



AGENDA

Taranaki Civil Defence

Joint Committee Meeting

Thursday 21 September 2023, 10.30am

Civil Defence Emergency Management - Joint Committee



21 September 2023 10:30 AM

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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 te 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 18 May 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Confirmation of Minutes Joint Committee – 18 May 2023**

Approved by: S J Ruru, Chief Executive

Document: 3205731

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 18 May 2023
- 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 8 March at 1.00pm, 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: 3173668 [Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 18 May 2023.](#)



Committee: Taranaki Emergency Management Group Joint Committee
Date: 18 May 2023
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3173668

Members	Mr	N Walker	Chairperson
	Mr	N Holdom	Mayor New Plymouth District Council
	Mr	P Nixon	Mayor South Taranaki District Council
	Mr	N Volzke	Mayor Stratford District Council

Attending	Ms	C Littlewood	Chairperson Taranaki Regional Council
	Mr	S Hanne	Stratford District Council (CEO)
	Ms	F Aitken	South Taranaki District Council (CEO)
	Mr	G Green	New Plymouth District Council (CEO)
	Mr	S Ruru	Taranaki Regional Council (CEO)
	Ms	L Poutu	Iwi Representative (Zoom)
	Mr	T Velvin	Taranaki CDEM (Regional Manager)
	Ms	K Lawson	CDEM (Group Welfare Manager)
	Mr	S Tiatia	TEMO (Zoom)
	Mrs	M Jones	Governance Administrator
	Miss	N Chadwick	Executive Assistant

The meeting opened with karakia at 10.00am

Apologies T Velvin CDEM (Regional Manager) and K Lawson CDEM as late

1. Confirmation of Minutes - CDEM Joint Committee 8 March 2023

Recommended

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

- a) took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Joint Committee meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 8 March 2023 at 10.30am.

Holdom/Nixon

2. Confirmation of Minutes - CDEM Co-ordinating Executive Group 11 May 2023

Recommended

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

- a) received the unconfirmed minutes of the Taranaki civil Defence Emergency management Co-ordinating Executive group meeting held at Stratford District Council chambers, 63 Miranda Street, Stratford at 1pm 11 May 2023

Holdom/Nixon

10.11am T Velvin and K Lawson CDEM joined meeting

3. TEMO Launch Code

- 3.1 Mr T Velvin – CDEM, spoke to the memorandum to inform the members of the updates to the TEMO Launch code.

Recommended

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

- a) received the memorandum, *Launch Code*
- b) noted the contents of Launch Code
- c) endorsed the *Launch Code*.

Nixon/Holdom

4. CDEM Quarterly Performance Report 2022/23

- 4.1 Mr T Velvin, Taranaki CDEM Group Manager, spoke to the memorandum to provide the CDEM Coordinating Executive Group with an update on the *Quarterly Performance Report 2022/23*.

Recommended

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

- a) received the memorandum Quarterly Performance Report 3 2022/23
- b) endorsed the report to the Taranaki Civil Defence Emergency Group Joint Committee.

Walker/Volzke

5. Regional Public Service Commissioner Update April 2023

- 5.1 Mr T Velvin – Spoke to the Memorandum to provide an update on the MSD support of weather impacted areas.
- 5.2 Kaz Lawson gave an update on the working relationship between CDEM and MSD

Recommended

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

- a) received the memorandum *Regional Public Service Commissioner update April 2023*
- b) takes as read the *Regional Public Service Commissioner update April 2023*
- b) noted the content of the report.

Volzke/Holdom

There being no further business the Committee Chairman, Mr N Walker, declared the meeting of the Taranaki Civil Defence Emergency Management Joint Committee closed at 10.56pm.

Confirmed

Chairperson: _____

N Walker

(Date of next meeting 10 August 2023)



Date 21 September 2023

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – 31 August 2023**

Approved by: S J Ruru, Chief Executive

Document: 3206028

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 Taranaki Regional Council, 47 Cloten Road, Stratford on 31 August 2023.
- b) adopts the recommendations therein.

