin Q1 2022/23)

Completed

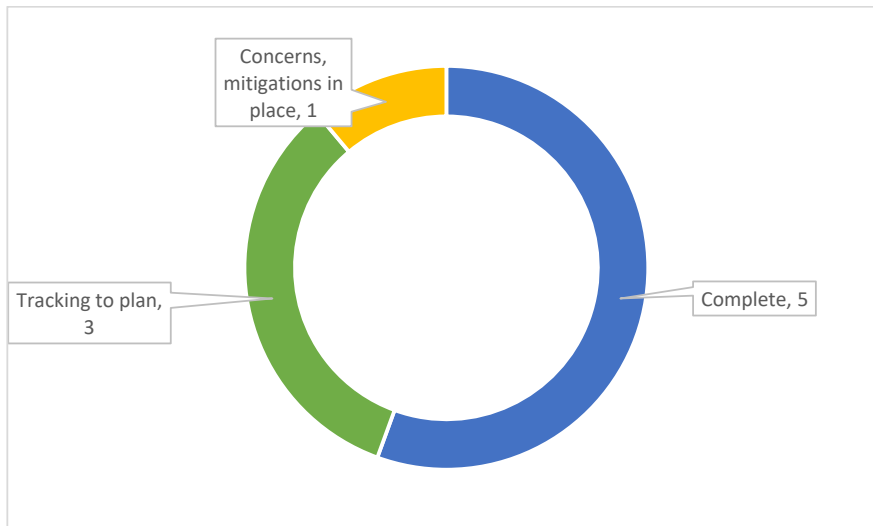
- Gov 1 – performance monitoring and evaluation framework for the CDEM Group established
- Gov 2 – Financial policy arrangements established
- Gov 6 – Performance measures in place and reported on quarterly
- Gov 7 – Governance arrangements regarding the involvement and representation of Māori has been completed and approved¹

Tracking to plan

- Gov 5 – Constituting Agreement Review (scheduled to begin Q1 2022/23)
- Gov 3 – Advisory Group TOR's and structures are being collectively reviewed

6.2 Disaster Risk Reduction

The risks from hazards, their likelihood, and impacts, are understood and managed to reduce our risk exposure.



Completed

- DRR 1 – Survey of current risk and hazard documents. – A record has been compiled of all existing plans, and highlights our next highest priorities.
- DRR 2 - Risk Reduction Advisory Group established (May 2018)
- DRR 6 - Promotion of the integration of activities and a consistent CDEM risk reduction approach
- DRR 7 - Regional Lifeline vulnerability study undertaken (December 2018).
- DRR 1 – A record has been compiled of all existing plans, and highlights our next highest priorities.

Tracking to plan

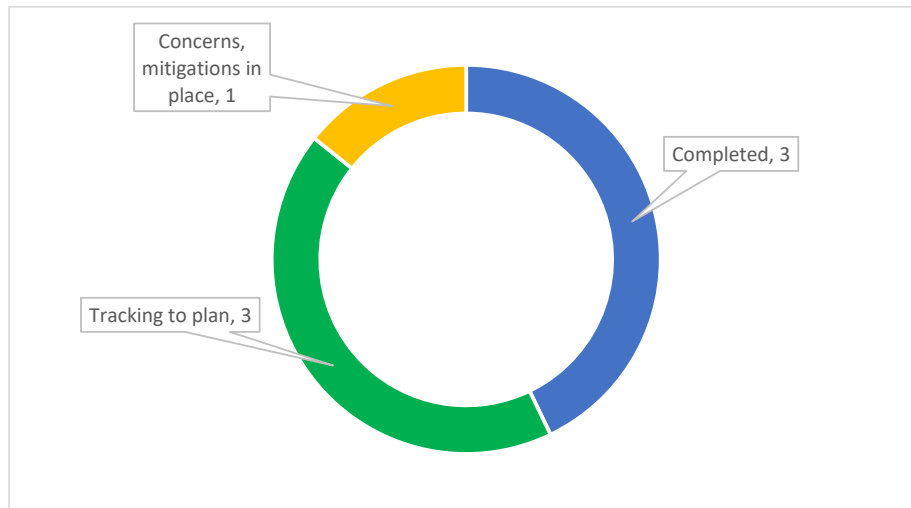
- DRR 4 - The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.
- DRR 5 – GIS strategy complete, implementation being developed
- DRR 5 – New Systems and Information Technology advisor has profiled user needs and is sourcing datasets to form data catalogue for the group

Concerns – mitigations in place

- DRR 3 – Disaster Risk Reduction strategy to be developed

6.3 Organisational resilience (readiness)

We build resilience into organisations and plan for the impacts from disaster and ensure our systems and arrangements are fit for purpose.



Completed

- OR 1 – Implementation of an information management system
- OR 2 – ECC's/EOC's audited
- OR 3 - Workplans being developed for EMO's to align with TEMO workplans.

Tracking to plan

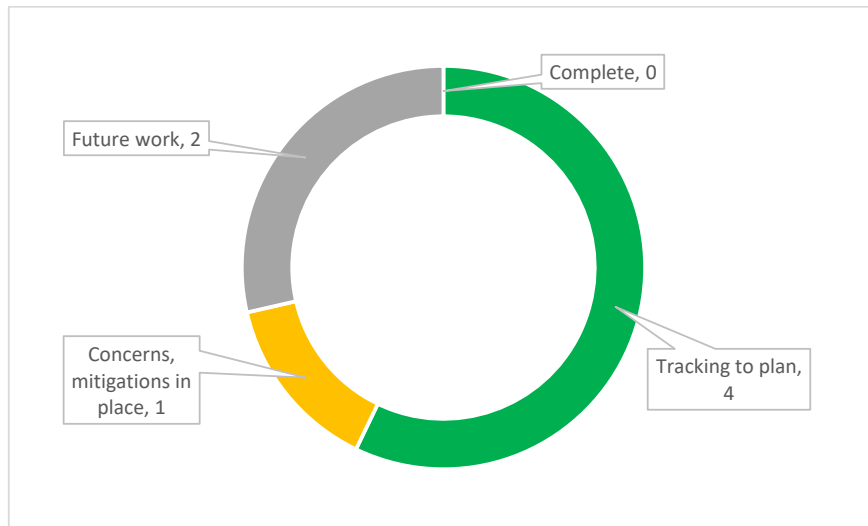
- OR 5 – Recovery Programme Performance Measures
- OR 6 - Corrective action planning currently in review
- OR 3 - Capability development plan in review. Workplans being developed for EMO's to align these to TEMO workplans.

Concerns – mitigations in place

- OR 4 - CDEM Group partner business continuity plans tested

6.4 Community resilience (readiness)

Community resilience is strengthened so that the impacts from disasters are reduced, and communities are equipped to adapt to change.



Tracking to plan

- CR 2 – Review and rationalise civil defence centres – being considered as part of a larger risk/vulnerability project
- CR 4 – Development of a public education and community engagement strategy
- CR 4 – Communications Strategy being developed
- CR 1 – Volunteer Management Strategy – has required integration with TA workplans. This is now underway.

Concerns – mitigations in place

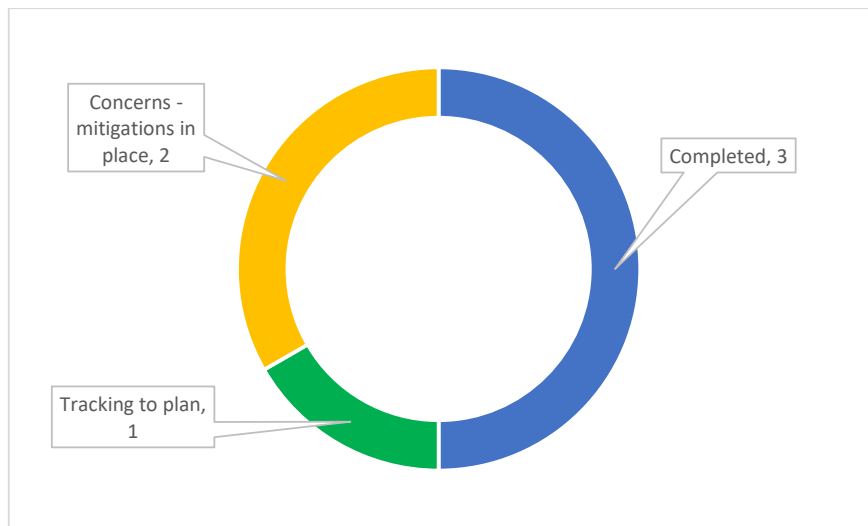
- CR 5 – 500 community volunteers – may be reviewed as part of the next Group Plan

Future work

- CR 3 – Community Resilience Strategy – The document does not currently exist.
- CR 6 - 10 Community Emergency Plans – may be reviewed as part of the next Group Plan

6.5 Capability development (readiness, response, and recovery)

We develop the capability of staff and volunteers to effectively carry out their roles in readiness, response, and recovery.



Completed

- CD 1 – NEMA Capability Development fund accessed for ongoing training
- CD 5 – 500 centre staff trained to Integrated Training Framework (ITF) Intermediate – This will likely be reviewed in the next Group Plan
- CD 2 – Training records managed and continues to be managed
- CD 5 – Successful delivery of pilot ITF Welfare Function Course

Tracking to plan

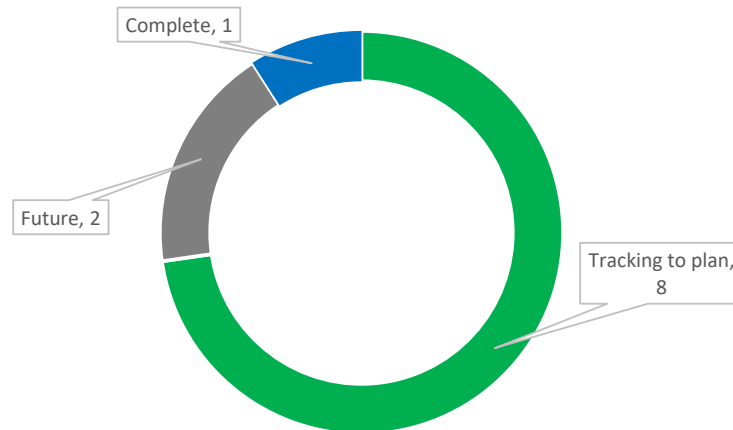
- CD 3 – Exercise schedule constructed, Response and Recovery plans being exercise. Three scheduled for 2023

Concerns – mitigations in place

- CD 4 – Participate in tier 4 exercise. Has not occurred, due to no training at the national level with Covid.
- CD 6 – 85% of CIMS Function Managers trained in ITF. - Ongoing delays in the delivery of national CIMS function course suite (some do not yet exist).

6.6 Response and recovery

We enable well-managed effective responses, and we support the community's journey of moving on from the impacts of disasters.



Progress this quarter

- RR4 - Earthquake Response plan out to partner agencies for consultation. Tsunami Response Plan in first draft.

Complete

- RR 3 - Three district-based EOCs and one regional ECC established

Tracking to plan

- RR 1 – Readiness and Response Advisory Group Established – Review of terms of reference due – being conducted as part of a wider Advisory Group review.
- RR 2 – All controllers complete the national training program.
- RR 4 – Review of all Response Plans and Standard Operating Procedures
- RR 5 - Standard Operating Procedures established
- RR6a – Significant progress on the recovery program - appointment Local Recovery Managers
- RR6b – Engagement with priority communities – as part of the risk/vulnerability project
- RR6c – Identifying and addressing gaps in recovery preparedness - as part of the risk/vulnerability project.
- RR 7 – Hazard specific recovery planning in hazard contingency plans – sections added to Earthquake Response Plan and Tsunami Response Plan.
- RR 8 – Recovery framework under development

Section 7 | Appendices

Appendix A: Group Plan Objectives

Strategic Goal	No.	Objective
Governance	Gov 1	A performance monitoring and evaluation framework for the CDEM Group (based on this Group Plan and other planning documents) will be established and implemented to ensure that the work of the Group remains on track to achieve the strategic goals outlined in this Plan, and to identify risks and issues that emerge over the course of the Plan that will need to be addressed.
	Gov 2	CDEM Group Financial Policy arrangements implemented to ensure accountability for delivery.
	Gov 3	Advisory Group work plans and priorities are established, implemented, and contribute towards the 4 Rs
	Gov 4	Group Plan and annex documents review commenced 12 months prior to expiry to comply with legislative requirements.
	Gov 5	Review the Constituting Agreement within five years to ensure governance and delivery arrangements are fit for purpose.
	Gov 6	An annual report will be submitted by member councils to CEG and the CDEM Joint committee regarding actions undertaken to improve their preparedness and readiness to respond to and recover from emergencies.
	Gov 7	Governance arrangements across the full range of Taranaki CDEM activities will be reviewed by 1 July 2020 regarding the involvement and representation of Māori.
Disaster Risk Reduction	DRR 1	A survey of all current risk and hazard documents completed to create a better understanding of the hazardscape for Taranaki.
	DRR 2	Disaster Risk Reduction Advisory Group established to create a focal point for ensuring the implementation of risk reduction measures across the region.
	DRR 3	Disaster Risk Reduction priorities developed into a Disaster Risk Reduction Strategy to address priority hazards.
	DRR 4	The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.
	DRR 5	Regional GIS (Geospatial Information System) system established for the CDEM Group to improve the understanding of risk exposure and to enable better situational awareness during a response and recovery.
	DRR 6	The CDEM Group will promote the integration of activities and a consistent CDEM risk reduction approach within work programmes such as Councils' Long-Term Plans, Resource Management Plans, and other stakeholder agency work plans, to ensure they are informed by the likely post-event consequences on communities.

	DRR 7	Regional Lifeline vulnerability study undertaken to improve the understanding of lifeline utility exposure to natural hazards and to create a basis for a work programme for risk reduction measures.
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Strategic Goal	No.	Objective
Organisational resilience (readiness)	OR 1	Implement EMIS (Emergency Management Information System), or another suitable CDEM Group information system to improve the communications and record keeping of decisions made during emergency activations.
	OR 2	Audits of existing and proposed EOCs/ECC conducted to assess their capacity for response.
	OR 3	Training capability development plan developed and implemented to increase the number and capability of civil defence emergency management staff and volunteers.
	OR 4	CDEM Group partner business continuity plans tested based on hazardscape and likely impact scenarios to improve the capacity and capability of organisations to cope with and recover from emergencies
	OR 5	Development and implementation of performance measures by 2020 to monitor the progress against the recovery programme of work, and ensure the actions are achieving the required outcomes.
	OR 6	Continuous improvement practices are adopted, and corrective action planning established and implemented following exercises and activations.
Community Resilience	CR 1	Develop and commence delivery of a Volunteer Management Strategy to increase the numbers and capability of volunteers.
	CR 2	Review and rationalise Civil Defence Centres to ensure they are fit for purpose.
	CR 3	Refine and continue delivery of our Community Resilience Strategy to ensure that its objectives of engaged, connected, resource and empowered communities is being achieved.
	CR 4	Develop and implement a public education and community engagement strategy focused on improving community preparedness to act in a coordinated and collaborative way during an emergency, and to strengthen their ability to adapt to change following an emergency.
	CR 5	500 community volunteers registered and trained in CIMS and other relevant topics to improve the level of skills in the sector.
	CR 6	10 Community Emergency Plans (including marae based) established and functioning to create local groups of prepared and skilled community volunteers to support communities to respond to and recover from emergencies.

Strategic Goal	No.	Objective
Capability development (readiness, response and recovery)	CD 1	Adult Community Education (ACE) funds and other funding sources for volunteer training investigated and accessed to increase the number of people able to be trained.
	CD 2	Training records managed to record staff and volunteer training for both currency and proficiency to create better knowledge about the community's capacity to respond to and recover from emergencies.
	CD 3	Plan and run at least one Tier 2 Exercise (whole of Group) to test and increase the capacity and capability of staff and volunteers.
	CD 4	Participate in all Tier 4 national exercises to test and increase the capacity and capability of staff and volunteers.
	CD 5	500 CDEM centre staff trained to Integrated Training Framework (ITF) Intermediate CIMS to provide a sufficient pool of trained staff within the region.
	CD 6	85% of CIMS function leads trained in relevant ITF Function Lead courses to ensure a sufficient skill level of critical staff.
Response and Recovery	RR 1	A Readiness and Response Advisory Group will be established (fulfilling Section 8 Guide to the National Plan requirement for and emergency services coordination committee) to improve the quality of communication and cooperation both between first responders and with Civil Defence Emergency Management.
	RR 2	All Group and Local Controllers complete National Controller Training Programme to improve decision making and emergency management skills.
	RR 3	Three district based EOCs and one regional ECC established to increase the capacity for response at a local level.
	RR 4	The accuracy and currency of all response plans and Standard Operating Procedures is assessed (and takes into account the response principles in this plan) and a programme for review developed.
	RR 5	Standard Operating Procedures established and kept up to date to ensure consistency of decision making and actions in an emergency.
	RR 6	<p>The Recovery programme of work to be completed by 2020 will guide the activities of the Group to prepare for recovery ahead of an emergency and enable the Group and partner agencies to achieve the recovery principles and policies. This work will include (but is not limited to):</p> <p>Engagement with priority communities likely to be affected by specific hazards to understand their values and priorities, the likely consequences and the support needed. This will allow the necessary capabilities, processes, and arrangements to be identified.</p> <p>Identification of key recovery partners needed to support recovery activities, including across local, regional, and central government, non-government organisations, private sector, and within communities.</p> <p>Identification and prioritisation of actions to address gaps in recovery preparedness</p>
	RR 7	Hazard specific strategic recovery planning will be undertaken at the same time as hazard response contingency planning for the 15 Group Plan priority hazards over the life of this Group Plan to enable comprehensive emergency management.
	RR 8	A framework for the coordination of recovery activities and collaboration post emergency will be established by 2021.