Matters arising

Appendices/Attachments

[Document 3191122: Minutes Taranaki Civil Defence CEG 31 August 2023.](#)



Committee: Co-ordinating Executive Group
Date: 31 August 2023
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3191122

Members	Mr	S Hanne	Stratford District Council (Chairperson)
	Ms	F Aitken	South Taranaki District Council
	Mr	G Green	New Plymouth District Council
	Mr	S Ruru	Taranaki Regional Council Representative
	Mr	K Murphy	FENZ representative
Attending	Mr	T Velvin	Taranaki CDEM (Regional Manager)
	Mr	C Campbell-Smart	Taranaki CDEM (Group Recovery Manager)
	Mr	G Simmons	Te Whatu Ora
	Mr	C Grant-Fargie	Te Whatu Ora
	Ms	M Stewart	St Johns
	Ms	C Scott	Ministry for Social Development (<i>zoom</i>)
	Ms	K Lawson	Taranaki CDEM (Group Welfare Manager) (<i>zoom</i>)
	Mr	S Tiatia	National Emergency Management Agency
	Ms	J Stokes	New Plymouth District Council
	Ms	S Gauden-Ing	Planning advisor TEMO
	Mr	B Ingram	Group Controller TEMO
	Ms	S Kelly	Alt Group Controller
	Mrs	M Jones	Governance Administrator
Miss	N Chadwick	Executive Assistant	

Apologies: Apologies were received and sustained from I Chamberlain – Te Whatu Ora, B Dewar & G Roper NZ Police and K Knowles Hanne/Simmons

1. Confirmation of Minutes – CDEM Coordinating Executive Group 11 May 2023

Recommended

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

- a) took as read and confirmed the minutes of the Taranaki Civil Defence Emergency Management Co-Ordinating Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 9 February 2023 at 10.30am.

Hanne/Aitken

2. Confirmation of Advisory Group Minutes

Recommended

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

- a) receives the unconfirmed minutes of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) meeting held on 25 May 2023
- b) receives the unconfirmed minutes of the Geospatial Innovation Advisory Group (GIAG) meeting held on 31 May 2023
- c) receives the unconfirmed minutes of the Lifelines Advisory Group (LAG) meeting held on 13 June 2023

Hanne/Aitken

3. Geospatial Innovation Advisory Group Terms of Reference Approval Request

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

Recommended

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

- a) receives memorandum, *Approval of the Terms of Reference for Geospatial Innovation Advisory Group*
- b) endorses the Terms of Reference to the Taranaki Civil Defence Emergency Management Group Joint Committee.

Hanne/Green

4. Quarterly Performance Report

- 4.1 Mr T Velvin, spoke to the memorandum to provide an update on the 2022/2023 Quarterly Performance Report.

Recommended

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

- a) receives memorandum, *Quarterly Performance Report 4 2022/23*
- b) endorses the report to the Taranaki Civil Defence Emergency Management Group Joint Committee.

Aitken/Simmons

5. Adoption of TEMO Business Plan 2024-2025

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

Recommended

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

- a) receives the Memorandum, *Adoption of the TEMO Business Plan 2024-25*
- b) notes the contents of the TEMO Business 2024-25
- c) endorses the business plan to the Taranaki CDEM Group Joint Committee.

Hanne/Stewart

6. Website URL Change for Taranaki Emergency Management Office

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

Recommended

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

- a) receives the Memorandum *Website URL Change for Taranaki Emergency Management Office*
- b) endorses the proposal for the new website URL to change to 'www.taranakiem.govt.nz' to go to the Joint Committee for Approval.

Green/Ruru

7. Appointment of Group Controller

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

Recommended

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

- a) receives the memorandum *Appointment of Group Controller*

- b) endorses the appointment of Mr Ben Ingram to the role of Group Controller to the Taranaki CDEM Joint Committee.

Hanne/Green

8. Appointment of Zoe Sharman as Alternate Group Welfare Manager

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

Recommended

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

- a) receives the Memorandum *Appointment of Ms Zoe Sharman as Alternate Group Welfare Manager*
- b) endorses the appointment of Ms Zoe Sharman, to the role of Group Welfare Manager to the Taranaki CDEM Joint Committee.

Aitken/Murphy

9. Adoption of Tsunami Response and Recovery Plan and the Flood Protection Response

- 9.1 Mr T Velvin, introduced Ms S Gauden-Ing, who spoke to the memorandum to present the *Tsunami Response and Recovery Plan* and updated *Flood Response and Recovery Plan*.

Recommended

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

- a) receives the Memorandum, *Adoption of Tsunami Response and Recovery Plan and the Flood Response and Recovery Plan*
- b) adopts *Tsunami Response and Recovery Plan and the Flood Response and Recovery Plan*.

Hanne/Simmons

10. DMPC Critical Infrastructure Reform

- 10.1 Mr C Campbell-Smart, spoke to the memorandum to present the *DMPC Critical Infrastructure Recovery Reform*.

Recommended

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

- a) received the Memorandum, *DPMC Critical Infrastructure Reform*

Hanne/Aitken

11. National Emergency Management Update

11.1 Mr S Tiatia, spoke to the memorandum to provide the members with an update on the National Emergency Management Agency.

Recommended

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

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

Hanne/Simmons

12. Iwi Māori Advisor Proposal

12.1 Mr T Velvin, spoke to the memorandum to present the proposal to employ an Iwi Māori Advisor as a joint venture between Taranaki Emergency Management Office and Te Aranga.

Recommended

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

- a) receives the Memorandum, *Iwi Māori Advisor Proposal*
- b) discussed and noted the contents of the proposal
- c) engage with iwi chairs to discuss iwi priorities

Ruru/Hanne

There being no further business the Committee Chair, Sven Hanne, declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 11.27am.

Confirmed

Chairperson: _____

Sven Hanne



Date 21 September 2023

Committee: Civil Defence Emergency Management Joint Committee (JC)

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

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

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 4 for financial year 2022/23 has been prepared for the Taranaki Civil Defence Emergency Management Group and is presented for information to the Joint Committee.
4. The Quarterly Performance Report is attached in Appendix A.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives memorandum, *Quarterly Performance Report 4 2022/23*
- b) approves the report to the Taranaki Civil Defence Emergency Management Group

Discussion

5. This is the fourth and final instalment of performance reporting for 2022/23 financial year for the Taranaki Civil Defence Emergency Management Group (the Group).
6. Taranaki CDEM website project has been started after last quarters budget approval.
7. Group Plan

TEMO has started the risk and hazards assessment workshops as stage one of the Group Plan review.

Decision-making considerations

8. 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

9. The annual budget was included in the TEMO Annual Business Plan 2022-23. Reporting against this budget is included in the quarterly report.
10. 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

11. 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.
12. 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

13. 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 4 2022/23](#)



TARANAKI
EMERGENCY MANAGEMENT

Performance Report

Quarterly Report Q4
For Financial Year 2022/23

TARANAKI CDEM GROUP



Document management

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

Date June 2023

Reviewer Todd Velvin

Title CDEM Regional Manager

Date June 2023

Endorsed by Taranaki Coordinating Executive Group

Date

Authoriser Taranaki CDEM Group Joint Committee

Date

Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	June 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 Four

The Emergency Management Bill has been presented to parliament and is in the select committee process.

Regional Group Risk Assessment Workshop (part of the review process for the Group Plan)

He Mounga Puia, Volcanic Communication Workshop (TEMO & Canterbury University)

Convening of the Geospatial Innovation Advisory Group (GIAG)

Enhanced community engagement across the region led by the Community Resilience Team.

D4H Live adopted as the Response Management system for the Taranaki ECC, project underway to develop, implement and embed.

Operations Lead, Ben Ingram, appointed.

Budget Performance

Currently, TEMO is carrying a variance of \$126,046 at the end of this financial year. In the process of reviewing for sign off.

Significant Projects

Response and Recovery Plans

The Flood Response and Recovery Plan was exercised in late May. This plan and the Tsunami Response and Recovery plan are to be presented to CEG for endorsement.

Volcanic Planning –Feb 2023, TEMO applied to the NEMA Resilience Fund to fund a line of enquiry phase in support of Mt Taranaki volcanic response and recovery planning. This will be achieved through the application of an independently facilitated 'Investment Management Standards' (IMS) process. If unsuccessful in this bid for funding, TEMO will be unable to meet the costs associated with the planned IMS process and will therefore need to examine alternative funding options. We are awaiting response from NEMA on the two applications to the Resilience Fund.

Systems Tools

Welfare Registration and Needs Assessment (RANA) - continue to wait on a solution to progress from NPDC IT support company Stratos. TEMO had engaged an external contractor to complete the upgrade with offline working capabilities, a must have ability dropped by previous NPDC contractor for the tool, however this contractor was declined by NPDC IT. We are awaiting response from NEMA on Resilience Funding to progress RANA as an advanced product.

Group Plan review - Hazard Risk Assessment as part of this process has been started and the first regional hazard workshop has been completed. Additional workshops are scheduled to complete the process.

Personnel

TEMO currently holds one vacancy, a Planner. Recruitment is underway for this role.

Recruitment is also underway for a 0.5FTE Administrator.

Events

May 4th Weather.

Taranaki ECC activated to a forecasted severe weather event at the beginning of May. South Taranaki District Councils EOC also activated for this event. The impacts were felt across the region, mainly wind damage with North Taranaki being impacted the most. Localised surface flooding, several roads affected by trees, and two private properties were impacted along with widespread power outages.

The weather was not as severe as forecasted by MetService and the ECC stood down after a day and a half of operation. Personnel time was used effectively during this to aid in evacuation contingency planning and build strength and capability in response operations.

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 four financial report ending 30 June 2023 (attached in Appendix B) shows a variance of \$126,046.

Note this is yet to be finalised for end of year.

1.2 CDEM Reserve

The TEMO current CDEM reserve sits at \$105,000.