Appendix B: TEMO 2022/23 Financial Report

Profit and Loss Summary Report to 31 Decemeber 2023

	TEMO		
	23GENA	23GENR	
	Actual YTD December	Budget YTD December	Variance YTD December
Revenue			
Other revenue			
Other Operating incl Rebates & Recoveries			
1691 - Expenses Recovered	(45,462)	0	45,462
Total Other Operating incl Rebates & Recoveries	(45,462)	0	45,462
Total Other revenue	(45,462)	0	45,462
Subsidies and grants			
Operating Grants & Subsidies			
1801 - Grants - operating	(754,515)	(785,765)	(31,250)
1803 - Donations - operating	17	0	(17)
Total Operating Grants & Subsidies	(754,498)	(785,765)	(31,267)
Total Subsidies and grants	(754,498)	(785,765)	(31,267)
Total Revenue	(799,960)	(785,765)	14,194
Expenses			
Personnel costs			
Salaries and wages - Payroll Only			
2200 - Salaries and wages - permanent	375,581	502,917	127,336
2202 - Salaries and wages - Statutory Holiday Pay	2,831	0	(2,831)
2203 - Salaries and wages - Training Time	0	2,041	2,041
2220 - Salaries and wages - Annual leave	38,487	34,768	(3,719)
2222 - Salaries and wages - Sick leave	16,570	0	(16,570)
2229 - Salaries and wages - Other Leave	1,859	0	(1,859)
Total Salaries and wages - Payroll Only	435,328	539,727	104,399

Other employee benefits - Payroll Only			
2235 - Allowances	11,394	16,713	5,319
Total Other employee benefits - Payroll Only	11,394	16,713	5,319
Employee Development & Education			
2240 - Training Travel & Expenses	1,660	13,112	11,451
2241 - Corporate Training Allocation	58	0	(58)
2243 - Course & Conference Fees	16,674	0	(16,674)
2244 - Corporate Training Allocation			
HR	1,675	0	(1,675)
Total Employee Development & Education	20,067	13,112	(6,955)
Employer contributions - Payroll Only			
2250 - Kiwisaver	13,540	11,009	(2,532)
Total Employer contributions - Payroll Only	13,540	11,009	(2,532)
Other personnel costs			
2290 - Gifts and incentives	196	0	(196)
2291 - Uniforms	3,580	0	(3,580)
2293 - Agency & Contract Personnel	8,720	0	(8,720)
2294 - Health & Safety Equipment	773	0	(773)
Total Other personnel costs	13,269	0	(13,269)
Total Personnel costs	493,598	580,560	86,962
General operating expenditure			
Insurances			
2313 - All Risks Insurance	0	6,279	6,279
2315 - Material Damage Insurance	3,863	0	(3,863)
Total Insurances	3,863	6,279	2,416
Legal and professional fees			
2323 - Commission Paid	195	0	(195)
2327 - Professional & Technical			
Services	833	33,972	33,139
Total Legal and professional fees	1,028	33,972	32,944
Occupancy and utilities			
2330 - Electricity	4,658	0	(4,658)
2331 - Natural gas	219	0	(219)
2333 - Security	2,470	0	(2,470)
2334 - Cleaning	2,720	16,266	13,545
2335 - Rates - council owned			
properties	1,993	1,935	(57)
Total Occupancy and utilities	12,059	18,201	6,142

Property Maintenance			
2340 - Maintenance - Building			
Repairs and Maintenance	8,146	0	(8,146)
2344 - Maintenance - Buildings Other	675	0	(675)
Total Property Maintenance	8,820	0	(8,820)
Communications			
2350 - Landline call costs/line rental	0	0	0
2355 - Radio Telephones	8,008	0	(8,008)
Total Communications	8,008	0	(8,008)
Advertising and Marketing			
2360 - Advertising	0	27,143	27,143
2361 - Marketing	15,964	0	(15,964)
Total Advertising and Marketing	15,964	27,143	11,179
Hardware & Software			
2370 - Software Licences & Maintenance	354	0	(354)
Total Hardware & Software	354	0	(354)
Travel and accommodation			
2380 - Airfares	6,256	0	(6,256)
2381 - Accommodation	1,731	0	(1,731)
2382 - Taxis, transfers and rental cars	153	0	(153)
2383 - Travel incidentals - meals, chargebacks etc.	235	0	(235)
Total Travel and accommodation	8,375	0	(8,375)
Other general costs			
2453 - Stationery	6,367	9,451	3,084
2454 - Postage	27	0	(27)
2456 - Minor equipment purchases - under \$1,000	1,119	0	(1,119)
2458 - Catering	9,966	4,186	(5,779)
2462 - Venue Hire	334	0	(334)
Total Other general costs	17,811	13,637	(4,175)
Total General operating expenditure	76,282	99,233	22,950
Direct costs of activities			
Contracts			
2500 - Maintenance contracts	0	13,687	13,687
2502 - Goods & Services Contracts	0	7,726	7,726
Total Contracts	0	21,413	21,413
Services			
2531 - Printing, Imaging & Reproduction	160	0	(160)

2532 - Online Services & Subscriptions	842	0	(842)
2533 - Rubbish & Waste Removal	884	0	(884)
2536 - Equipment Repairs & Maintenance	3,519	0	(3,519)
Total Services	5,405	0	(5,405)
Materials			
2542 - Signage	775	0	(775)
2547 - Consumables - Cleaning	132	0	(132)
2548 - Biosolids disposal	152	0	(152)
Total Materials	1,058	0	(1,058)
Fleet & Plant Consumables & Maintenance			
2550 - Petrol	707	512	(195)
2551 - Diesel	2,176	1,280	(896)
2553 - Road user charges	0	768	768
2554 - Registration & Licences	0	563	563
2555 - Plant Repairs & Maintenance	4,126	1,536	(2,590)
Total Fleet & Plant Consumables & Maintenance	7,008	4,659	(2,349)
Horticulture Supplies			
2572 - Pesticides	135	0	(135)
Total Horticulture Supplies	135	0	(135)
Total Direct costs of activities	13,607	26,072	12,465
10 - Depreciation - operational assets	44,665	19,666	(24,999)
Total Expenses	628,152	725,530	97,378
EXTERNAL OPERATING (PROFIT)/LOSS	(171,808)	(60,235)	111,573
INTERNAL CHARGES			
300 - Pass thru from Shared Services expense	194	0	(194)
310 - Labour allocation expense	0	2,560	2,560
315 - Fixed Amount Charge of Shared Services	65,936	65,936	0
320 - On-charges expense	1,215	2,212	997
330 - Interest allocation expense	21,343	0	(21,343)
INTERNAL RECOVERIES			
APPROPRIATIONS			
391 - Depreciation funding/ (unfunded)	(36,708)	(19,682)	17,026
395 - Capital Appropriations	0	0	0
TOTAL NET RESULT	(119,828)	(9,209)	110,619

Notes:

1. RANA project cost \$20,000k
2. Current Vacney in Planning Advisor Role



Date 08 March 2023
Committee: Taranaki Emergency Management Joint Committee (JC)
Subject: **Recommendation for Budget Amendments**
Approved by: Todd Velvin, CDEM Regional Manager

Purpose

1. The purpose of this memorandum is to seek approval for an amendment to the budget for the Taranaki Civil Defence Emergency Management Group (CDEM).

Executive summary

1. Review of the Taranaki Emergency Management Office (TEMO) budget has identified areas that need correction.
2. Operation budget excluding salary adjustments is an increase of \$8,785.
3. Salary budget does not currently align with outgoings, \$32,915 shortfall.
4. Need to Secure GIS specialist role before fix term contract finishes.
5. Need to provide additional administrative support to TEMO Leadership team and TEMO. 0.8 FTE EA role and 0.5 FTE Administration Role. Increase of a 0.5 FTE to TEMO.

Recommendations

That the Taranaki Emergency Management Joint Committee (JC)

- a) receives the memorandum, *Budget Amendments*
- b) notes the contents of the Budget Amendment as attached in Appendix A
- c) notes options A through C
- d) notes option A is the preferred outcome
- e) approves the Budget option A Amendments for the Taranaki CDEM Group.

Discussion

6. Option A – Accept all changes and increase the budget from \$1,414,199 to \$1,526,013 for 2023/24 and \$1,526,013 to \$1,654,094 for 2024/25.

7. Option B – Operational increase, salary realignment, and GIS salary for 2024/25. 2023/24 \$1,414,199 to \$1,455,899 and 2024/25 \$1,455,899 to \$1,552,899
8. Option C – Operational increase and salary realignment, \$1,414,199 to \$1,455,899

Decision-making considerations

2. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—LTP/Annual Plan

3. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies and its members adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

4. The memorandum is consistent with the *Taranaki CDEM Group Plan* and the *Group Financial Policy*.
5. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

6. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Appendix A: Budget Amendments.



TARANAKI
EMERGENCY MANAGEMENT

Budget Amendments Proposal

January 2023

TARANAKI CDEM GROUP



Documents management

Author Todd Velvin
Title Group Manager
Date

Reviewer Chris Whitehead
Title Operations Team Lead
Date

Authoriser Todd Velvin
Title Group Manager
Date

Version control

VERSION	CHANGES	DATE
V1.0		January 2023

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1. Purpose

To effectively manage Taranaki Emergency Management Office (TEMO) as a business unit. To provide better accountability to the CDEM group of budget requirements while meeting legal requirements under the CDEM Act 2002.

2. Current Situation

The existing budget for TEMO does not currently reflect the actual state of play. For example, from a shortfall in salary budget when at full staffing levels to individual line items for coding expenses. To provide clarity to the Coordinating Executive Group (CEG) and the Joint Committee (JC), it is a recommendation by TEMO to correct and realign budget figures.

This will provide better oversight for budgetary review and management.

3. Discussion

Options are proposed, and the bottom of the Financial break down for discussion.

Financial Breakdown

Current financial budget \$1,414,199 (Councils contributions)

Council Proposed Figures

2023/24

Council	Current 2022/23	Proposed	Increase
NPDC 40%	\$565,632.00	\$610,399.00	\$44,767
TRC 34%	\$480,787.00	\$518,838.00	\$38,051
STDC 18%	\$254,654.00	\$274,697.00	\$20,043
SDC 8%	\$113,126.00	\$122,079.00	\$8,953
Totals	\$1,414,199	\$1,526,013	\$111,814

2024/25

Council	2023/24	Proposed	Increase
NPDC 40%	\$610,399.00	\$661,638.00	\$51,239
TRC 34%	\$518,838.00	\$562,392.00	\$43,554
STDC 18%	\$274,697.00	\$297,737.00	\$23,040
SDC 8%	\$122,079.00	\$132,327.00	\$10,248
Totals	\$1,526,013	\$1,654,094	\$128,081

Budget Changes

Current Salary

Budgeted salary outgoings \$933,031

Current salary outgoings are \$965,946 (full team excluding Fixed Term GIS)

Difference of \$32,915

Requested Salary Budget

2023/24 Salary Budget \$1,036,043.14

2024/23 Salary Budget \$1,164,124.43

Salary Notes:

2023/24 Want to move the current TEMO administrator to an EA role for the Leadership Team due to increase workloads. Recruiting a 0.5 FTE for administration support to TEMO.

2024/25 Want to offer a full-time role to the GIS specialist, currently only fixed term. This is a highly skilled role, and hard to find skilled people in this space.

Salary budgeted figures also have allowed for a 3% inflation increase. This is not a minimum or maximum salary increase figure.

Budget Corrections

Reviewing line items and operational budgets has highlighted that no allowances have been made to several items. Therefore, adjusting several line items will see new budget added and several items also decrease. Highlighted below are these key changes.

New Items.

- Uniform \$5000
- Electricity \$3500
- Natural Gas \$300
- Building Maintenance \$3500
- Radio Telephones (VHF) \$7500
- Airfares \$4000
- Accommodation \$ 3000
- Taxis \$500
- Travel Incidentals \$500

The above items have had a zero value next to them. Adding value allows for better management and oversight of the budget.

Line Items to Change.

- Professional Services \$67,945 Increase to \$70,000
- Cleaning \$16,546 decrease to \$5000
- Landline \$10,240 deleted and covered in Internal charges (BTG)
- Diesel \$2560 Increase to \$4000
- Petrol \$1024 decreased to \$300

The current Operation Budget minus Salaries is \$98,315.00. Changes will increase to \$107,100.00, a difference of \$8,785.00.

Notes

- Currently carrying vacancies to ensure the budget is not overspent.
- The current proposal will see an 8% increase in councils' budgets for 2023/24 and again in 2024/25
- An increase does not account for an unforeseeable circumstance.

- The budget does not include any inflationary increases with internal charges. Or for additional services delivered, for example, website hosting.
- Any unspent budget will be presented to CEG and JC with recommendations which may include placing funds into reserves, council repayment, or allocating any significant project.

Options

Option A – Accept all changes and increase the budget from \$1,414,199 to \$1,526,013 for 2023/24 and \$1,526,013 to \$1,654,094.

Option B – Operational increase, salary realignment, and GIS salary for 2024/25. 2023/24 \$1,414,199 to \$1,455,899 and 2024/25 \$1,455,899 to \$1,552,899

Option C – Operation increase and salary realignment, \$1,414,199 to \$1,455,899



Date: 8th March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **NEMA Resilience Fund Application, Registration & Needs Assessment**

Author: Kaz Lawson, Group Welfare Manager

Approved by: Todd Velvin, Group Manager

Purpose

1. The purpose of this memorandum is to update the Taranaki Emergency Management Joint Committee (JC) with the proposed NEMA Resilience Fund Application for a Registration & Needs Assessment solution for Taranaki.

Executive summary

2. Registration and Needs Assessment provide the fundamental information and understanding about individuals, whanau and communities affected by an emergency and their associated needs. This is a dynamic process requiring ongoing collection, analysis, coordination, tasking, monitoring and management throughout response and into recovery.
3. The Registration & Needs Assessment (RANA) Project realised in February 2022 was to establish an interim welfare registration & needs assessment software application that would meet the regions needs while a national solution was being pursued with the agreement that if a national solution is agreed to be used sector wide in future, that will replace the interim solution, The National solution has not eventuated nor been agreed across the sector.
4. This funding application is to restore functionality lost, improve the current systems capabilities, and move into a Managed Solution that can be shared with other Groups/ organisations including Iwi. An external vendor who specialises in Power Apps, The SharePoint Agency

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum *NEMA Resilience Fund Application, Registration & Needs Assessment*
- b) notes and approves the content of this memorandum.

Background

5. RANA was originally developed by NPDC during COVID-19 response in March 2020. The original version collected data utilising survey 123 and case management was achieved with a bespoke Microsoft Access database.
6. Following this response, NPDC indicated that they would no longer support RANA in its current format.
7. In early 2021, an application, \$30,000.00 was made to the NEMA Resilience fund to establish an interim welfare registration and needs assessment software application. The scope included research and assessment of other solutions, off the shelf and bespoke nationally and internationally (nil found). Functionality of all that were interrogated were lacking RANA functionality in the case management and reporting platform.

Discussion

8. NPDC Business Technology Group (BTG) agreed to provide technical and functional enhancements as a solution for stability of the existing system (RANA). An external vendor was engaged (SPARK), to develop and implement. It was agreed that 'like for like' capability must inform decisions regarding development. A number of the requested enhancements were not realised, and some key functionality was lost during the project. The survey was moved to Power Apps.
9. Ongoing conversations across the country regarding NEMA development of AWHINA expressed concern of lack of engagement with groups or other stakeholders.
10. RANA, in its present state, has been presented as a possible national solution across 16 groups, Group Managers as well as Group Welfare Managers.

Decision-making considerations

11. Part 6 (Planning, decision-making, and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—LTP/Annual Plan

12. \$14,000.00 has been allocated from budget to restore offline collection capability that was lost in the move from Survey 123 to Power App.
13. TEMO/Local authority, in kind staff time to be allocated as the App owner or content administrator, project management and technical administration, for this project.
14. There are ongoing servicing and maintenance costs to support RANA, currently quoted by the contractor at 1480.00 (+gst) per month. No agreement has been negotiated or signed.
15. Microsoft 365 license fees are not included in the project scope/budget.

16. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its members adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

17. CDEM specific policy considerations, e.g. Group Plan (if any)
18. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Iwi considerations

19. This memorandum and the associated recommendations are consistent with the Group's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in its members adopted long-term plan and/or annual plan.

Legal considerations

20. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

Appendix 1: NEMA Resilience Fund Application - Registration & Needs Assessment.

Resilience Fund Application Form

This form provides the minimum information for the application. A detailed project plan should be developed to inform this application and may be attached.

Project title	Registration & Needs Assessment System Enhancement
Date of application	24 th January 2023
Details on application	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	Taranaki CDEM Group
Sponsoring CDEM Group	Taranaki CDEM Group
Other local authorities, Groups or organisations supporting this proposal	Taranaki Emergency Management Taranaki CDEM Group – Stratford District Council, New Plymouth District Council, South Taranaki District Council
Project description	
Executive summary <i>[200 words maximum]</i>	
<p>The aim of this project is to improve the capability and upgrade the current Registration & Needs Assessment system. Along with the improvements the system will be placed into a Power Platform Managed Solution which will allow it to be shared with other Groups or organisations.</p>	
Challenge/opportunity <i>[200 words maximum]</i>	
<p>RANA in its present form has been a journey across three years, with the initial development in response to COVID-19 in March 2020 when a bespoke Access Database was designed to collect coordinate and manage the needs of those affected. New Plymouth District Council withdrew support for the system in its current format prompting an application to the Resilience Fund in 2021 to investigate and develop an interim solution. The RANA platform replacement realised this objective.</p> <p>The next stage in this journey will see placement into a Power Platform Managed solution with the following enhancements to the Case Management modules,</p> <ul style="list-style-type: none"> • Duplicate detection • Simplified query • Tasking enhancement (with user access control for external agencies) • Flagging system • Enhanced invoice tracking & Financial summary information • Reporting features • Supplier information 	

<ul style="list-style-type: none"> • Secure close out and data storage • Step up ability within and across the system.
<p>Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) <i>[200 words maximum]</i></p>
<p>7. Safety and wellbeing of people is at the heart of the emergency management system</p> <p>8. Build the relationship between EM organisations and iwi/groups representing Maori to ensure greater recognition, understanding and integration of iwi/maori perspectives and tikanga in emergency management.</p> <p>Improve the information and intelligence system that supports decision-making in emergencies to enable informed, timely and consistent decisions by stakeholders and the public.</p>
<p>Alignment with Principles and Allocation Preferences <i>[200 words maximum]</i></p>
<p>This project aligns with the following aspects of the Taranaki Group Plan:</p> <p>Core Purpose – We deliver professional disaster risk & emergency management for Taranaki.</p> <p>Core Values – Collective responsibility, unified approach, organisational resilience</p> <p>Goals – 3. Organisational Resilience – we build resilience into organisations and plan for the impacts from disaster and ensure our systems and arrangements are fit for purpose.,</p> <p>6. Response and Recovery – we enable well managed effective responses, and we support the community’s journey of moving on from the impacts of disasters.</p> <p>.</p>
<p>Application of outcomes/benefits to sector <i>[200 words maximum]</i></p>
<p>The outcomes of this project will benefit our community most importantly through the ability to collect, analyse and manage needs that</p> <p>Enhancements and placing the system into a Power Platform Managed solution will provide options for sharing with other CDEM groups and organisation such as Iwi, Federated farmers, Rural Support trust etc. We recognise the importance of integrated effort, partnership and collaboration within the CDEM sector agencies in order that we can function at a high-level during disaster or emergency. Our mahi is supported by our partner agencies around the rohe and other CDEM groups across the motu.</p>
<p>Ongoing costs (post-project) and how it will be funded <i>[200 words maximum]</i></p>

<p>Ongoing Maintenance to support the package and ensure effort can be attributed to ongoing testing and maintenance. This would also cover any issues with Microsoft updates to the platform or other issues identified.</p> <p>An annual cost is being negotiated to continue support and maintenance of this product. The service delivery contract has not been agreed but estimates range from \$1000 to \$1400. This ensures a fit for purpose with highly trained personnel to deliver in response.</p>		
Project design		
Project manager	Kaz Lawson	
Other project members	Val De Feo, Lanne Torres (NPDC BTG) – systems and technical	
External providers/contractors	The Sharepoint Agency	
NEMA resource (if needed)		
Deliverables <i>[Note: payments will be made after successful completion of milestones identified]</i>		
Key milestones	Date for completion	Cost (invoice amount)
Installation of survey Power app to CDEM Taranaki Microsoft 365 site	Feb 28 2023	\$16500.00
Upgrade current system in Managed Solution	May 2023	\$17600.00
Enhancements <ul style="list-style-type: none"> • Duplication • Archive • Tasking • Stats & Reporting • GIS Integration 	June 23	\$12320.00
Workshops and Training Deliver SOP	July 23	\$5280.00
Identified risks		
Risks	Suggested mitigation / management	
Funding request and use		

CDEM Resilience Fund contribution	\$35,200.00		
Local authority / organisation contribution	\$20,000.00, and in-kind staff time for project leadership, site owner responsibility and technical site administration		
Other sources of funding or support	No other sources secured at this point but several other CDEM groups wish to support and use the product.		
Budget <i>[please supply spreadsheet]</i>	\$51,700.00 – see above project deliverables		
Applies if application exceeds \$100,000 over the life of the project	Are you prepared to attend an interview in support of this application (if needed)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application confirmation			
Is this application from an individual or other organisation		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the CDEM Group support this application? <i>[sign off below confirms support]</i>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding]	Name:		
Approval of CEG Chair	Name:		
All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair			
CDEM Group comment			
Welfare needs assessment capability is critical to response. The ongoing development of a consistent solution for Taranaki – and other groups – is a priority. This solution will allow us to share this system other groups and organisations.			

Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA at resilience.fund@nema.govt.nz

NEMA Assessment [internal use only]		
Principles	Yes	No
Local / regional focus	<input type="checkbox"/>	<input type="checkbox"/>
Values the role of Māori in the Emergency Management System	<input type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input type="checkbox"/>

Allocation Preferences		
Alignment with NDRS	<input type="checkbox"/>	<input type="checkbox"/>
Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations	<input type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions / CDEM Groups	<input type="checkbox"/>	<input type="checkbox"/>
Supports national consistency	<input type="checkbox"/>	<input type="checkbox"/>
Wider funding / resource commitment	<input type="checkbox"/>	<input type="checkbox"/>
Build on existing work	<input type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input type="checkbox"/>
Capital expenditure (Capex)	<input type="checkbox"/>	<input type="checkbox"/>
Other		
Application from individuals or other organisations endorsed/sponsored by CDEM Group		
NEMA Subject Matter Expert Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Regional Emergency Management Advisor Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>

NEMA Review Panel Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Director Decision Sign-off	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
Director of Civil Defence Emergency Management		

Appendix A Report Template

CDEM Resilience Fund Project Status Report		Date: DD MMMM YY	
Project title			Project number
Project manager		Contact details	
Executive summary of status			
Progress of deliverables			
Milestones	Status (on track, delayed, etc.)	Progress this quarter and next steps	

Identification of any issues (actual or potential)					
	Issue		Mitigation		
Schedule					
Staff resources					
Budget					
Dependencies					
Stakeholders					
Quality					
Other					
Budget					
Activity	Expenditure to date	Budget to date	Full year budget	Budget forecast	Variance

Comment on variance		
Confirmation		
I confirm the status report is accurately reflected and the invoice amount is correct.		
Project Manager	Chief Executive	CEG Chair
Comment by Resilience Fund Coordinator		



Date: 8th March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Approval to commence an interim review of the Taranaki Civil Defence Emergency Management Group Plan (2018-2023)**

Author: Chris Whitehead, Operations Lead, TEMO

Approved by: Todd Velvin, Group Manager, TEMO

Purpose

1. This memorandum seeks approval from the Taranaki Emergency Management Joint Committee (JC), to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan.

Executive summary

2. The Taranaki CDEM Group Plan (2018 - 2023) came into effect on the 19th of June 2018. There is a statutory requirement for a review of the Group Plan to commence if it has been operative for five years or more (Sec 56(1) CDEM Act 2002). Following a review, the Group "...may amend or revoke and replace the plan or leave the plan unchanged" (Sec 56(3) CDEM Act 2002).
3. National Emergency Management reforms (Trifecta programme) may trigger updates to the Taranaki CDEM Group Plan, particularly once new legislation is enacted. While no timeline is available, legislation is currently before the house of representatives awaiting its first reading.
4. In anticipation of legislative change in late 2023 or 2024, an interim review (Option 3) is recommended by the Taranaki Emergency Management Office (TEMO), thereby ensuring the Group Plan remains fit for purpose pending legislative reform.
5. An interim review aims to extend the life of the current group plan past June 2023 with a focus on maintaining accuracy, practicality, coverage, and coordination in compliance with current legislative arrangements.
6. The interim review will incorporate a hazard and updated risk assessment for Taranaki. Toa Consulting Ltd have been engaged by TEMO to facilitate the risk assessment process.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum 'Approve to commence an interim review of Taranaki Civil Defence Emergency Management Group Plan (2018-2023)'
- b) notes the content of this memorandum.
- c) approves Option 3 - A limited interim review and update of the current Group Plan (inclusive of the updated risk assessment process) commencing in March 2023.
- d) approves public notification of the planned interim review as outlined in the communications plan (appendix 'D').
- e) notes TEMO's intention to commence a full review and update to the Group Plan once the proposed CDEM legislation is enacted.

Background

7. The Taranaki CDEM Group Plan sets out the vision, goals, and high-level arrangements for CDEM activity across Taranaki. Group Plans are a statutory requirement of CDEM Groups under Section 49(2) of the CDEM Act 2002.
8. The Group Plan provides for effective response and recovery from major emergencies and disasters through a focus on risk reduction, readiness, response, and recovery (4R) activities across Taranaki including:
 - Identifying Taranaki's major hazards and risk profile.
 - Clarifying expected roles, responsibilities, and functions of all parties contributing to civil defence emergency management.
 - Encouraging cooperative planning and action between the various agencies and the Taranaki community, and
 - Outlining the high-level objectives/actions for the group and its partners over the next five years.
9. In June 2018, the Taranaki CDEM Joint Committee approved the current Group Plan, which took effect from 19th June 2018. There is a statutory requirement for a review of the Group Plan to commence if it has been operative for five years or more (Sec 56(1) CDEM Act 2002).
10. The review process is outlined in the current Group Plan (p64). In summary, it consists of a high-level examination of the plan to ensure accuracy, practicality, coverage, and coordination. This would ordinarily commence prior to the five-year anniversary of the plan.
11. The CDEM Act 2002 advises that at the completion of a review, the group has three options - they "may amend or revoke and replace the plan or leave the plan unchanged." (Section 56(3) CDEM Act 2002).
12. As part of the review, the Taranaki CDEM Group will re-assess the current hazards listed within the Group Plan.

Discussion

National Emergency System Reform

13. In 2019, the National Emergency Management Agency (NEMA) was established to reform New Zealand's emergency management system.
14. Subsequently, there are changes pending to the key structures guiding emergency management in New Zealand – known as the Trifecta Programme (see appendix 'A').
15. Proposed changes include.
 - A new Act to replace the Civil Defence Emergency Management Act 2002.
 - A national plan and guidance that will replace existing plans and guides developed in 2015.
 - A new delivery road map for the National Disaster Resilience Strategy.
16. Given the pending changes within the CDEM sector from these reforms, it is anticipated that the current Taranaki CDEM Group Plan may need significant updating in the future.
17. Initiating a full review and update of the current group plan under existing frameworks is not recommended as it won't reflect the statutory intent of the proposed legislation that will guide the Group Plan moving forward.

Group Plan update - Option analysis

18. Of the four options outlined (appendix 'B'), TEMO recommends option 3.
19. This option involves a limited interim review and update commencing in March 2023. The aim is to extend the life of the Group Plan past June 2023, focusing on maintaining Group Plan accuracy, practicality, coverage, and coordination whilst incorporating an updated hazard risk assessment.
20. This option will ensure the Group Plan remains fit for purpose until the national emergency management system reforms are known, particularly any updated legislation.
21. A high-level project timeline for the interim Group Plan review and consultation is attached (appendix 'C').
22. The decision to review the Group Plan triggers a requirement for public notification pursuant to Section 52(1)(a) of the CDEM Act 2002. A communication plan has been developed for this purpose (appendix 'D').

Understanding and managing risks

23. As risks constantly evolve with hazards, the community's awareness, and tolerance for them is also likely to change over time. To ensure effective risk management, it is essential to understand the contemporary hazardscape and the associated risk environment within the Taranaki region.
24. As part of the Group Plan review process, an updated risk assessment and analysis process will be undertaken. TEMO have engaged Toa Consulting LTD to facilitate the risk assessment process in accordance with the Director General's Guidelines for risk assessments – DGL 23/22.¹
25. The risk assessment aims to “identify the most challenging scenarios a Group may face, and to identify opportunities for addressing vulnerabilities or exposures common to more

¹ [Risk-Assessment-Guidance-for-CDEM-Group-Planning-Directors-Guideline-DGL-2322-PDF-3.03MB.pdf \(civildefence.govt.nz\)](#)

than one hazard. Its intent is to provide a shared understanding that can be used to discuss gaps and opportunities and priorities for civil defence across all 4R's, with a particular focus on the actions and activities that will be outlined in the CDEM Group Plan."²

Decision-making considerations

26. Part 6 (Planning, decision-making and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—Long Term Plan/Annual Plan

27. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its member's adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

28. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Iwi considerations

29. This memorandum and the associated recommendations are consistent with the Group's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the *Local Government Act 2002*) as outlined in its member's adopted long-term plan and/or annual plan. Similarly, iwi involvement in adopted work programmes has been recognised in the preparation of this memorandum.

Legal considerations

30. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Appendix A: Regulatory Framework Review (Trifecta Programme).

Appendix B: Group Plan options analysis.

Appendix C: High level project plan and timeline.

² Ibid, p11.

Appendix D: Public notification of Group Plan review – Initial communication plan.

Appendix 'A' – Regulatory Framework Review (Trifecta) Programme



Building a modern and inclusive emergency management system

Regulatory Framework Review (“Trifecta”) Programme

The Regulatory Framework Review Programme will build a modern, fit-for-purpose, and enduring framework for the emergency management system so that:

- communities better understand the risks they face and are better prepared to respond to and recover from emergencies
- iwi and Māori participation is recognised, enabled and valued
- the emergency management system is well-coordinated, high-performing and enjoys widespread trust and confidence
- the impacts of emergencies on people, the economy and the environment are reduced.

How we’re building the framework

In late 2020, the National Emergency Management Agency established a new Policy Unit to lead the Regulatory Framework Review Programme to bring together three projects that will enable New Zealand to achieve its emergency management system reforms.

We are building on previous work, including the development of the National Disaster Resilience Strategy and the Government’s response to a Technical Advisory Group’s report into how New Zealand responds to natural disasters and other emergencies.

We are drawing on a wide range of expertise across central and local government, and the emergency management sector, including Māori advisors through the Ministerial Advisory Committee on Emergency Management.

Insights from the 2021 National Emergency Management Conference – Hui Taumata o Te Uepū Whakahaere Haumaruru and a stakeholder survey also inform our work.

Continuing engagement

Engagement is happening in layers according to the different roles played by the Bill (enabling activity), Plan (planning activity), and Roadmap (change activity).

There will be targeted engagement for the remaining issues for the new Emergency Management Bill in late 2021 and early 2022, as well as the public submission process as the Parliamentary Select Committee considers the Bill in 2022.

Broader engagement to develop the Roadmap for the National Disaster Resilience Strategy, and the review of the National CDEM Plan and Guide will start in early 2022, and continue throughout the year.

The Trifecta Programme brings together three projects:



Develop a new Emergency Management Bill

A new Emergency Management Bill, that builds on what already works, is required to implement the changes required to modernise existing emergency management structures and make them fit-for purpose.

Our objectives are to achieve a new Act for emergency management, which:

- reflects the place of the Treaty of Waitangi in emergency management
- provides for greater recognition of the “4 Rs” – risk reduction, readiness, response, and recovery
- is informed by the views of the emergency management sector, iwi and Māori, and the community
- is part of a consistent, coherent, and streamlined overarching emergency management legal framework
- is consistent with modern legislative design and fit for purpose for end user and sector needs.



Review of the National Civil Defence Emergency Management Plan and accompanying Guide

The Plan sets out the roles and responsibilities of everyone involved in reducing risks, preparing for, responding to and recovering from emergencies. The Guide provides additional information and operational arrangements.

Our objectives for the review are to:

- update and enhance current planning arrangements, including incorporating lessons identified through emergency responses, recoveries and reviews
- ensure the form and function is fit-for-purpose and aligned with the emergency management planning framework.
- ensure roles and responsibilities across the 4 Rs are clearly defined, communicated, and well understood.



Develop a Roadmap for the National Disaster Resilience Strategy

The Strategy outlines the vision and long-term goals for civil defence emergency management in New Zealand.

The Strategy sets three priorities for the next ten years to improve our nation’s resilience to disasters:

1. Managing risks
2. Effective response to and recovery from emergencies
3. Enabling, empowering, and supporting community resilience

The Roadmap will detail how to achieve these changes. It will identify the key actions required to shift from our current to our target state and describe the work required to deliver the key shifts.

The Roadmap’s emphasis will be on work to be done over the next three to five years (and will be updated over time).

Contact Us

For further information or queries please contact: Trifecta@nema.govt.nz

Appendix 'B' – Group Plan Options Analysis

Option	Action	Summary	Advantages	Risks	Compliance with CDEM Act 2002
1	Do nothing	<ul style="list-style-type: none"> Leave Group Plan unchanged. 	<ul style="list-style-type: none"> Nil. 	<ul style="list-style-type: none"> Review lawfully required to commence before 18 June 2023. Review ensures Group Plan complies with CDEM Act 2002. Consistency with various director's guidelines. 	No
2	Defer update	<ul style="list-style-type: none"> Group Plan updated once national reforms are implemented. 	<ul style="list-style-type: none"> Potentially just one review and update to the Group Plan required. Single public consultation. 	<ul style="list-style-type: none"> If reforms are not ready by 18 June 2023 a review will still need to be commenced utilising the current statutory framework. 	No
3	Limited interim review	<ul style="list-style-type: none"> Initiate an interim review. Focus on alignment with current legislative arrangements (CDEM Act 2002, national plans etc). 	<ul style="list-style-type: none"> Group Plan updated to ensure currency and continuation. Full plan update (including strategic objectives) to be informed by national reforms in due course. Updated hazard risk assessment commenced. 	<ul style="list-style-type: none"> Two Group Plan reviews will be required (resource intensive). Strategic objectives will remain unchanged until reforms are implemented (time unknown). 	Yes
4	Full review	<ul style="list-style-type: none"> Initiate full review focused on Group Plan alignment with current legislative arrangements. Development of new strategic goals. 	<ul style="list-style-type: none"> Plan remains current and fit for purpose until such time as regulatory reforms are initiated. New five-year strategic goals are set in June 2023. Single public consultation period. Updated hazard risk assessment commenced. 	<ul style="list-style-type: none"> Unknown date for regulatory reforms to come into effect. Group strategic outcomes may be inconsistent with national reforms. Review and update required to be undertaken twice. 	Yes

Appendix 'D' – Public notification of Group Plan review – initial communications plan

Consultation	Mode	Date required	Responsibility
Coordinating Executive Group	Memorandum	February 2023	Chris Whitehead
Joint Committee	Memorandum	February 2023	Chris Whitehead
NEMA	Email	February 2023	Chris Whitehead
Formal Public Notification	Joint Committee Minutes (Public notification)	February 2023	Joint Committee Secretariat
Social Media notification	TEMO Facebook post	February 2023	Olivia Conley
	TEMO Twitter post	February 2023	Olivia Conley
	TEMO Website post	February 2023	Olivia Conley

Public Messaging

“The Civil Defence Emergency Management Act 2002 requires Taranaki Civil Defence Emergency Management (TEMO) to review its Emergency Management Group Plan for the region every five-years. As a result, a review and update of Taranaki’s Civil Defence Emergency Management Group Plan (2018 – 2023) will start in March 2023. This review will produce an interim Group Plan which will be released to the public who will be invited to provide feedback through a submission process.

An interim plan will be produced due to Central Government and the National Emergency Management Agency being part way through a national emergency management reform programme. Once the reform programme is complete, TEMO will update its interim plan to reflect any new legislation that may be passed by central government.

Once the national reforms have been woven into TEMO’s Emergency Management Group Plan, the public will also be invited to make comments on this plan by way of a submission process.”



Date 8th March 2023

Committee: Taranaki Emergency Management Joint Committee (JC)

Subject: **Website Replacement for Taranaki CDEM Group**

Author: Olivia Conley, Marketing & Communications Advisor

Approved by: Todd Velvin, Group Manager, Taranaki Emergency Management Office (TEMO)

Purpose

1. The purpose of this memorandum is to seek approval to replace and upgrade the website for the Taranaki Emergency Management Office.

Executive summary

2. The current website is old and not fit purpose to communicate effectively to the Taranaki Community.
3. The purpose of this replacement is to ensure TEMO has a modern fit for purpose window to the Taranaki Community. Effectively communicating messages in business as usual (BAU) work and more importantly in response to any event affecting Taranaki.
4. Currently is identified as a risk to reputation and potential significant impacts to communities with poor information.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the Memorandum *Website Replacement Project for CDEM Group*
- b) receives and notes options 1 to 3 in Website Project report, page 6 to 7.
- c) approves option 2 for the Website Project for Taranaki CDEM Group.

Background and Discussion

5. Three options proposed in the attached report, Appendix A
6. TEMO are recommending Option 2 for \$115,829. This

Funding – NPDC to fund from CAPEX to OPEX. Loan will be over three years.

Financial considerations—LTP/Annual Plan

7. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies and its members adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

8. This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by Taranaki CDEM under various legislative frameworks including, but not restricted to, the Local Government Act 2002, the Resource Management Act 1991, Local Government Official Information and Meetings Act 1987 and the Civil Defence Emergency Management Act 2002.

Iwi considerations

9. TEMO will consult with Iwi/hapu around context and wording during the construction phase of the website.

Legal considerations

10. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

1. Website Upgrade Report



TEMO website upgrade

January 2023

TARANAKI CDEM GROUP



Documents management

Author Olivia Conley
Title Marketing and Communications Advisor
Date January 2023

Reviewer Kaz Lawson
Title Community Resilience Team Leader
Date January 2023

Authoriser Todd Velvin
Title Group Controller
Date January 2023

Version control

VERSION	CHANGES	DATE
V1.0		July 2022
V2.0		January 2023

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Section 5.0 Other considerations	
Section 6.0 Appendix	

Executive summary

The current TEMO website went live in 2016 and is no longer fit for purpose. Website analytics (appendix 1) suggest that the design has become counterintuitive, contributing to a negative user experience and difficulties finding information. The long-term risk of this could mean our communication is affected during a response ultimately damaging our reputation. The analytics also indicate the website has difficulties hosting large amounts of traffic during surges.