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, during the initial COVID response, for the short term while NEMA was developing a national solution. The development of the system was to provide a consistent regional approach to collect, analyse, and manage information to understand individuals, whanau, and communities affected by an emergency and their associated needs.

A National solution has not been realised, and therefore it is prudent that Taranaki continues to move forward in this space as Registration and needs assessment provides the basis for welfare service delivery. Needs assessment includes the provision of a system to assist with meeting the immediate and ongoing welfare needs, and coordinating the actions required to meet those needs, in an integrated and flexible way.

Needs assessment provides the means of identifying and coordinating welfare services during emergencies and is therefore of direct benefit to people affected by emergencies and agencies with welfare service delivery responsibilities. The absence of a system within the region exposes us to real risks in being able to respond in emergency events and has been well documented during recent events in Auckland and Hawkes Bay.

To date TEMO has committed \$20,000 to resolve outstanding issues identified with the original iteration of RANA and the subsequent move, at NPDC BTG unit request, to a new platform to make the product functionally operational.

TEMO has in addition made an application to the National Resilience Fund (NEMA) for \$36,000 to upgrade and advance features into the product.

Several other CDEM Groups have expressed interest in supporting this product; with ongoing discussions being held at a National level involving all Group Managers.

The project stalled due to NPDC BTG raising access concerns for the external contractor engaged to progress development. NPDC BTG has provided a new contract company, Stratos. To date there has been no advancement of this project.

Website Development

Contributes to: Community Resilience

Status

Some Delays

The Taranaki Emergency Management Office (TEMO) website project commenced on the 13 April. The project is being led by NPDC project manager supported by the TEMO marketing and communications advisor. The website is being created by 'Effect' and was due for completion in two phases with the projected delivery date on the 28 July. Note: now waiting on new delivery dates and timelines due to delays with Project team in NPDC.

- Design phase: 26 April - 19 May, waiting for new dates from NPDC
- Development phase: 29 May - 28 July, waiting for new dates from NPDC

The next steps are for branding information to be supplied by TEMO to Effect with a full review of TEMO's web content. The website URL will change from 'www.cdemtaranaki.govt.nz' to 'www.taranakiem.govt.nz'. A permanent redirect will be put in place accompanied by a marketing campaign increasing awareness and familiarity for our partners/community. The decision regarding the website URL has been made based on anticipated influence of the new emergency management legislation that is currently at parliament. The new legislation is aimed to modernise the emergency management system driving the move from dated 'Civil Defence' brand to 'Emergency Management'.

This is identified as a critical project for communication and engagement with our communities.

D4H Live

Contributes to: Organisational Resilience/Response Recovery

Status

On Track

The D4H Live Development & Embedment Project aims to ensure Taranaki CDEM has access to fit for purpose emergency management software, with the high-level goal to "improve the speed, accuracy and consistency of response decisions and coordination of actions at Emergency Coordination Centre (ECC) and Emergency Operation Centres (EOCs)".

Loading initial action plans and tasking into the system will enable the ECC to respond quickly to our community's needs.

The system has been migrated onto the Australian network for increased security measures this last quarter. This aligns to NZ security protocols.

Group Plan

Status

Started

A memorandum seeking endorsement to commence an interim review and update of the current Taranaki Civil Defence Emergency Management (CDEM) Group plan was approved by CEG/JC 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.

Toa Consulting Ltd has been engaged to facilitate the risk assessment process which commenced in April and is ongoing.

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 to 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 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.

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.

The EM Bill was presented to Parliament in late June 2023 and is now in the select committee process. Submissions/feedback are open.

The National Plan is currently on hold due to 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. Budget increase was approved at the Joint Committee in February 2023 to adopt this position full-time.

The role of Operations Lead recently vacated by Chris Whitehead has been filled by Ben Ingram.

Recruitment has started for a 0.5 FTE administrator for TEMO alongside recruiting for the Planning Advisor vacancy.

General well-being is still a consideration for our employees and volunteers due to the past 3.5 - years of disruptions. These include the Covid response, other events within the region and across the country, as well as a changing economic landscape. We continue to monitor and implement well-being measures to build and support a high performing team.

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, a business plan will be presented to CEG and JC for a transitional period of 18 months while we review the Group Plan, with a goal to releasing a new Group Plan for the 2024/25 financial year.

TEMO is workshopping collaborative work programs alongside the three TA's to ensure a unified and structured approach to CDEM across the region.

The proposed business plan will change how TEMO reports work programs within the quarterly report in the new financial year.