TEMO has worked through a process with New Plymouth District Council (NPDC) and Effect (web development agency) to: develop a business case (*Taranaki Emergency Response Office Website Redevelopment* produced by NPDC, January 2022) and to; identify what content is required on the new website (*Website Requirements Specification* produced by Effect, January 2022). These processes included stakeholder and focus group consultation and a proposed budget.

The original business case prepared by Sam Schumacher of NPDC stated:

Redeveloping the TEMO website will provide opportunities to:

- *Build and strengthen the TEMO brand/reputation and its public engagement/participation.*
- *Customise the website architecture to ensure capability to manage a traffic surge of over 100,000 site visits an hour if the region needs to respond to an emergency event. A large volcanic event would also attract visitors from other regions in NZ, as well as overseas.*
- *Improve the likelihood of the Taranaki community being ready and prepared to safely respond to an emergency.*
- *Streamline NPDC website technologies by moving to preferred platform of Azure with Umbraco CMS.*
- *Improve time efficiencies and staff satisfaction accessing the website.*
- *Reduce ongoing licencing and maintenance costs.*

The procurement strategy is to sole source an existing vendor with whom NPDC has a proven relationship, existing service agreement, and a track record of successful website projects with NPDC and other CDEM organisations across New Zealand. This approach was approved by the Procurement Team.

Whilst the detailed business case was comprehensive and robust, the cost to implement the recommendations is prohibitive to TEMO. TEMO's goal was to identify ways to build a new website cost effectively.

After further discussions between TEMO, NPDC, and Effect, Effect prepared a revised *Website Requirements Specification* document which was presented to TEMO in June 2022. This shows it is possible to build a new website for circa \$90,000. To do so would result in a website that includes only the basic must have components and it could not be hosted by NPDC. For these reasons this option is not considered the best approach.

Building the website for the cheapest possible option, would require TEMO to work directly with Effect and NPDC **would not** play any further part in developing, or hosting the website, and NPDC **would not** provide any ongoing support in the future. This is due to NPDC only being able to host and support websites which it has participated in project managing due to its internal quality control requirements and processes.

1.0 Hosting of website

When developing a new website consideration must be given to where it will be hosted. Two options were considered for hosting of the TEMO website:

- 1) NPDC hosts the website (preferred option).
- 2) Effect hosts the website.

Analysis of benefits and risks of both options determined it is desirable for NPDC to host TEMO's website due to: its capability and credibility; understanding of TEMO's needs; prior involvement in the project; existing partner relationship; and its ability to support the website during a response.

A major benefit of NPDC hosting the website is having NPDC's IT team supporting the website during times of response. It is likely that NPDC will provide a layer of support and protection which another hosting company (Effect) could not achieve. The only benefit of having Effect host the website is the ability to save NPDC's fee of \$25,200 for services provided during the building of the website. This saving is not enough to outweigh the benefits of having NPDC host the website.

To deliver on internal and external users, stakeholders, and the community's needs and expectations it is recommended the middle budget option is taken at \$115,736. This approach includes all the must have elements, plus some improvements e.g some text translated into Te Reo and \$25,200 for NPDC's fees for service delivery and project managing specific elements of the project.

2.0 Recommendation

Approve a budget of \$115,736 excl GST to build TEMO's new website (detailed budget below). Engage Effect to develop the new TEMO website. The appropriateness, capability, and credibility of Effect has already been established. Effect is NPDC's preferred web development agency. TEMO has a strong relationship with Effect.

3.0 Project Costs

Style & Set Up CDEM template site				
Effect has an existing template website designed specifically for CDEM groups. This will be styled to suit TEMO's requirements. Costs to establish and style the template site are provided below:				
			Chosen option	
	Priority	Must haves only	Must haves + nice to have	Everything on wish list
Design TEMO web style guide <ul style="list-style-type: none"> • Colour palette • Navigation map – homepage • Font • Iconography – (Hazards, impacts, Get Ready sections) • Promotional banner/tile styles 	Must have	\$8,910	\$8,910	\$8,910
Development & Testing <ul style="list-style-type: none"> • Setup Site • Apply agreed styles • User training • Browser and device testing 	Must have	\$18,120	\$18,120	\$18,120
Customisations				
During the discovery phase of this project, a number of customisations to Effect's existing CDEM template site have been identified. Costing for these are provided below.				
CUS 1. MetService CAP feed integration <ul style="list-style-type: none"> • Automate weather warnings as alerts on the homepage, district page & alerts page 	Must have	\$1,740	\$1,740	\$1,740
CUS 2. Get Ready Quiz <ul style="list-style-type: none"> • Short informative quiz to engage users on preparedness. • Editable by content administrator to suit different user groups 	Nice to have		\$13,195	\$13,195
CUS 3. Get Ready Section - Option 1 <ul style="list-style-type: none"> • Create Get Ready landing page • Minor review of Get Ready page template to accommodate quiz 	Must have either CUS.3 option 1 or 2	\$5,655		\$5,655
CUS 3. Get Ready Section - Option 2 <ul style="list-style-type: none"> • Create Get Ready landing page • Full review of Get Ready page template to better accommodate Rural ready stories & content • Will also include inclusion of quiz 			\$8,455	\$8,455
CUS 4. Recovery Section <ul style="list-style-type: none"> • Design & develop recovery section template 	Must have	\$10,150	\$10,150	\$10,150

<ul style="list-style-type: none"> Design & Develop navigation to these from homepage when in Recovery mode 				
CUS5. Lifelines Member Area Design & develop Lifeline members area <ul style="list-style-type: none"> Login Profile Document library Contacts 	Nice to have			\$14,065
CUS 6. Allow for content to be translated <ul style="list-style-type: none"> Design and development to allow for Te Reo translation to be applied to all pages except the Response page 	Nice to have		\$9,860	\$9,860
CUS 7. RANA Rapid Needs Web Assessment Form <ul style="list-style-type: none"> Development of customised Umbraco form to collect geolocation data from users self-identifying as having welfare need Assumption is the user doesn't need to setup an account -the form is click and forget Develop workflow to transfer data from self-referred welfare needs to RANA SharePoint list 	Must have			\$10,730
	TOTAL EFFECT COSTS	\$55,305	\$70,430	\$100,880
	TOTAL NPDC COSTS	\$25,200	\$25,200	\$25,200
	TE REO	\$5,000	\$5,000	\$5,000
	15% contingency	\$13,392.75	\$15,199	\$19,662
	TOTAL EST COSTS	\$102,677	\$115,829	\$150,742

4.0 Excluded ongoing charges

Future monthly hosting charges, tech support, and maintenance costs are not included in the proposed budget for building the new website.

Hosting, licencing fees, and maintenance costs are estimated by to be around \$21,000 p.a, to be included in internal charges. These new costs must be budgeted annually for TEMO. *Yet to be confirmed by NPDC.

Going forward, further development costs must be incorporated into annual budgets e.g. RANA developments and translation into other languages.

Any work required to integrate RANA into the new website will need to have a separate project between TEMO and Effect.

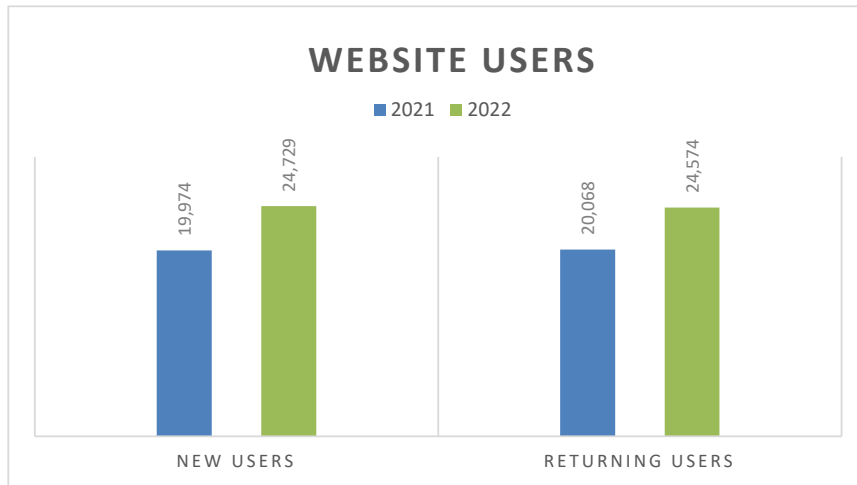
5.0 Other considerations

Topic	Considerations	Options
Translation of text into Te Reo	<p>If all text is translated into Te Reo, every time the website is edited a translation will need to be done > encuring costs at \$1.80 per word.</p> <p>As an example, NPDC's website only has headings translated along with the web page about the Iwi team.</p> <p>Some graphics and downloadable resources in Te Reo are available from NEMA and will be incorporated into the new website. This will increase the presence of Te Reo on the website.</p>	<ol style="list-style-type: none"> 1) Only translate headings and marae Get Ready pages @ a cost of \$5,000. Additional translation to occur when budgets allow. This is the recommended option. 2) Translate entire website at an estimated cost of \$22,000 + and provide ongoing budget of \$1.80 per word for text updates.
Staff resourcing	<p>To enable NPDC to reduce its input into the project and the subsequent fees the work NPDC will not do must be picked up by someone else.</p>	<ol style="list-style-type: none"> 1) TEMO allocates 20 hours per week for marketing/comms advisor to work on the project. This is the recommended approach. 2) Pay \$207,000 for NPDC to do all the work in relation to developing the new website in partnership with Effect.

6.o Appendix One

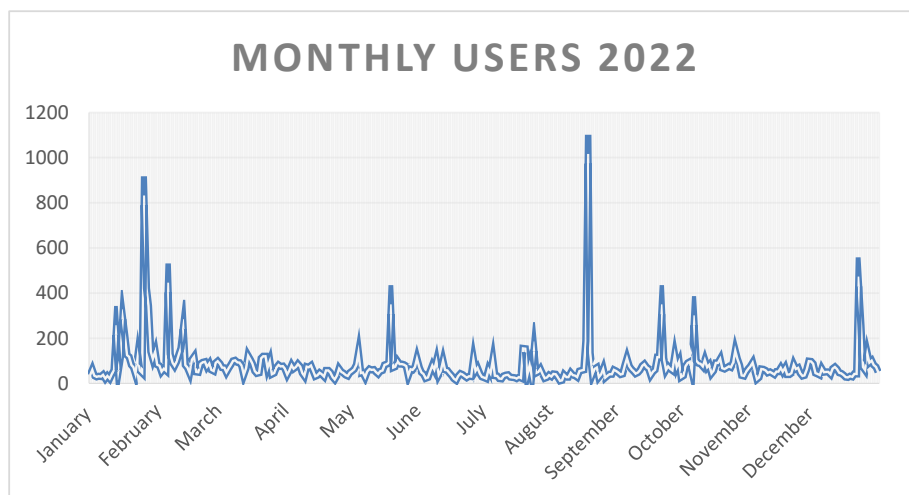
How many users have been on the site?

In 2022 the Taranaki Emergency Management website saw a 22% increase in returning users and 24% increase in new users to the site compared with 2021.



When do people use the site the most?

During 2022 the website experienced peak traffic in alignment with campaigns and weather events.

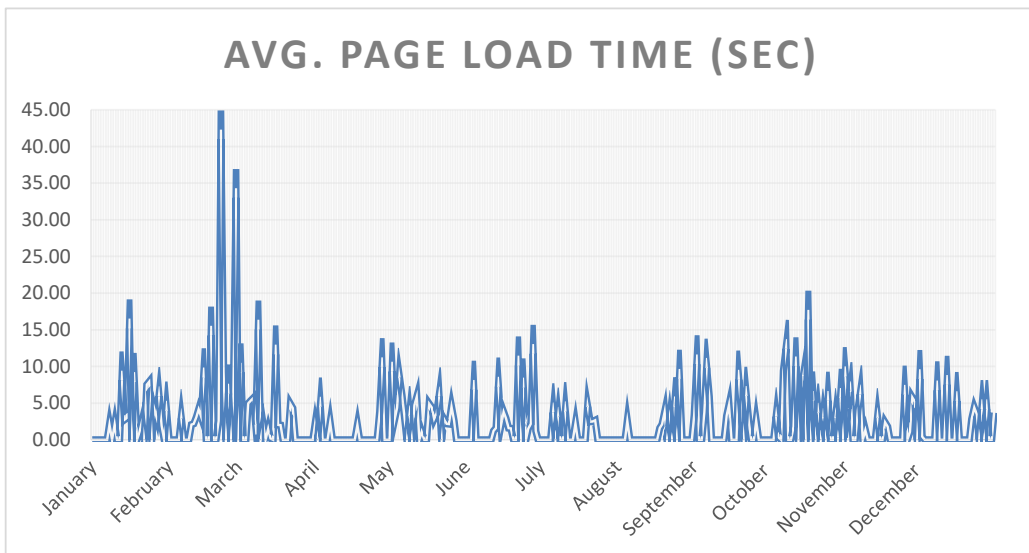


High traffic times	Likely reasoning
26-30 January	A Facebook post was shared with the new series of volcano infographics.
6-13 February	Weather event
19-20 February	Weather event
21 – 24 December	Weather event

Impacts to user’s experience on current website

- When the weather events occurred from the 6-20 February the site experienced an increase in traffic. The average load time per page spiked increasing from 2.57 seconds to a maximum of 40.98 seconds during this time period. This indicates the site is having difficulty hosting a high number of visitors.

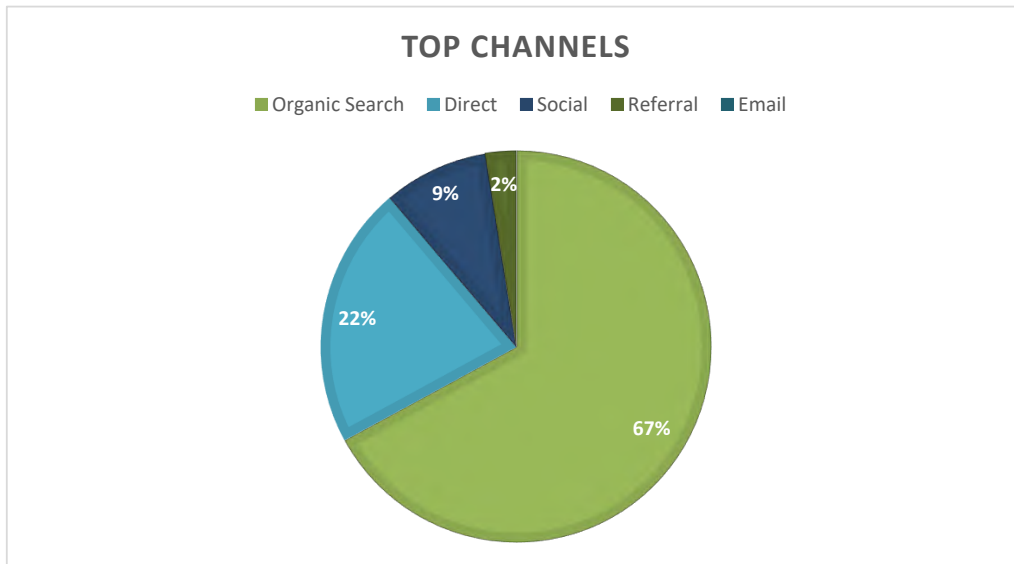
The average load time per page should sit around 2.5 seconds on desktop and 8.6 seconds on mobile.



Where is the traffic coming from?

In 2022, 89% of traffic came to the website through organic search or direct channels (see definition for each channel in table below).

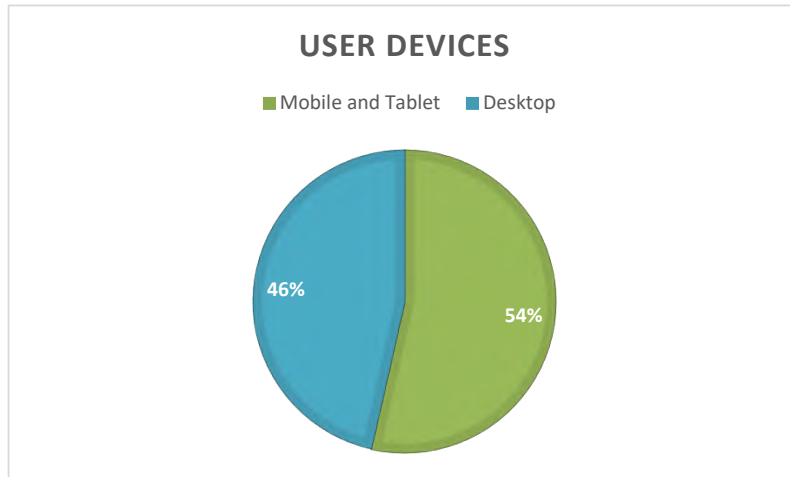
This indicates that approximately 90% of traffic is navigating to the site with the intent to be there.



Channel	Definition
Organic Search	Traffic that comes through search engine results e.g. when a person googles the website.
Direct	Traffic that is most often the result of entering a url into browser or accessing a bookmark directly
Referral	Traffic that comes to website through another source, like a link. e.g. GNS Volcanoes web page
Social	Traffic coming from social media platforms
Email	Traffic that came from email message

What devices are users using?

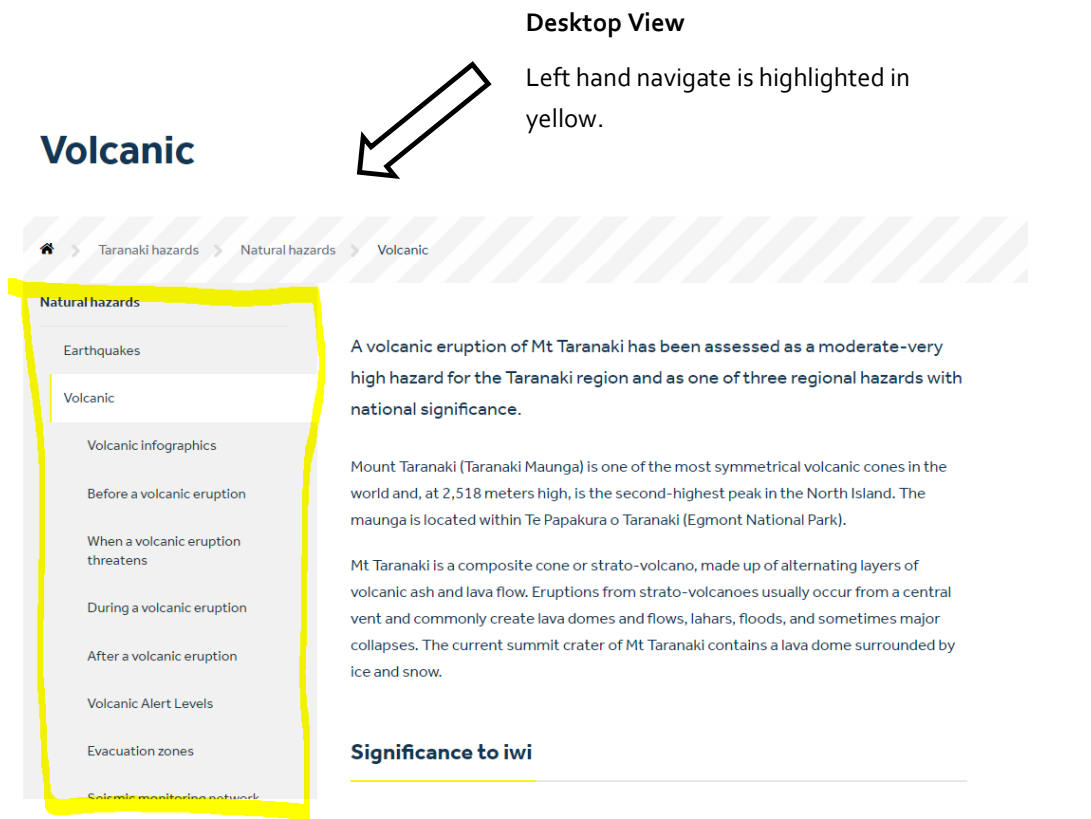
Within the last year 53% of website traffic was mobile users and 46% was desktop users.