Civil Defence Emergency Management - Joint Committee - Quarterly Performance Report

	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 • Intermediate • CIMS 4
	Deliver a continuous improvement of the CIMS Function Checklist	The All Functions Plan is now 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 Manager.
	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	Project underway
	Deliver the 2020 Communications and Marketing Plan	Plan under review
	Increased engagement with communities	Ongoing support of the national campaigns, including Shakeout. Enhanced engagement across the region due to recent events.
Contingency Planning	Develop and adopt the Earthquake Response and Recovery Plan	Exercise draft completed – awaiting exercising in Oct 2023
	Develop and adopt the Tsunami Response and Recovery Plan	Plan completed and exercised in Feb 2023
	Develop and adopt the Flood Response and Recovery Plan	Plan completed and exercised in May 2023.
	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. Lifelines engagement workshop completed. Community Engagement workshop completed. Resilience Fund application submitted for future planning.
	Implement the GIS Strategy 2021-26	Geospatial Innovation Advisory Group (GIAG) established, and terms of reference developed. First meeting convened.

Civil Defence Emergency Management - Joint Committee - Quarterly Performance Report

Key Deliverable		Status
		<p>A stakeholder analysis workshop and associated engagement plan developed.</p> <p>Engagement with stakeholders to research current geospatial systems and capability across CDEM group is underway.</p> <p>A data improvement plan is being considered with agreement still required for which datasets are to be used.</p>
Recovery	Deliver the Strategic Recovery Plan	<p>Plan consultation & development in process</p> <p>Priority actions identified.</p>
Welfare and Resilience	<p>Update the Welfare and subfunction plans</p> <p>Support the council EMOs in delivery of resilience programme</p>	<p>Taranaki Animal Welfare Plan delivered by MPI. (Manaaki Wellness) Psychosocial Plan delivered (Te Whatu Ora). Inquiry Plan, presented at WCG (NZ Police). Accommodation & Household Goods and Services Plans in process. Financial Services and Care and Protection of children & young people to be presented at WCH Aug 2023</p> <p>Awaiting details of EMO work programs and recruitment of EMO NPDC. Regional workshops implemented fortnightly.</p>
Governance	<p>Support the Coordinating Executive Group and Joint Committee</p> <p>Hold regular Advisory Group meetings</p> <p>Hold regular meetings of the CIMS Function Groups</p>	<p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Coordinating Executive Group • Joint Committee <p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Readiness & Response Advisory Group • Lifelines Advisory Group • Risk Reduction Advisory Group • Geospatial Innovation Advisory Group • Rural Coordination Group • Welfare Coordination Group <p>The following meetings were held this quarter:</p> <ul style="list-style-type: none"> • Operations • Logistics • PIM

Civil Defence Emergency Management - Joint Committee - Quarterly Performance Report

Key Deliverable	Status
Continue building relationships across the sector	Our focus this quarter has been Iwi
Group Duty System	TEMO maintains a 24/7 duty officer roster with a duty Group Controller also rostered on. <ul style="list-style-type: none"><li data-bbox="1061 336 1384 363">• A watching brief maintained.<li data-bbox="1061 373 1630 400">• Ongoing engagement and support of welfare agencies.<li data-bbox="1061 410 1704 437">• Discussions with FENZ with regard welfare support after hours

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

TEMO are currently reviewing the risk management framework for monitoring, reviewing and reporting risk. It is anticipated that project risks will be recorded in individual project risk registers and reviewed and managed through the course of the project. Physical risk will be managed through the NPDC system (Pinnacle), operational risks identified through audit, review & inspection assigned dates and ownership and monitored monthly. The corporate register to record significant and/or strategic risk and may reflect risks recorded in other risk management systems/registers. Reporting to this forum twice yearly in the form of a corporate risk register

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.

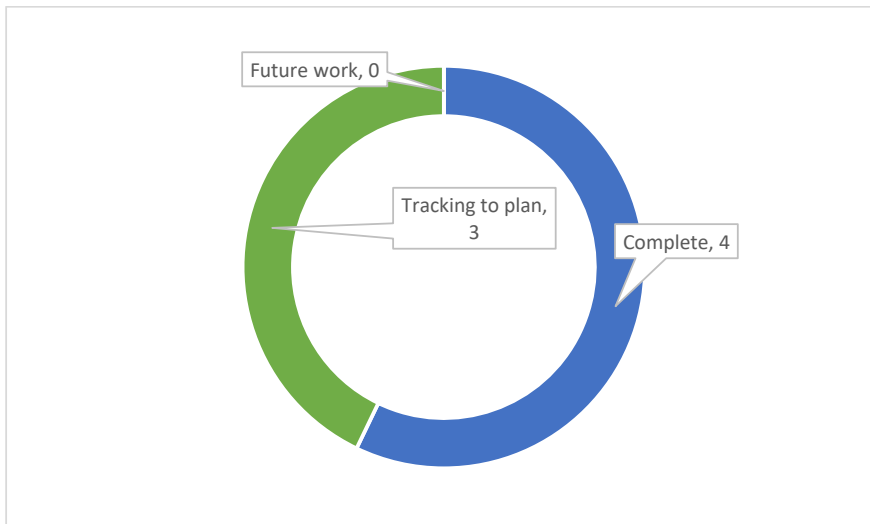
A summary of the Taranaki Group's progress on those objectives is provided below

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.



Completed

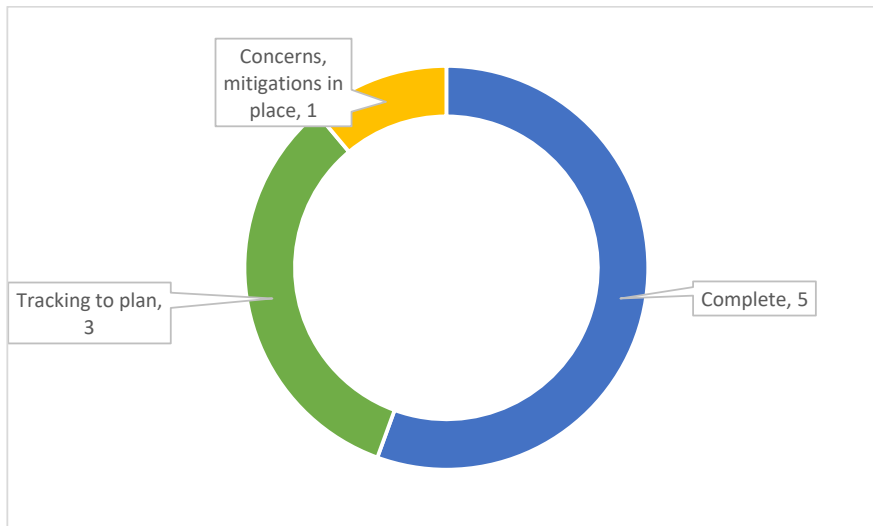
- Gov 1 – performance monitoring and evaluation framework for the CDEM Group established.
- Gov 2 – Financial policy arrangements established.
- Gov 6 – Performance measures in place and reported on quarterly.
- Gov 7 – Governance arrangements regarding the involvement and representation of Māori has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

Tracking to plan

- Gov 5 – Constituting Agreement Review (scheduled to begin Q4 2022/23)
- Gov 3 – Advisory Group TOR's and structures are being collectively reviewed.
- Gov 4 – Group Plan Review

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

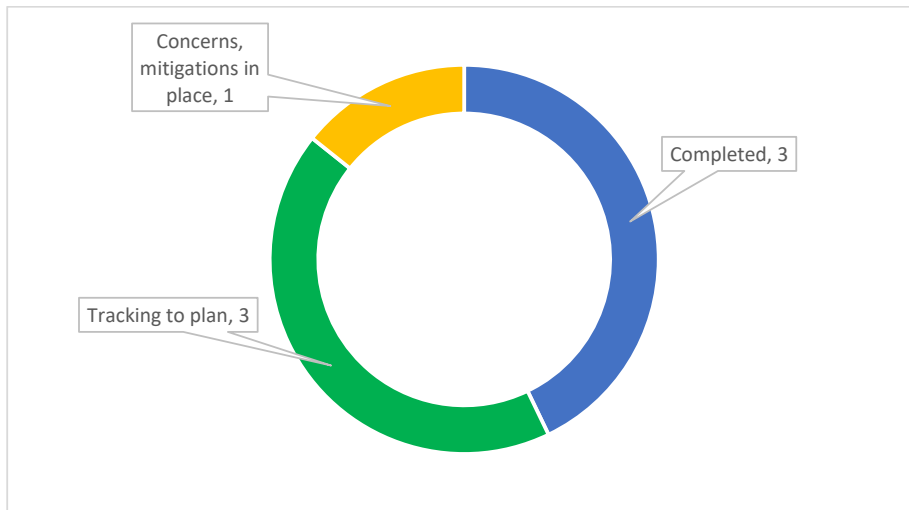
- DRR 4 - The CDEM Group will seek out and encourage applied hazard science research to benefit risk reduction planning.
- DRR 5 – GIS strategy complete, implementation being developed.
- DRR 5 – New Systems and Information Technology advisor has profiled user needs and is sourcing datasets to form data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