Possible impacts to user experience with current website

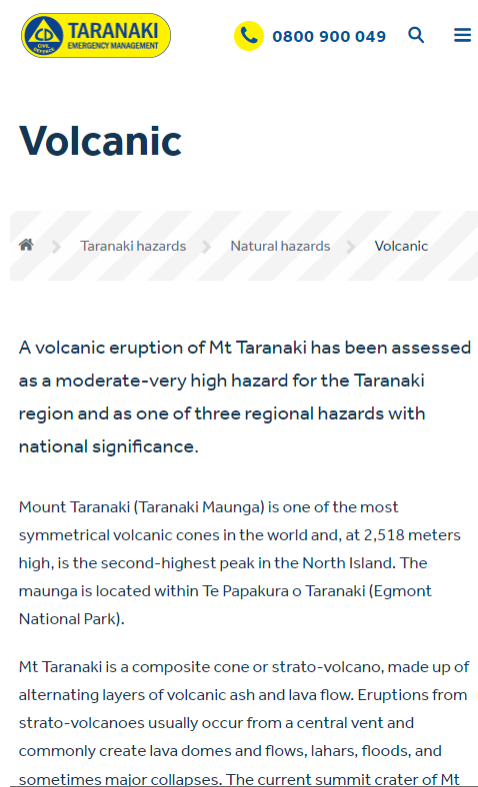
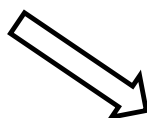
- Currently the site is not designed to benefit mobile users. For example, in mobile view users lose easy access to the left hand navigate. See visual below.

Example of the same web page on desktop vs mobile



Mobile View

The left hand navigate disappears completely. It can only be found by expanding four addition menus inside the burger menu in the top right corner.



Overall bounce rate

Bounce rate is the percentage of visitors to a particular website who navigate away from the site after viewing only one page. A bounced session has the duration of 0 seconds.

In 2022 the bounce rate for the site was 78.65% this is a 1% increase from 2021. The average bounce rate for 2023 is currently sitting at 85%

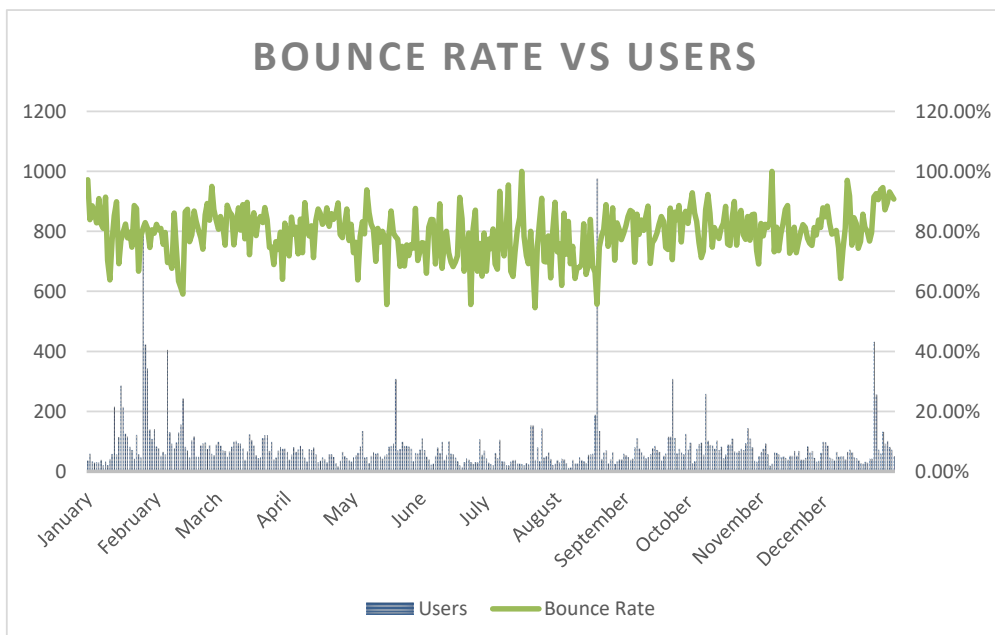
Average bounce rate should be between 20-40% generally anything over 70% is an area for concern.

Cause for high bounce rates

- Bad user experience, people are struggling to find what they'll looking for
- Counterintuitive website design and inaccessible navigation system
- Website or specific pages take too long to load

Causes specific to Taranaki Emergency Management website

- The website is not designed for mobile.
- The average bounce rate for mobile users is 83% compared to 74% for desktop users and the average session duration for mobile users is 42 seconds compared with 2.30 minutes for desktop users. Indicating there may be difficulties finding information.
- During an event the bounce rate decreases which could indicate that people are visiting the website to find information however it is only during a weather event etc that they are willing to spend the extra time navigating to what they want.





Date: 8th March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Approval to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)**

Author: Valerie De Feo (Systems and Technology Advisor - TEMO)

Approved by: Todd Velvin, Group Manager

Purpose

1. The purpose of this memorandum is to seek approval from Taranaki Emergency Management Joint Committee to update the Security Classification Protocols for information and data managed by the Taranaki Emergency Management Office (TEMO).

Executive summary

2. TEMO intends updating its security classification protocols to improve classification level assessment and related security requirements.
3. Alignment of the TEMO's security classification system to the New Zealand Government protocols, helps ensure more appropriate and consistent data handling procedures across the sector and with Central Government agencies.
4. This process has been designed to enable it to be applied in the future to all information managed and handled across TEMO.

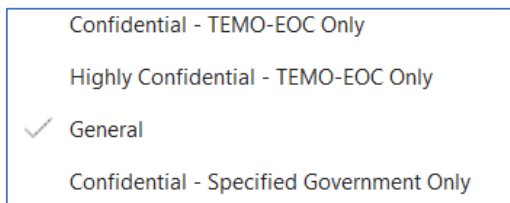
Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum "Endorsement to update Security Classification Protocols for the Taranaki Emergency Management Office (TEMO)"
- b) notes TEMO's intention to apply the updated security classification protocols
- c) approves the updated security classification protocols outlined in appendix 'A'.

Background

5. All information requires appropriate security consideration and protection. Local Government agencies must consider the nature and value of the information they're managing, and the measures required to protect it.
6. TEMO's Information is managed from a secure drive and information technology suite, administered by the New Plymouth District Council. This cloud-based environment is made available to TEMO staff and reduces the risk of sensitive information being accessed without permission.
7. TEMO intends to align their information security processes with those outlined in the New Zealand Government Information Security Classification System.
8. Below are the current TEMO security labels available in the Microsoft Suite. They are not suitable for TEMO in their current state and don't reflect the New Zealand Government Information Security Classification System.



Discussion

9. Updating the security protocols enables access to tools and guidance to better identify sensitivity levels and mark the documents, emails, and other information in a more consistent way. This will help mitigate the risk that sensitive information will be disseminated to unintended recipients and will enhance trust and confidence with partner agencies.
10. Alignment of TEMO's security classification system to the New Zealand Government protocols, helps ensure more appropriate and consistent data handling procedures across the sector and with Central Government agencies. (Refer to Appendices/ Attachments)
11. TEMO intends to apply the new security protocols to all documents, emails and data that are currently used and that will be created in the future (Refer to Appendix 'A')

The proposed changes in the security protocols include:

- Alignment to the New Zealand Government Information Security Classification System by:
 - Evaluating the Business Impact Level (BIL)
 - Evaluating the required level of security, based on the BIL
 - Applying visible protective markings to all current document, emails, data (and specific endorsement markings when required)
- Update TEMO's emails signature by adding information about how to handle information enclosed in the emails and attachments.
- Store all information identified with a higher level of security classification than "Unclassified" in a secured drive.

Decision-making considerations

12. Part 6 (Planning, decision-making and accountability) of the Local Government Act 2002 has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the Act.

Financial considerations—LTP/Annual Plan

13. There is no additional cost associated with the application of security classification.
14. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its member's adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

15. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Iwi considerations

16. This memorandum and the associated recommendations are consistent with the Group's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in its member's adopted long-term plan and/or annual plan.

Legal considerations

17. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices/Attachments

- Appendix A: Security Classification - Guidelines.



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Security Classification Protocols

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Introduction Note

This document is modelled on NZ Government [Protective Security Requirements](#) (PSR) requirements. While the PSR guidelines apply only to NZ Government departments, they are a useful guide and have therefore been used to inform the Taranaki Emergency Management Office (TEMO) security classification protocols.

Purpose

Use of a Classification System is the primary way information is protected from compromise. In recent years across the globe, costly lessons have been learnt around information security which has led to organisations taking measures to better protect their information. The best measure is to prevent data compromise from occurring in the first place through clearly applied protocols.

TEMO information includes (regardless of form or format) any documents, data, audio recordings and visual images. This encloses information from or exchanged with the public, external partners, government agencies, contractors, or consultants and includes email, phone calls, verbal conversations, meeting minutes, text messages, metadata, and datasets.

Information is a key strategic asset that enables both short-term and long-term outcomes. It requires an appropriate degree of protection to keep it safe and available to those who need it. Information therefore needs to be appropriately classified to achieve this result.

Why is security classification important?

A classification helps to keep information secure. Protective markings are a reminder of the sensitivity of the information, the likely harm that would result from the information being compromised, and the security measures and special handling requirements that apply to it.

It is important though to get classification right so that information is not:

- over-classified, making its access or dissemination inappropriately restricted.
- under-classified, making it at-risk of being compromised and create harm for TEMO and our partners.

Reminder: New Zealand legislation provides our legal obligations for collecting, accessing, handling, releasing, and managing local and/or central government information appropriately. The main legislation supporting the Classification System includes the Local Government Official Information and Meetings Act 1987, Official Information Act 1982, Public Records Act 2005, and Privacy Act 2020.

How the classification system work?

The Classification System provides a framework for assessing the potential harm, should TEMO information be compromised, and defines the minimum requirements for protecting information.

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There are two types of TEMO information:

- **Unclassified information:** Information that would cause no harm or only minimal harm if compromised and does not need special security or handling over and above the standard protections that apply to all local government information. TEMO's information is primarily "Unclassified".
- **Classified Information:** Information that would cause harm to individuals, organisations, or New Zealand's national interest if compromised and needs specific security measures to reduce the likelihood of compromise.

What are the tools available?

Classification must be based on a 'harm test'. There are several tools available to assess "harm" or impact. This protocol TEMO will use is the 'Business Impacts Levels' (BIL) Matrix.

Define Business Impact Levels: Impact Matrix

The BIL is a tool used to assess the impact that might occur if confidentiality, integrity, or availability of the information is compromised.

The BIL scale ranges from 1 (low) to 6 (catastrophic) impacts. The higher the impact, the stronger the security measures must be.

TEMO is unlikely to handle information that if compromised, will have a National Security impact, therefore the number of levels within the BIL has been reduced to three (low, medium, high).

Impact and classification level can be seen in the table below.

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Business Impact Levels (BIL) Matrix (Assessing the impacts of a compromise of the information)

		Policy & Privacy Information that should be protected because of national interest, national policy, or personal privacy.	
Business Impact Level	1 - LOW	2 - MEDIUM	3 - HIGH
Classification	UNCLASSIFIED	IN-CONFIDENCE	SENSITIVE
Personal Impact An individual's rights, freedoms, health, or safety	Causing no or low impact to a person.	Breaching a person's privacy causing non-serious or life-threatening harm. Impeding with activities that protect health and safety and any other personal legal protections.	Endangering the safety of a person. Affecting an individual's wellbeing and/or livelihood.
Organisational Impact Organisation operations, finances, reputation, or obligations under NZ law	Causing no or low impact to an organisation.	Breaching organisational obligations to keep some information protected , e.g.: - 'Free and frank' advice - Legal and other professional privilege - Obligations of confidentiality, e.g. commercial agreements - Constitutional conventions of confidentiality and political neutrality.	Causing disruption to operations (or organisational assets) to the extent that an organisation can't perform one or more primary functions. Causing a loss of trust in the organisation with members of the public and/or other stakeholders. Breaching organisational obligations that result in formal investigation and/or prosecution.
New Zealand Domestic Impact National services or infrastructure, New Zealand's economy, and maintenance of law and order	Causing no or low impact on national services and infrastructure. Causing no or low impact on the maintenance of law and order or the New Zealand economy.	Impeding non-critical operations of national infrastructure and/or services. Impeding the preservation of law and order.	Prematurely disclosing information on local and/or central government policies that has economic or financial consequences. Affecting national services or the security or resilience of national infrastructure.

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“Ask Yourself” Tool: Assess the harm

This tool provides a list of questions to help assessing harm to a person, a business or to New Zealand (domestic). Each level of impact (1-Low, 2-Medium, 3-High) comes with different questions. If at any time an answer to these questions is positive, then the level of classification must reflect the impact level.

"Ask Yourself" Tool - questions to ask to define classification level

	BIL - Impact Matrix	Questions to ask yourself	Classification
Classified - Policy and Privacy	3 - HIGH Causing harm to individuals, organisations, or New Zealand's national interest	Would compromise of this information cause harm to organisations, damage the interests of New Zealand or endanger the safety or wellbeing of its citizens? For example, could its compromise: - endanger the safety of any person or materially harm their wellbeing or livelihood? - disrupt organisational services? - cause loss of trust with the public? - disadvantage local and/or central government negotiations? - prematurely disclose information on local and/or central government policies that has economic or financial consequences? - harm our ability to prevent, detect, or investigate offences? - affect the security or resilience of national infrastructure or services?	SENSITIVE
	2 - MEDIUM Medium impact to individuals, organisations, or New Zealand's national interest	Would compromise of this information prejudice the maintenance of law and order, impede organisation operations, or affect adversely the privacy of its citizens? For example, could its compromise: - impede non-critical services or inconvenience an organisation but not prevent them from delivering services? - prejudice the preservation of law and order or New Zealand's economic interests such as prejudicing Police or Justice investigations or prosecutions? - breach obligations of confidence such as legal or professional privilege? - prejudice an organisation's negotiation with a supplier? - breach a person's privacy but does not endanger their safety or wellbeing?	IN-CONFIDENCE
Unclassified	1 - LOW No or low impact on individuals, organisations, or New Zealand's national interest	Would compromise of the information cause no or low impact on individuals, organisations, or New Zealand's national interest? For example, could it cause limited harm such as: - temporary minor reduction in operational effectiveness? - annoyance but not causing a breach of a person's privacy or endangering their safety or wellbeing? For low impact information, the standard protections afforded to all government information are sufficient to keep it secure.	UNCLASSIFIED

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Security Classification System: how it works all together

The table below summarizes how the Impact level, classification level and what it means work all together.

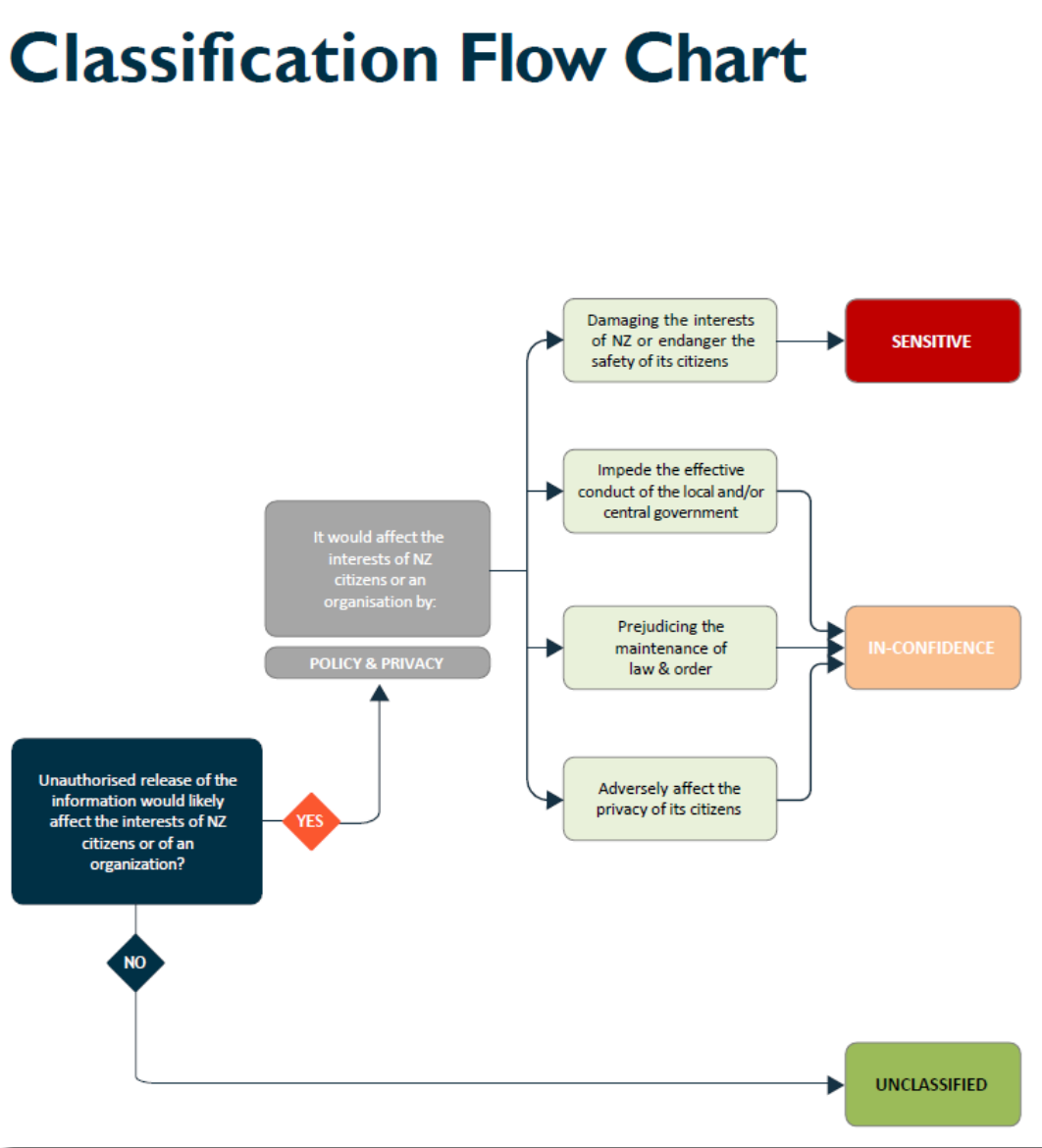
	UNCLASSIFIED INFORMATION	CLASSIFIED INFORMATION	
		Policy & Privacy Information that should be protected because of national interest, national policy, or personal privacy.	
Classification	UNCLASSIFIED	IN-CONFIDENCE	SENSITIVE
Business Impact Level - Impact Matrix	1 - LOW	2 - MEDIUM	3 - HIGH
Classification definition	Compromise would likely have no or low impact on individuals, organisations, or New Zealand's national interest ¹ .	Compromise would likely prejudice the maintenance of law and order, impede the effective conduct of local and/or central government in New Zealand or affect adversely the privacy of its citizens.	Compromise would likely cause harm to organisations, damage the interests of New Zealand, or endanger the safety or wellbeing of its citizens.
What this means	<p>The compromise of UNCLASSIFIED information would likely cause only temporary reduced effectiveness and does not need special security or handling over and above the standard protections afforded to all local and/or central government information to keep it secure.</p> <p>If authorised for public release, information at this level may be published publicly.</p> <p>UNCLASSIFIED is optional for use as a protective marking but its inclusion informs readers that its sensitivity has been assessed.</p>	<p>The compromise of IN-CONFIDENCE information would cause a loss of privacy and may cause inconvenience to an individual or organisation. However, its compromise would not reasonably be expected to cause actual harm.</p> <p>The compromise of IN-CONFIDENCE information may degrade organisational processes or hinder commercial activity.</p> <p>However, the impact would be unlikely to require regulatory or legal intervention. Organisations should be expected to manage these events using their internal processes.</p>	<p>The compromise of SENSITIVE information is very likely to cause actual harm (including the potential for loss of life) and/or severe distress to individuals.</p> <p>The compromise of SENSITIVE information may well require formal investigation and result in action being taken against the organisation.</p>
Applies to	All public sector organisations create or handle UNCLASSIFIED information.	Most public sector organisations create or handle IN-CONFIDENCE information.	Most public sector organisations create or handle SENSITIVE information.