Tracking to plan

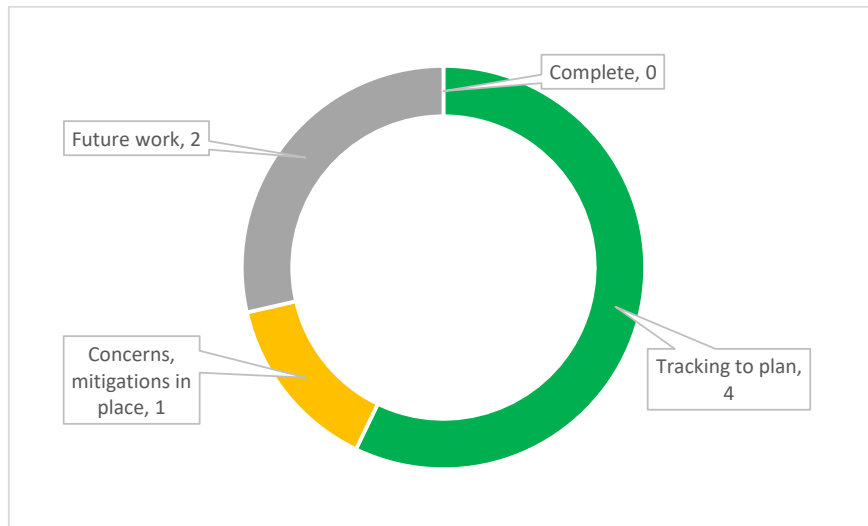
- OR 5 – Recovery Programme Performance Measures
- OR 6 - Corrective action planning currently in review
- OR 3 - Capability development plan in review. Workplans being developed for EMOs to align these to TEMO workplans.

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 – Communication Strategy being developed.
- CR 1 – Volunteer Management Strategy – has required integration with TA workplans. This is now underway.

Concerns – mitigations in place

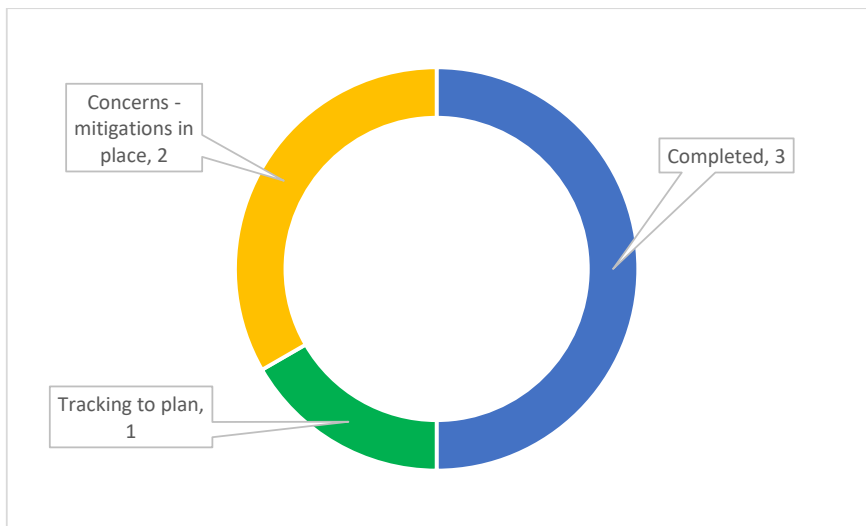
- CR 5 – 500 community volunteers – may be reviewed as part of the next Group Plan

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

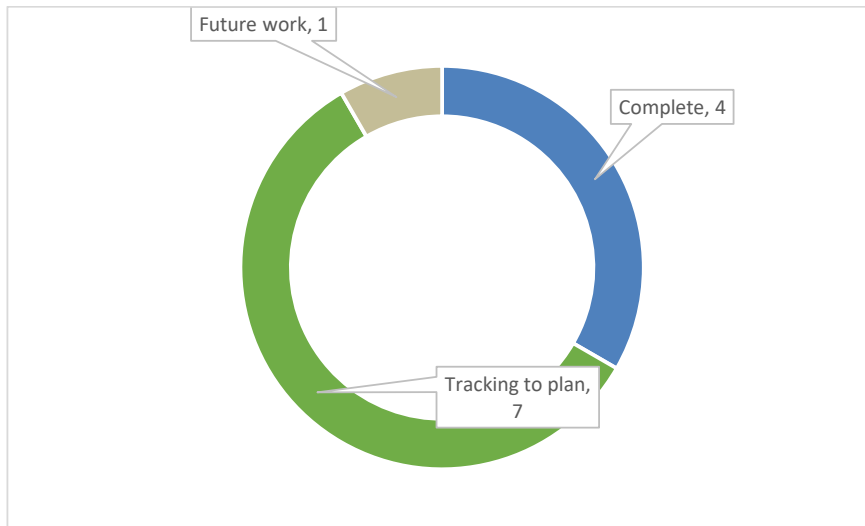
- CD 3 – Exercise schedule constructed, Response and Recovery plans being exercise. Three scheduled for 2023

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 and Recovery plan to be exercised.