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Classification Flow Chart

The flow chart below offers an additional visual support to define the classification level.



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How to protect information?

Classification drives the appropriate security of the information. Classified information must be protected to ensure its availability, integrity, and confidentiality commensurate with its classification. Protection of classified information is controlled through appropriate personnel, physical, and information security mechanisms.

Protective markings

Protective markings are placed on information to show the level of protection they need. Once you have identified information that needs protection or special handling (or both), you must assign a protective marking to it.

Protective markings are for all type of information: paper documents, electronic information, digital media, information that will be delivered verbally, in which protectively marked information is held or stored. How to apply protective markings depends on the how and where the information is created, stored, accessed, and used.

The person and organisation **responsible for creating or preparing the information** is the 'originator' and decides on its protective marking.

Information derived directly from protectively marked sources must carry, at a minimum, the highest security classification of any of the source classifications.

Information sensitivity will change over the information lifecycle and the protective markings should be reviewed and changed to reflect the changes in sensitivity. Only the agency that assigns the original protective marking (the originating agency) can change it.

Applying protective markings for documents and emails

This is how security marking should be applied to any classified documents and emails:

Level 2 – Medium: **IN – CONFIDENCE**

- *Document markings*
 - Case: CAPITAL LETTERS
 - Style: **BOLD**
 - Colour: **BLACK** (r0 g0 b0)
 - Size: Greater than 3mm in height (**12pt**), or the same as body copy
 - Position: Centred top and bottom of each page / In the email subject and body
- *Paragraph marking (IC)*
 - Use paragraph markers when documents contain information at different classification levels. For paragraphs at IN-CONFIDENCE, use: (IC) paragraph marking appears at the start of each paragraph in brackets using the same font, weight and style as the paragraph. Paragraph markings should not be applied to titles or headings.

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Level 3 – High: **SENSITIVE**

- *Document markings*
 - Case: CAPITAL LETTERS
 - Style: **BOLD**
 - Colour: **BLACK** (r0 g0 b0)
 - Size: Greater than 3mm in height (~**12pt**), or the same as body copy
 - Position: Centred top and bottom of each page / In the email subject and body
- *Paragraph marking (Sen)*

Use paragraph markers when documents contain information at different classification levels. For paragraphs at IN-CONFIDENCE, use:
(Sen) paragraph marking appears at the start of each paragraph in brackets using the same font, weight and style as the paragraph. Paragraph markings should not be applied to titles or headings

Note: An *Unclassified* paragraph in a document with a global higher level of security is marked with a “U” in brackets at the beginning of the paragraph, (U).

Endorsement markings

Endorsements warn people that information has special requirements. These are additional markings alongside the classification. These may include restricting access and dissemination based on need-to-know and special handling procedures.

Endorsement markings may indicate:

- the specific nature of information
- temporary sensitivities
- limitations on access and dissemination
- how recipients should handle or disclose information.

Endorsement markings should be used only when there is a clear need for special care and mustn't appear without a security classification.

The table below highlights the different type of endorsements and when to use them:

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ENDORSEMENT	WHEN TO USE IT
APPOINTMENTS	The APPOINTMENTS marking may be used before you announce actual or potential appointments, or during the deliberation stage of a recommendation and approval process.
BUDGET	The BUDGET marking may be used for proposed or actual measures for the Budget before their announcement.
CABINET	The CABINET marking may be used for material that will be presented to, and/or require decisions by Cabinet or Cabinet committees.
COMMERCIAL	The COMMERCIAL marking may be used for commercially sensitive processes, negotiations, or affairs.
[DEPARTMENT] USE ONLY	The [DEPARTMENT] USE ONLY marking may be used for material intended only for use within the specified department(s).
EMBARGOED FOR RELEASE	The EMBARGOED FOR RELEASE marking may be used on material before a designated time at which an announcement or address will be made, or information will be disseminated.
EVALUATIVE	The EVALUATIVE marking may be used for material about competitive evaluations, such as interview records and tender assessments.
HONOURS	The HONOURS marking may be used for material about the actual or potential award of an honour. It may be used: <ul style="list-style-type: none"> - before the announcement of the award - during the deliberation stage of a recommendation or approval process - when you are considering honours policy matters involving the exercise of the royal prerogative.
LEGAL PRIVILEGE	The LEGAL PRIVILEGE marking may be used for material that is subject to legal privilege.
MEDICAL	The MEDICAL marking may be used for material relating to: <ul style="list-style-type: none"> - medical reports - medical records and other material related to them
STAFF	The STAFF marking may be used for material containing references to named or identifiable staff. It can also be used by staff for entrusting personal confidences to management.
POLICY	The POLICY marking may be used for material relating to proposals for new or changed local and/or central government policy before publication.
TO BE REVIEWED ON	The TO BE REVIEWED ON marking may be used when the classification is to be reviewed at the designated time.

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[Additional information](#)

More information about how to handle, transport, access, store and archive classified information can be found in the "[Classification Quick Guide](#)" available on PRS' website.

Examples of classified documents, emails and annexes are available in the APPENDICES.

Any digital information with a higher level of security than Unclassified must be stored in a secured Drive available for TEMO staff here: [TEMO Sensitive Documents](#)

Please refer to [PSR](#) website for more in-depth information about security classification.

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APPENDICES

Example of a classified document

In this example, the document is overall classified as *Sensitive*, yet paragraphs can have different levels of classification:

- (U) Unclassified
- (IC) In-Confidence
- (Sen) Sensitive

SENSITIVE

Mr John Smith – Preliminary results

(U) Paragraph 1 contains Unclassified information and may be marked with a “U” in brackets at the beginning of the paragraph.

(IC) Paragraph 2 contains In-Confidence information and may be marked with a “IC” in brackets at the beginning of the paragraph.

(Sen) Paragraph 3 contains Unclassified information and may be marked with a “Sen” in brackets at the beginning of the paragraph.

The overall classification for this document is at least equivalent to the higher level of classification enclosed in the paragraphs. In that case the document is marked as *Sensitive*.

SENSITIVE

January 23

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Example of a classified email

The example below shows how to apply protective markings to emails. The relevant protective marking is added to the subject AND in the body of the email, in capitals and bold.

The signature should enclose a disclaimer providing information on how to handle information enclosed in the email.


Send

From ▾ Valerie.DeFeo@cdemtaranaki.govt.nz

To ○ john.smith@security.govt.nz

Cc

Subject (PROTECTIVE MARKING) **IN-CONFIDENCE**: Displaying protective markings on emails

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For an email, the protective marking of **SENSITIVE**, **IN-CONFIDENCE** or even **UNCLASSIFIED** is in BOLD capitals the front of the subject.




If you print out an email that displays a protective marking, *handwrite or rubber stamp* the marking in the footer and header of each page.


Add a disclaimer at the end of your signature with indication on how the handle the information, as shown below using the example from the MAR centre (NEMA).

Regards,

Val De Feo
Systems and Technology Advisor

Taranaki Emergency Management Office | Taranaki Civil Defence Emergency Management Group
Te Rākau Whakamarumarū Kī Taranaki

45 Robe St | New Plymouth 4373 | New Zealand
P 06 758 1110 | M 027 296 5418   



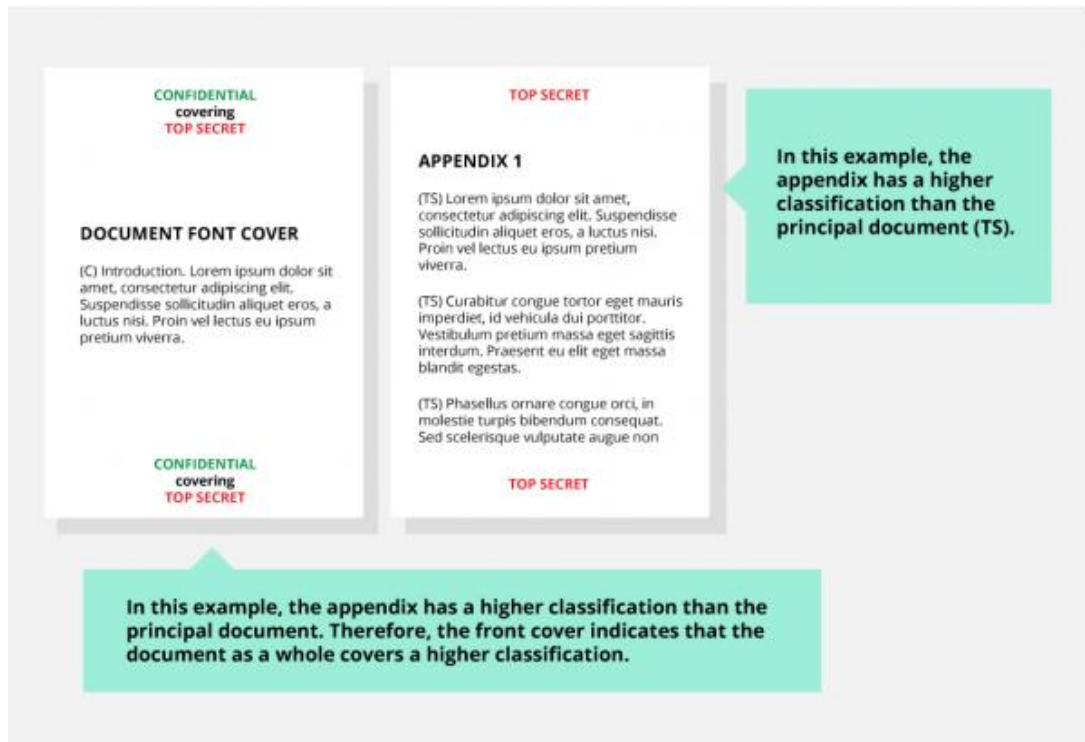
The information contained in this email message is for the attention of the intended recipient only and is not necessarily the official view or communication of the Department of the Prime Minister and Cabinet. If you are not the intended recipient you must not disclose, copy or distribute this message or the information in it. If you have received this message in error, please destroy the email and notify the sender immediately.

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Example of a classified appendix

This example shows how to apply protective markings to a document enclosing appendices having a higher security requirements.



The diagram shows two document layouts side-by-side. The left layout is a 'DOCUMENT FONT COVER' with 'CONFIDENTIAL covering TOP SECRET' markings at the top and bottom. The right layout is 'APPENDIX 1' with 'TOP SECRET' markings at the top and bottom. A callout box on the right states: 'In this example, the appendix has a higher classification than the principal document (TS)'. A callout box at the bottom states: 'In this example, the appendix has a higher classification than the principal document. Therefore, the front cover indicates that the document as a whole covers a higher classification.'



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TABLES AND TOOLS – Access to PDFs (for TEMO membership only)

[Business Impact Level Matrix.pdf](#)

[Ask Yourself Tool.pdf](#)

[NZ Security Classification System.pdf](#)

[Simplified Flow Chart.pdf](#)

[Endorsements markings list.pdf](#)

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Date: 8th March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Taranaki Maunga volcanic planning – Approval sort for NEMA Resilience Fund application**

Author: Chris Whitehead, Operations Lead, TEMO

Approved by: Todd Velvin, Group Manager, TEMO

Purpose

1. The purpose of this memorandum is to update the Taranaki Emergency Management Joint Committee with the proposed NEMA Resilience Fund Application for a Volcanic Planning solutions for Mt Taranaki.
2. The funding will be used to support a line of enquiry phase delivered by an independent contractor in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of the 'Investment Management Standards' (IMS) process.

Executive summary

3. Mt Taranaki has a 50% chance of erupting in the next 50 years, with eruption activity likely to last for many years if not decades.
4. The '*Transitioning Taranaki to a Volcanic Future*' (TTVF) or *He Mouna Puia* research programme (2019 - 2024) has created a wealth of information and awareness of the Taranaki volcanic hazard. Now in its final years, the research has exposed a scale and magnitude of cascading consequences for emergency response and recovery that are more complex than first anticipated.
5. The complexity and scale of response and recovery planning for Mt Taranaki underpins TEMO's view that a North Island wide coordinated programme of volcanic response and recovery planning is necessary to manage the likely interdependencies across the regions from what is anticipated to be a nationally significant volcanic event.
6. Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand with four currently in existence. These projects have proven to help strengthen stakeholder relations and improve outcomes.
7. Experience from the 'East Coast LAB' project identified the importance of ensuring clarity on the problem to be addressed - including assessing the scope, identifying stakeholders,

resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement.

8. Given the complexity and potential impacts of the volcanic hazard presented by Mt Taranaki, it is important the scope and planning requirements for this hazard are identified and verified before solutions are recommended.
9. If the funding application is successful, the funds will be used to contract an independent facilitator and any technical experts they require to deliver a series of workshops as part of an 'Investment Management Standards' process. The workshops support a more in-depth discovery of volcanic response and recovery planning requirements. They do this by strengthening thinking and decision making around resource prioritisation and allocation and will help inform the development of a programme business case of which the contractor will deliver.
10. Full outsource of the IMS process is recommended. Contractual arrangements will be sought that allow TEMO to bring in technical expertise from partner agencies and research providers at their sole discretion to bring costs down where we can.
11. An in-depth discovery of Taranaki volcanic planning requirements upholds the intent of the National Disaster Resilience Strategy while also presenting an opportunity to align with the National CDEM plan including NEMA's catastrophic planning approach. It also provides an opportunity to enhance inter-regional CDEM relations.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum
- b) notes the content of this memorandum
- c) agrees emergency response and recovery planning for Mt Taranaki is of primary importance given the scale of the volcanic hazards present
- d) agrees the best planning approach will require inter-regional collaboration and coordination in the interests of building community, regional, and national disaster resilience
- e) agrees it is necessary that the investment logic, benefits, and options analysis associated with a Taranaki eruption are well understood before a volcanic planning programme business case can be developed
- f) notes and approves the application to the NEMA resilience fund for \$335,000 (excl GST). The funding will be used for full outsource of an 'Investment Management Standards' process.

Background

12. Mt Taranaki has a high probability (50%) of erupting in the next 50 years. Research shows that once Mt Taranaki starts erupting, it continues for years, decades, or potentially centuries¹.

¹ [He Mounga Puia, Puea Rū, Puea Kōrero | Volcanic Futures](#)

13. Positioned upwind from New Zealand’s most populous regions of Auckland, Waikato, and Bay of Plenty, Mt Taranaki is considered the most likely New Zealand volcano to cause national scale impacts during our lifetimes. This includes disruption to transport, tourism, farming, power, water supplies, and other critical infrastructure². Recent estimates of the net loss to economic activity from a brief Mt Taranaki eruption, is estimated at NZ \$1.7 – \$4.0 billion of GDP per year³.
14. The MBIE funded ‘*Transitioning Taranaki to a Volcanic Future*’ (TTVF) or *He Mounga Puia research programme* (2019 – 2024) has created a wealth of information through the integration of scientific knowledge, experimentation, and advanced mathematical and economic simulation to assess Taranaki volcanic hazard risk. By researching how to transform New Zealand through a nationally devastating scenario of volcanic reawakening at Mt Taranaki, *He Mounga Puia* aims to fast-track development of new knowledge into adaptation and transformation of our communities and economy through any future disruption.
15. In anticipation of the *He Mounga Puia* programme, a two-phase approach to Taranaki Volcano Response and recovery planning titled ‘*Taranaki Unrest Response and recovery North Island Plan (TURRNIP)*’, was endorsed by Taranaki CEG on the 30th of September 2019 and submitted to the NEMA Resilience Fund board for consideration. The two phases consisted of:
 - Phase 1 – Quantifying and communicating volcanic risk and exploring response gaps.
 - Phase 2 – Response and Recovery Plan development.
16. A review in 2020 of NEMA’s resilience fund, paused national funding for a year. When it reopened, multiple competing project applications were received. The Taranaki application was updated in January 2021 and approved for NEMA resilience funding with the focus and scope reduced to achieve hazard science communication for a public audience.
17. A series of infographic posters were subsequently developed to explain what might happen when Mt Taranaki erupts. The posters were designed to give a variety of community audiences a simple overview of common Taranaki volcanic processes.
18. Now in its final years, the *He Mounga Puia programme* has produced research outputs delivering quantified and validated information on eruption styles, volcanic probabilities, and likely impacts. This research is exposing a scale and magnitude of cascading consequences that extend past Taranaki’s borders, are more complex than first anticipated, and now exceed the intended level or scope of response and recovery planning.
19. It is thought that the level of integrated response and recovery planning for Taranaki volcano may now require a coordinated CDEM decision-making framework involving regional CDEM groups across the North Island. Support will be required through a robust national response model and critical infrastructure contingency plan given the existing inter-regional connections and interdependencies that are evident.

² Ibid.

³ Ibid.

Objectives

20. The research into Mt Taranaki has highlighted the level of complexity and anticipated scale of volcanic planning required across the North Island. As a result, TEMO wish to expand the original two-phase volcanic planning approach presented to CEG in September 2019, by introducing a 'business exploration' phase via an 'Investment Management Standards' (IMS) process.
21. Under the IMS process, a series of workshops are undertaken that support a more in-depth discovery of volcanic response and recovery planning requirements. They do this by strengthening thinking and decision making around resource prioritisation and allocation and will help inform the development of a programme business case.
22. TEMO propose applying to the NEMA Resilience Fund in February 2023 to contract a trained and independent facilitator to lead the series of investment management workshops and develop the programme level business case.
23. The business case will focus on justifying the need for investment by establishing whether a volcanic response and recovery planning programme is desirable, viable, and achievable.⁴ The business case will outline programme scope, timelines, expected costs, benefits, and risks, against which future funding applications can be considered.

Discussion

Proposed facilitated workshop(s)

23. The complexity and potential impacts of the volcanic hazard presented by Mt Taranaki, highlights the importance of ensuring the scope and planning requirements for this hazard are identified and verified before solutions are recommended.
24. Utilising the Victorian Government's 'Investment Management Standards' (IMS)⁵ process, a series of facilitated workshops is proposed that will step participants through a 'line of enquiry' (Refer Appendix 'A' for a description of each workshop). The workshops may be tailored to suit the flow of discussion, but at minimum they will include:
 - Problem definition (Investment Logic Mapping)
 - Benefit's definition (Benefit Management plan)
 - Options development and assessment (Response and Solution definition(s))
25. The workshops support an in-depth discovery of volcanic response and recovery planning requirements and are central to the development of a programme level business case. The process is agile and enables an opportunity to tailor the workshops and streamline their application upon advice of the facilitator.
26. Depending on any specific requirements needed, there may be additional considerations and reporting requirements other than those that come from using just the four tools. Already identified is the stakeholder identification and analysis process.
27. While the IMS process assists to clarify the scope, purpose, objectives, and risks/challenges, its core purpose is to help decision makers determine:
 - There is a real, evidence-based problem that needs to be addressed.

⁴ PRINCE2 requirements for the business case theme.

⁵ [Investment management standard | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](https://www.dtf.vic.gov.au/investment-management-standard)

- Proposed benefits are of high value to stakeholders.
- That the intended benefit KPI's are meaningful, measurable, and can be attributable to the investment.
- That the way the problem will be addressed is strategic, feasible, and innovative.
- The solution is likely to be delivered within time and budget constraints; and
- The solution can be applied flexibly and is adaptable to changing circumstances.⁶

28. The key benefits available by utilising the IMS approach include:

- A structured engagement opportunity with key stakeholders.
- Improved articulation of the need for the investment and prioritisation.
- Substantial reduction in the number of irrelevant investment ideas.
- Better investment solutions and outcomes.
- Time and cost efficiencies.

Similar collaborative regional programmes

24. Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand. There are currently four branded hazard projects including:

- 'DEVORA' (DEtermining VOLcanic Risk in Auckland)
- 'It's Our Fault' (Wellington earthquake research)
- 'East Coast LAB' (Life at the boundary - East Coast, North Island natural hazards resilience)
- 'AF8' (Alpine Fault - South Island regional CDEM group earthquake planning).

29. While operating largely independent of each other, these projects "have been proven very useful in strengthening relations between CDEM groups, Government Departments, Crown Research Institutes, Universities, and other key stakeholders involved in research, education, engagement and risk reduction, and improving outcomes."⁷

30. Experience from 'East Coast LAB' identified the importance of ensuring there is clarity on the problem being addressed - including assessing the scope, identifying stakeholders, resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement⁸.

31. Like all investment proposals, groups seeking funding for new investments must articulate the benefits the investment is expecting to deliver and how they intend to direct their resources to achieve the best investment outcomes. Having an awareness of the challenges a programme will likely face and outlining appropriate management plans, will help ensure a funding application is considered more robust and able to withstand scrutiny.

Alignment with strategic intentions within the CDEM sector

⁶ Modelled from the Victoria Government Investment Management Standards [Investment management standard | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](https://www.dtf.vic.gov.au/investment-management-standards)

⁷ [East-Coast-LAB-How-to-Guide-for-developing-a-regionally-branded-hazard-project-June-2017.pdf \(eastcoastlab.org.nz\)](https://www.eastcoastlab.org.nz/wp-content/uploads/2017/06/East-Coast-LAB-How-to-Guide-for-developing-a-regionally-branded-hazard-project-June-2017.pdf)

(p6)

⁸ Ibid – p10.

32. The 'Collective Impact Approach' outlined in the National Disaster Resilience Strategy⁹ calls for organisations with a common purpose to "set aside their own, specific agenda, in favour of a common agenda, shared measurement and alignment of effort".¹⁰ The scale of a potential Mt Taranaki eruption presents an opportunity to develop a common sense of purpose and collective impact approach for the North Island CDEM Groups.
33. Collaborative planning for wide reaching volcanic impacts has not occurred within the CDEM sector to date. Taranaki is acknowledged as the top volcanic hazard most likely to cause national level issues within New Zealand.
34. Planning for Taranaki volcanic risk will give further effect to the National Disaster Resilience Strategy by encouraging wider participation and collaboration, including communities in the process to manage risk, providing for planning and preparation in emergencies, and for response and recovery. It also requires local authorities to coordinate reduction, readiness, response, and recovery activities through regional groups. This provides a basis for the integration of national and local planning activity, and encourages coordination across a wide range of stakeholders, recognising that emergencies are multi-agency events affecting all parts of society.
35. The IMS process presents an opportunity to align with the National CDEM plan and recent developments in the NEMA catastrophic planning approach. This includes leveraging off and applying programme application learnings from AF8 (Alpine Fault Magnitude 8) and 'East Coast LAB' the Hikurangi Subduction Zone Earthquake and Tsunami programme.
36. The *He Mouna Puia* research programme funding ends in 2024 and the research community are beginning to look beyond 2024 for future research priorities. Hazard risk science that translates into quality planning to reduce New Zealand's risk, particularly where there is scale and impact, potentially presents further research opportunities that TEMO are very keen to leverage. With science investment programmes seeking genuine partnership on risk, TEMO is well positioned to continue collaboration on this work.
37. Co-governance of Taranaki Maunga between the Crown and iwi will change management arrangements into the future. The impact of the mountain and ranges of the park as a legal person, Te Kāhui Tupua, on hazard risk and emergency management planning is unknown and presents an opportunity for collaboration and partnership.

Estimated business justification phase costs/budget

38. Full outsource of the workshops to an independent contractor and all technical requirements required to deliver the IMS process, will likely cost in the vicinity of **\$335,000 (excl GST)**.
39. A hybrid approach utilising TEMO research partners and technical experts to support delivery of the IMS process via existing research funding, with outsourcing of facilitation and base input to a contractor, will cost in the vicinity of **\$130,000 (excl GST)**.
40. Total costs depend on the length of the workshops, the number of participants, complexity, expected level of refinement and stakeholder engagement requirements. During contract negotiations, TEMO will incorporate the ability to bring in technical

⁹ [National-Disaster-Resilience-Strategy-10-April-2019.pdf \(civildefence.govt.nz\)](#)

¹⁰ Ibid (p48)

expertise from partner agencies and research providers to bring costs down where possible.

41. An indicative cost¹¹ breakdown has been attached as Appendix 'C'.

Business Exploration Phase – Proposed timeline

42. Assuming the NEMA resilience fund application is successful, it is expected the first of the IMS workshops will commence in July 2023. Based on the six-month anticipated timeline for the IMS process, a programme business case could be submitted to CEG for review and consideration in the first quarter of 2024.

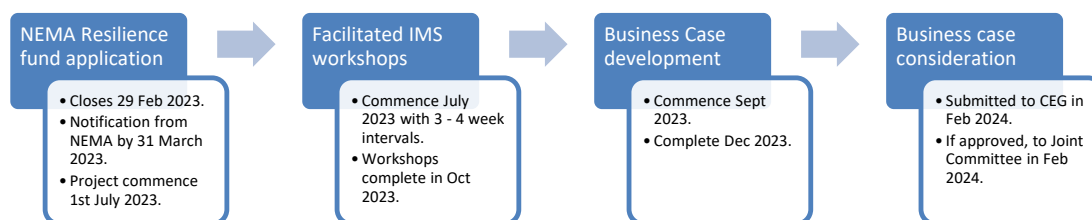


Diagram 1. 'Investment Management Standards' Phase – Indicative Timeline

Regional CDEM Support

43. North Island Regional CDEM groups have been consulted and advised of this proposal.

Decision-making considerations

44. Part 6 (Planning, decision-making, and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—Long Term Plan/Annual Plan

45. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its member's adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

46. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

¹¹ Note indicative costs are subject to full scoping and will vary depending on the number of workshops required, stakeholder requirements, technical requirements, and any need for quantitative assessment.

Iwi considerations

47. This memorandum and the associated recommendations are consistent with the Group's policy for the development of Māori capacity to contribute to decision-making processes (schedule 10 of the Local Government Act 2002) as outlined in its member's adopted long-term plan and/or annual plan.

Legal considerations

48. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

Appendices

Appendix A: IMS workshop outputs/outcomes.

Appendix B: Draft NEMA Resilience Fund application.

Appendix C: IMS Indicative milestones and cost breakdown.

Appendix A – IMS workshop outputs/outcomes

There are four workshops in the Investment Management Standard (IMS) suite, covering problem definition, benefit definition, response definition, and solution definition.¹²

1. **Problem definition workshop (ILM)** – Successful investments are a considered reaction to an identified or emerging problem. This workshop focuses on:
 - a. Defining the problem that needs to be addressed.
 - b. Validating that the problem is real; and
 - c. Specifying the benefits that will result from addressing the problem.
 - i. Outputs – Investment logic map (ILM) – Depicts the logic that underpins an investment. It represents an agreed investment story that is created in an informed discussion.

2. **Benefit's definition workshop** – Investments are often shaped with little understanding of the benefits expected to be produced. This workshop will:
 - a. Identify the KPI's and measures and potentially targets and timelines that the investment will need to deliver; and
 - b. Specify how the delivery of benefits will be measured and reported.
 - i. Outputs – Benefits Management Plan (BMP) – made up of a Benefit Map and Benefit Profile. The BMP specifies the benefits an investment will need to deliver to successfully address an identified problem and the measures to be used as evidence. It defines key dates, who is responsible for delivery and how the benefits will be reported.

3. **Response Definition workshop** – Business cases for new investments often fail to consider the full range of things that stakeholders can do to address the identified problem. This workshop will:
 - a. Explore the interventions that could deliver the expected benefits.
 - b. Formulate and evaluate a mix of response options; and
 - c. Consider interventions and options that focus on managing demand, improving productivity as well as changing supply; and
 - d. Assess response options and select the preferred response for the expected future state.
 - i. Outputs – Response Options Analysis Report (ROAR).

4. **Solution Definition workshop** – This workshop ensures that attendees develop a solution that is consistent with the foundations established in previous workshops. This workshop will:
 - a. Confirm the preferred response (following cost and timeframe assessment) and the interventions it contains.
 - b. Identify and evaluate the changes and assets that are required to implement the preferred response and deliver the benefits.
 - c. Define a recommended solution for the expected future state.
 - d. Confirm the circumstances (change in condition or an event) where the preferred response may be inadequate or inappropriate and triggers requiring a change in response.
 - e. Identify cost range, time frame for [programme] and benefit delivery, key risks/uncertainties, dis-benefits, and critical interdependencies associated with the recommended solution; and
 - f. Consider any policy levers and policies that may impact this solution and identify any action or areas to investigate further as the [programme] progresses.

¹² Workshop descriptions from [IMS workshops and examples | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](https://www.dtf.vic.gov.au)

Appendix B – Draft NEMA Resilience fund application

Resilience Fund Application Form

This form provides the minimum information for the application. A detailed project plan should be developed to inform this application and may be attached.

Project title	Taranaki Maunga volcanic emergency response and recovery planning - Business exploration phase.
Date of application	9 th February 2023
Details on application	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	Taranaki CDEM Group
Sponsoring CDEM Group	Taranaki CDEM Group
Other local authorities, Groups or organisations supporting this proposal	<ul style="list-style-type: none"> • Taranaki CDEM Group members • Transitioning Taranaki to a Volcanic Future (<i>He Mounga Puia</i> research programme). • North Island CDEM groups
Project description	
Executive summary <i>[200 words maximum]</i>	
<p>Recent research has highlighted the complexity and anticipated impacts associated with Mt Taranaki's numerous volcanic hazards. The potential distribution of the hazard impact following a Mt Taranaki eruption and the compounding effects of climate change, makes it imperative that integrated multi-regional North Island response and recovery planning is considered for consistent and coordinated emergency response and recovery planning in the future.</p> <p>This application seeks funding to contract an independent facilitator to deliver an 'Investment Management Standards' (IMS) process and associated business case. This process consists of a series of facilitated and detailed scoping or 'line of enquiry' workshops to help articulate the investment logic, benefits, and options available for response and recovery planning associated with Mt Taranaki during and/or following a volcanic eruption.</p> <p>The intent is to leverage the knowledge gleaned from existing research streams while incorporating lessons from other programmes/work streams across New Zealand to help build a sound investment logic and business case for volcanic response and recovery planning.</p>	
Challenge/opportunity <i>[200 words maximum]</i>	

<p>Mt Taranaki has a 50% chance of erupting in the next 50 years, with eruption activity likely to last for many years. The <i>He Mounga Puia research programme</i> has exposed a scale and magnitude of cascading volcanic consequences for emergency response/recovery planning that are more complex than first anticipated. The magnitude of consequences is exacerbated by the effects of climate change where more extreme weather is likely to compound hazard consequences.</p> <p>Positioned upwind from Auckland, Waikato, and Bay of Plenty, Mt Taranaki is considered the most likely New Zealand volcano to cause national scale impacts during our lifetimes. This includes disruption to transport, tourism, farming, power, water supplies, and other critical infrastructure¹³. Recent estimates of the net loss to economic activity from a brief Mt Taranaki eruption, is estimated at NZ \$1.7 – \$4.0 billion of GDP per year¹⁴.</p> <p>Given the complexity and significant impacts associated with the volcanic hazard, the Taranaki CDEM group believe a regionally coordinated programme of volcanic response and recovery planning should be considered.</p> <p>Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand. They have proven to help strengthen stakeholder relations and improve outcomes. Experience from the 'East Coast LAB' project identified the importance of ensuring clarity on the problem to be addressed - including assessing the scope, identifying stakeholders, resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement.</p>
<p>Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) [200 words maximum]</p>
<p>This project intends leveraging existing hazard identification research, particularly <i>He Mounga Puia</i> and has a demonstrable connection to the following NDRS strategic objectives.</p> <p><i>Objective 1</i> – Hazard risk science that translates into quality planning to reduce New Zealand’s risk, particularly where there is scale and impact, presents further research opportunities. With the <i>He Mounga Puia</i> research programme continuing into 2024, the IMS approach will help identify any research gaps and support continued risk and hazard assessment.</p> <p><i>Objective 8</i> – Taranaki CDEM is committed to collaboration with Iwi/Māori. Co-governance of Taranaki Maunga between the Crown and iwi will change management arrangements into the future. The impact of the mountain as a legal person, Te Kāhui Tupua, on hazard risk and emergency management planning is unknown and therefore this IMS approach presents an opportunity for increased collaboration and partnership between TEMO and Māori/Iwi.</p> <p><i>Objective 10</i> – The IMS approach provides a basis for the integration of national, regional, and local community planning activity and encourages stakeholder involvement in determining the future shape of a potential volcanic response and recovery programme.</p> <p><i>Objective 13</i> – The widespread volcanic hazards associated with Mt Taranaki encourages regional participation and collaboration along with community engagement to manage risk, providing for planning and preparation in emergencies, and for response and recovery.</p>

¹³ [He Mounga Puia, Puea Rū, Puea Kōrero | Volcanic Futures.](#)

¹⁴ Ibid.

<p><i>Objective 14 – The scale of a potential Mt Taranaki eruption presents an opportunity to develop a common sense of purpose and collective impact approach for the North Island CDEM Groups. This will help promote national consistency and regional cooperation.</i></p>
<p>Alignment with Principles and Allocation Preferences <i>[200 words maximum]</i></p>
<p>Aligns with NDRS and other NEMA focus areas/supports national consistency - This workstream reflects the NEMA catastrophic planning approach. There is an intention to leverage learnings from large programmes such as AF8 (Alpine Fault Magnitude 8) and East Coast LAB.</p> <p>Achieves equity of outcomes for Māori – The IMS approach enables early input from Iwi groups with opportunities to coordinate and collaborate on large scale programme.</p> <p>Outcome focused – The IMS process is intended to scope and inform a significant response and recovery programme that will make a material difference to the capability of regional groups across the North Island to respond to a Mt Taranaki volcanic event.</p> <p>Applicable in other regions – The scale of a Mt Taranaki region presents an opportunity to take a multi-regional ‘Collective Impact Approach’ and develop a common sense of purpose with other North Island CDEM groups – promoting consistency and cooperation.</p> <p>Wider funding/resource commitment – This application is seeking funds to run a series of workshops and to develop a programme level business case that will help inform and enable a much larger programme implementation investment proposal in the future.</p> <p>Builds on existing work - This project builds on the <i>He Mounga Puia</i> research programme and the NEMA funded hazard infographics posters. The focus is on ensuring robust investment logic and consideration of the full range of hazards.</p> <p>Operational expenditure (OPEX) – Yes.</p>
<p>Application of outcomes/benefits to sector <i>[200 words maximum]</i></p>
<p>The IMS is central to achieving a more in-depth discovery of volcanic response and recovery planning requirements.</p> <p>In essence an IMS process will help decision makers determine:</p> <ul style="list-style-type: none"> • There is a real, evidence-based problem that needs to be addressed. • The proposed benefits are of high value to stakeholders. • That the intended benefits KPI’s are meaningful, measurable, and can be attributable to the investment. • That the way the problem will be addressed is strategic, feasible, and innovative. • The solution is likely to be delivered within time and budget constraints; and • The solution can be applied flexibly and is adaptable to changing circumstances.¹⁵

¹⁵ Modelled from the Victoria Government Investment Management Standards [Investment management standard | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](https://www.dtf.vic.gov.au/investment-management-standards)

<p>The key benefits available by utilising the IMS approach include:</p> <ul style="list-style-type: none"> • A structured engagement opportunity with key stakeholders. • Improved articulation of the need for the investment and prioritisation. • Substantial reduction in the number of irrelevant investment ideas. • Better investment solutions and outcomes. • Time and cost efficiencies 		
<p>Ongoing costs (post-project) and how it will be funded <i>[200 words maximum]</i></p>		
<p>This project is seeking funding from the NEMA Resilience Fund to provide clarity on volcanic planning requirements and inform the development of a programme business case.</p> <p>Depending on the outcome of this process, the business case may be used to seek funding support from a range of potential sources.</p>		
<p>Project design</p>		
Project manager	Chris Whitehead (Operations Lead – TEMO)	
Other project members	TBA	
External providers/contractors	TBA – Subject to contractual arrangements	
NEMA resource (if needed)	Personnel to attend various workshops as required	
<p>Deliverables <i>[Note: payments will be made after successful completion of milestones identified]</i></p>		
Key milestones	Date for completion	Cost (invoice amount)
Stakeholder engagement plan	July 2023	\$5000
Problem/Benefits Definition (Investment Logic Map and Benefits management plan)	August 2023	\$40,000
Response Definition (Options development – long & short listing)	September 2023	\$170,000
Recommended option assessment	October 2023	\$100,000
Business Case complete	December 2023	\$20,000
<p>Identified risks</p>		

Risks	Suggested mitigation / management		
Consultant availability	Clear contractual arrangements		
Stakeholder availability	Early advisory of planned dates and requirements		
Unplanned response and Recovery requirements	Dependent on variables.		
COVID-19 pandemic resurgence	Online workshops if required		
Funding request and use			
CDEM Resilience Fund contribution	\$335,000		
Local authority / organisation contribution	Staff time from TEMO, office space, workshop resources		
Other sources of funding or support	\$0		
Budget <i>[please supply spreadsheet]</i>	TBA - See attached indicative cost spreadsheet		
Applies if application exceeds \$100,000 over the life of the project	Are you prepared to attend an interview in support of this application (if needed)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Application confirmation			
Is this application from an individual or other organisation		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the CDEM Group support this application? <i>[sign off below confirms support]</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding]	Name:		
Approval of CEG Chair			
	Name:		
All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair			
CDEM Group comment			

Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA at resilience.fund@nema.govt.nz

NEMA Assessment [internal use only]		
Principles	Yes	No
Local / regional focus	<input type="checkbox"/>	<input type="checkbox"/>
Values the role of Māori in the Emergency Management System	<input type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input type="checkbox"/>
Allocation Preferences		
Alignment with NDRS	<input type="checkbox"/>	<input type="checkbox"/>
Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations	<input type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions / CDEM Groups	<input type="checkbox"/>	<input type="checkbox"/>
Supports national consistency	<input type="checkbox"/>	<input type="checkbox"/>
Wider funding / resource commitment	<input type="checkbox"/>	<input type="checkbox"/>
Build on existing work	<input type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input type="checkbox"/>
Capital expenditure (Capex)	<input type="checkbox"/>	<input type="checkbox"/>
Other		
Application from individuals or other organisations endorsed/sponsored by CDEM Group		
NEMA Subject Matter Expert Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>

NEMA Regional Emergency Management Advisor Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Review Panel Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Director Decision Sign-off	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>

Director of Civil Defence Emergency Management

Appendix C – IMS Indicative components/milestone and cost breakdown

Key component/milestone	Date of completion	TEMO led (estimate)	Full outsource (estimate)
Stakeholder engagement	July 2023	\$5000	\$5000
Problem/Benefits Definitions (Investment Logic Map/Benefits management plan)	August 2023	\$25,000	\$40,000
Response Definition (Options development – long & short listing)	September 2023	\$50,000	\$170,000
Recommended option assessment	October 2023	\$30,000	\$100,000
Business Case consolidation	December 2023	\$20,000	\$20,000
Indicative cost		\$130,000	\$335,000

Note

- **All costs are indicative/estimates only and exclude GST.**
- TEMO led - A hybrid approach utilising TEMO research partners and technical experts to support delivery of the IMS process utilising existing research funding sources, with outsourcing of workshop facilitation and base input.
- Full outsource – Full-service approach from consultant, includes outsourcing of all facilitation and base input including all technical expertise to support delivery of the IMS.
- Estimated costs will be variable depending on the length of the workshops, the number of participants, complexity, expected level of refinement and stakeholder engagement requirements.

Resilience Fund Application Form

This form provides the minimum information for the application. A detailed project plan should be developed to inform this application and may be attached.

Project title	Taranaki Maunga volcanic emergency response and recovery planning - Business exploration phase.
Date of application	31 st January 2023
Details on application	
Applicant <i>[CDEM Group must endorse/sponsor all applications]</i>	Taranaki CDEM Group
Sponsoring CDEM Group	Taranaki CDEM Group
Other local authorities, Groups or organisations supporting this proposal	<ul style="list-style-type: none"> • Taranaki CDEM Group members • Transitioning Taranaki to a Volcanic Future (<i>He Mouna Puia</i> research programme. • North Island CDEM groups
Project description	
Executive summary <i>[200 words maximum]</i>	
<p>Recent research has highlighted the complexity and anticipated impacts associated with Mt Taranaki's numerous volcanic hazards. The potential distribution of the hazard impact following a Mt Taranaki eruption and the compounding effects of climate change, makes it imperative that integrated multi-regional North Island response and recovery planning is considered for consistent and coordinated emergency response and recovery planning in the future.</p> <p>This application seeks funding to contract an independent facilitator to deliver an 'Investment Management Standards' (IMS) process and associated business case. This process consists of a series of facilitated and detailed scoping or 'line of enquiry' workshops to help articulate the investment logic, benefits, and options available for response and recovery planning associated with Mt Taranaki during and/or following a volcanic eruption.</p> <p>The intent is to leverage the knowledge gleaned from existing research streams while incorporating lessons from other programmes/work streams across New Zealand to help build a sound investment logic and business case for volcanic response and recovery planning.</p>	
Challenge/opportunity <i>[200 words maximum]</i>	

Mt Taranaki has a 50% chance of erupting in the next 50 years, with eruption activity likely to last for many years. The *He Mounga Puia research programme* has exposed a scale and magnitude of cascading volcanic consequences for emergency response/recovery planning that are more complex than first anticipated. The magnitude of consequences is exacerbated by the effects of climate change where more extreme weather is likely to compound hazard consequences.

Positioned upwind from Auckland, Waikato, and Bay of Plenty, Mt Taranaki is considered the most likely New Zealand volcano to cause national scale impacts during our lifetimes. This includes disruption to transport, tourism, farming, power, water supplies, and other critical infrastructure¹. Recent estimates of the net loss to economic activity from a brief Mt Taranaki eruption, is estimated at NZ \$1.7 – \$4.0 billion of GDP per year².

Given the complexity and significant impacts associated with the volcanic hazard, the Taranaki CDEM group believe a regionally coordinated programme of volcanic response and recovery planning should be considered.

Collaborative and coordinated CDEM projects are relatively well understood and embedded in New Zealand. They have proven to help strengthen stakeholder relations and improve outcomes. Experience from the 'East Coast LAB' project identified the importance of ensuring clarity on the problem to be addressed - including assessing the scope, identifying stakeholders, resources required, articulating the benefits, identifying any risks/challenges, establishing roles and responsibilities, and importantly confirming stakeholder/community interest and engagement.

Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) [200 words maximum]

This project intends leveraging existing hazard identification research, particularly *He Mounga Puia* and has a demonstrable connection to the following NDRS strategic objectives.

Objective 1 – Hazard risk science that translates into quality planning to reduce New Zealand's risk, particularly where there is scale and impact, presents further research opportunities. With the *He Mounga Puia* research programme continuing into 2024, the IMS approach will help identify any research gaps and support continued risk and hazard assessment.

Objective 8 – Taranaki CDEM is committed to collaboration with Iwi/Māori. Co-governance of Taranaki Maunga between the Crown and iwi will change management arrangements into the future. The impact of the mountain as a legal person, Te Kāhui Tupua, on hazard risk and emergency management planning is unknown and therefore this IMS approach presents an opportunity for increased collaboration and partnership between TEMO and Maori/Iwi.

Objective 10 – The IMS approach provides a basis for the integration of national, regional, and local community planning activity and encourages stakeholder involvement in determining the future shape of a potential volcanic response and recovery programme.

Objective 13 – The widespread volcanic hazards associated with Mt Taranaki encourages regional participation and collaboration along with community engagement to manage risk, providing for planning and preparation in emergencies, and for response and recovery.

Objective 14 – The scale of a potential Mt Taranaki eruption presents an opportunity to develop a common sense of purpose and collective impact approach for the North Island CDEM Groups. This will help promote national consistency and regional cooperation.

¹ [He Mounga Puia, Puaea Rū, Puaea Kōrero | Volcanic Futures.](#)

² Ibid.

Alignment with Principles and Allocation Preferences [200 words maximum]

Aligns with NDRS and other NEMA focus areas/supports national consistency - This workstream reflects the NEMA catastrophic planning approach. There is an intention to leverage learnings from large programmes such as AF8 (Alpine Fault Magnitude 8) and East Coast LAB.

Achieves equity of outcomes for Māori – The IMS approach enables early input from Iwi groups with opportunities to coordinate and collaborate on large scale programme.

Outcome focused – The IMS process is intended to scope and inform a significant response and recovery programme that will make a material difference to the capability of regional groups across the North Island to respond to a Mt Taranaki volcanic event.

Applicable in other regions – The scale of a Mt Taranaki region presents an opportunity to take a multi-regional ‘Collective Impact Approach’ and develop a common sense of purpose with other North Island CDEM groups – promoting consistency and cooperation.

Wider funding/resource commitment – This application is seeking funds to run a series of workshops and to develop a programme level business case that will help inform and enable a much larger programme implementation investment proposal in the future.

Builds on existing work - This project builds on the *He Mouna Puia* research programme and the NEMA funded hazard infographics posters. The focus is on ensuring robust investment logic and consideration of the full range of hazards.

Operational expenditure (OPEX) – Yes.

Application of outcomes/benefits to sector [200 words maximum]

The IMS is central to achieving a more in-depth discovery of volcanic response and recovery planning requirements.

In essence an IMS process will help decision makers determine:

- There is a real, evidence-based problem that needs to be addressed.
- The proposed benefits are of high value to stakeholders.
- That the intended benefits KPI's are meaningful, measurable, and can be attributable to the investment.
- That the way the problem will be addressed is strategic, feasible, and innovative.
- The solution is likely to be delivered within time and budget constraints; and
- The solution can be applied flexibly and is adaptable to changing circumstances.³

The key benefits available by utilising the IMS approach include:

- A structured engagement opportunity with key stakeholders.
- Improved articulation of the need for the investment and prioritisation.
- Substantial reduction in the number of irrelevant investment ideas.
- Better investment solutions and outcomes.

³ Modelled from the Victoria Government Investment Management Standards [Investment management standard | Department of Treasury and Finance Victoria \(dtf.vic.gov.au\)](https://www.treasury.vic.gov.au/investment-management-standard)

<ul style="list-style-type: none"> Time and cost efficiencies 		
Ongoing costs (post-project) and how it will be funded <i>[200 words maximum]</i>		
<p>This project is seeking funding from the NEMA Resilience Fund to provide clarity on volcanic planning requirements and inform the development of a programme business case.</p> <p>Depending on the outcome of this process, the business case may be used to seek funding support from a range of potential sources.</p>		
Project design		
Project manager	Chris Whitehead (Operations Lead – TEMO)	
Other project members	TBA	
External providers/contractors	TBA – Subject to contractual arrangements	
NEMA resource (if needed)	Personnel to attend various workshops as required	
Deliverables <i>[Note: payments will be made after successful completion of milestones identified]</i>		
Key milestones	Date for completion	Cost (invoice amount)
Stakeholder engagement plan	July 2023	\$5000
Problem/Benefits Definition (Investment Logic Map and Benefits management plan)	August 2023	\$40,000
Response Definition (Options development – long & short listing)	September 2023	\$170,000
Recommended option assessment	October 2023	\$100,000
Business Case complete	December 2023	\$20,000
Identified risks		
Risks	Suggested mitigation / management	
Consultant availability	Clear contractual arrangements	
Stakeholder availability	Early advisory of planned dates and requirements	
Unplanned response and Recovery requirements	Dependent on variables.	

COVID-19 pandemic resurgence	Online workshops if required		
Funding request and use			
CDEM Resilience Fund contribution	\$335,000		
Local authority / organisation contribution	Staff time from TEMO, office space, workshop resources		
Other sources of funding or support	\$0		
Budget <i>[please supply spreadsheet]</i>	TBA - See attached indicative cost spreadsheet		
Applies if application exceeds \$100,000 over the life of the project	Are you prepared to attend an interview in support of this application (if needed)?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Application confirmation			
Is this application from an individual or other organisation		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does the CDEM Group support this application? <i>[sign off below confirms support]</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding]	Name:		
Approval of CEG Chair	Name:		
All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair			
CDEM Group comment			

Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA at resilience.fund@nema.govt.nz

NEMA Assessment [internal use only]		
Principles	Yes	No
Local / regional focus	<input type="checkbox"/>	<input type="checkbox"/>
Values the role of Māori in the Emergency Management System	<input type="checkbox"/>	<input type="checkbox"/>
NEMA involvement required	<input type="checkbox"/>	<input type="checkbox"/>

Allocation Preferences		
Alignment with NDRS	<input type="checkbox"/>	<input type="checkbox"/>
Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations	<input type="checkbox"/>	<input type="checkbox"/>
Outcome focused	<input type="checkbox"/>	<input type="checkbox"/>
Applicable in other regions / CDEM Groups	<input type="checkbox"/>	<input type="checkbox"/>
Supports national consistency	<input type="checkbox"/>	<input type="checkbox"/>
Wider funding / resource commitment	<input type="checkbox"/>	<input type="checkbox"/>
Build on existing work	<input type="checkbox"/>	<input type="checkbox"/>
Operational expenditure (Opex)	<input type="checkbox"/>	<input type="checkbox"/>
Capital expenditure (Capex)	<input type="checkbox"/>	<input type="checkbox"/>
Other		
Application from individuals or other organisations endorsed/sponsored by CDEM Group		
NEMA Subject Matter Expert Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Regional Emergency Management Advisor Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>

NEMA Review Panel Comment	Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
NEMA Director Decision Sign-off	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
Director of Civil Defence Emergency Management		

Appendix A Report Template

CDEM Resilience Fund Project Status Report		Date: DD MMMM YY	
Project title			Project number
Project manager		Contact details	
Executive summary of status			
Progress of deliverables			
Milestones	Status (on track, delayed, etc.)	Progress this quarter and next steps	

Identification of any issues (actual or potential)					
	Issue		Mitigation		
Schedule					
Staff resources					
Budget					
Dependencies					
Stakeholders					
Quality					
Other					
Budget					
Activity	Expenditure to date	Budget to date	Full year budget	Budget forecast	Variance

Comment on variance		
Confirmation		
I confirm the status report is accurately reflected and the invoice amount is correct.		
Project Manager	Chief Executive	CEG Chair
Comment by Resilience Fund Coordinator		



Date: 08 March 2023

Committee: Taranaki Emergency Management Joint Committee

Subject: **Recovery Manager Appointments and Resignation**

Author: Craig Campbell-Smart, Recovery Advisor

Approved by: Todd Velvin, Group Manager

Purpose

1. The purpose of this memorandum is to seek approval for the appointment of two persons to Recovery Manager roles (Group and Local) to provide alternates for primary role holders and acknowledge the resignation of Mr Ben Ingram from the role of Local Recovery Manager by the Taranaki Civil Defence Emergency Management (CDEM) Group.

Executive summary

2. The Group has previously made appointments to the statutory roles under Section 29 and 30 (Group and Local Recovery Managers respectively), of the Civil Defence Emergency Management Act 2002.
3. This memorandum is to receive and approve the appointments of:
Mr Callum Williamson to the role of Group Recovery Manager (alternate).
Mr Chade Julie to the role of Local Recovery Manager (alternate) for Stratford District Council.
4. This memorandum is to note the Resignation of:
Mr Ben Ingram from Local Recovery Manager for New Plymouth District Council.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum *Recovery Manager Appointments and Resignation*
- b) approves the appointment of Mr Callum Williamson to the role of Group Recovery Manager, as per the contents of the report.
- c) approves the appointment of Chade Julie to the role of Local Recovery Manager for Stratford District Council, as per the contents of the report

- d) notes the resignation of Mr Ben Ingram from the role of Local Recovery Manager to Taranaki CDEM Group Joint Committee

Background

Statutory Roles

5. Statutory roles under the Civil Defence Emergency Management Act (2002) provide leadership to direct and coordinate CDEM resources made available to them during declared emergencies, notices of transition, and perform any other functions delegated by the CDEM Group.

Discussion

Nominations

6. Taranaki Emergency Management have nominated the following people to the following positions. Mr Williamson will support Group Recovery Manager Mr Craig Campbell-Smart.

Group Recover Manager (alternate): Mr Callum Williamson – Community Partnerships Lead.

7. Stratford District Council (SDC) have nominated the following people to the following positions. Mr Julie will support Local Recovery Manager Ms Kate Whareatu:

Local Recovery Manager (alternate): Mr Chade Julie – Community Development Manager.

Approval Process

8. The CDEM Group Joint Committee has previously determined a selection and appointment process for statutory roles. This involves review of each nominated person's capabilities, by way of interview or known competencies and personality attributes against role capabilities, and submission of selection and appointment review checklist to the CDEM Group Joint Committee.

Resignation

9. TEMO wish to advise the resignation of Mr Ben Ingram from the role of Local Recovery Manager for New Plymouth District Council. Mr Ingram has left the Council for other employment, and we wish him well in his future endeavours.

Decision-making considerations

10. Section 29 and 30 of the *Civil Defence Emergency Management Act 2002* allows the Group to appoint 1 or more persons to the role of a Group Recovery Manager or Local Recovery Manager.
11. Part 6 (Planning, decision-making, and accountability) of the *Local Government Act 2002* has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the *Act*.

Financial considerations—LTP/Annual Plan

12. Group Recovery Manager merit for volunteers is the responsibility of TEMO.
13. This memorandum and the associated recommendations are consistent with the CDEM Group's financial policies, and its members adopted Long-Term Plans and estimates. Any financial information included in this memorandum has been prepared in accordance with generally accepted accounting practice.

Policy considerations

14. These appointments are consistent with Taranaki CDEM Group Plan and the Coordinated Incident Management System (CIMS) v3.
15. 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*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

Legal considerations

16. The Appointment of Group Recovery Managers is made in accordance with Section 29 of the *Civil Defence Emergency Management Act 2002*.
17. The Appointment of Local Recovery Managers is made in accordance with Section 30 of the *Civil Defence Emergency Management Act 2002*.
18. This memorandum and the associated recommendations comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the *Civil Defence Emergency Management Act 2002* and the associated recommendations comply with the appropriate statutory requirements imposed upon the Council.

AGENDA AUTHORISATION

Agenda for the Taranaki CDEM Joint Committee meeting held on Wednesday 8 March, 1pm

Approved:

Not Cast

S J Ruru
Chief Executive