Complete

- RR 3 - Three district-based EOCs and one regional ECC established.
- RR4 – Tsunami Response and Recovery Plan Exercised
- RR1 - Readiness and Response Advisory Group Established
- RR 5 - Standard Operating Procedures established.

Tracking to plan

- RR 2 – All controllers complete the national training program.
- RR 4 – Review of all Response Plans and Standard Operating Procedures
- 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 Response and Recovery Plans
- 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 30 June 2023

	TEMO		
	23GENA	23GENR	
	Actual YTD June	Budget YTD June	Variance YTD June
Revenue			
Other revenue			
169 - Other Operating incl Rebates & Recoveries	(45,462)	(62,500)	(17,038)
Total Other revenue	(45,462)	(62,500)	(17,038)
Subsidies and grants			
180 - Operating Grants & Subsidies	(1,509,013)	(1,509,030)	(17)
Total Subsidies and grants	(1,509,013)	(1,509,030)	(17)
Total Revenue	(1,554,475)	(1,571,530)	(17,056)
Expenses			
Personnel costs			
220 - Salaries and wages - Payroll Only	978,739	933,031	(45,708)
223 - Other employee benefits - Payroll Only	21,539	33,171	11,633
224 - Employee Development & Education	29,883	41,294	11,411
225 - Employer contributions - Payroll Only	30,223	21,504	(8,719)
229 - Other personnel costs	22,445	0	(22,445)
Total Personnel costs	1,082,829	1,029,001	(53,828)
General operating expenditure			
231 - Insurances	3,863	6,279	2,416
232 - Legal and professional fees	22,408	67,945	45,537
233 - Occupancy and utilities	25,985	20,416	(5,569)
234 - Property Maintenance	34,504	0	(34,504)
235 - Communications	10,275	10,240	(35)
236 - Advertising and Marketing	17,417	29,205	11,787
237 - Hardware & Software	597	0	(597)
238 - Travel and accommodation	13,053	0	(13,053)
245 - Other general costs	30,433	24,646	(5,787)

Total General operating expenditure	158,536	158,731	196
Direct costs of activities			
250 - Contracts	0	228,403	228,403
253 - Services	6,978	0	(6,978)
254 - Materials	2,280	0	(2,280)
255 - Fleet & Plant Consumables & Maintenance	11,536	9,318	(2,218)
257 - Horticulture Supplies	135	0	(135)
Total Direct costs of activities	20,929	237,721	216,793
10 - Depreciation - operational assets	79,907	36,889	(43,018)
Total Expenses	1,342,200	1,462,342	120,142
EXTERNAL OPERATING (PROFIT)/LOSS	(212,275)	(109,189)	103,086
INTERNAL CHARGES			
300 - Pass thru from Shared Services expense	769	0	(769)
310 - Labour allocation expense	0	5,120	5,120
315 - Fixed Amount Charge of Shared Services	131,871	131,871	0
320 - On-charges expense	2,571	4,424	1,854
330 - Interest allocation expense	42,685	42,685	(0)
INTERNAL RECOVERIES			
360 - Labour allocation recoveries	(188)	0	188
APPROPRIATIONS			
391 - Depreciation funding/ (unfunded)	(83,057)	(36,889)	46,169
395 - Capital Appropriations	0	(29,601)	(29,601)
TOTAL NET RESULT	(117,623)	8,422	126,046



Date 21 September 2023

Committee: Civil Defence Emergency Management Joint Committee (JC)

Subject: **Adoption of TEMO Business Plan 2024-25**

Approved by: Todd Velvin, CDEM Regional Manager

Purpose

1. The purpose of this memorandum is to present the draft TEMO Business Plan 2024-25 for the Taranaki Civil Defence Emergency Management Group (CDEM).

Executive summary

2. Under the Taranaki Group Plan 2018-2023 TEMO is required to report to the Coordinating Executive Group (CEG), and CDEM Group Joint Committee on progress of delivery of the Group Plan.
3. The TEMO Business Plan outlines work activities in four work streams to effect the high level goals of the Group Plan.
4. The TEMO Business Plan 2024-25 (Appendix A) for TEMO is presented to Joint Committee for approval.

Recommendations

That the Taranaki Emergency Management Joint Committee

- a) receives the Memorandum, *Adoption of the TEMO Business Plan 2024-25*
- b) notes the contents of the TEMO Business Plan 2024-25
- c) approves the TEMO Business Plan 2024-25.

Decision-making considerations

5. The Group Plan is currently under review along with changing Emergency Management legislation.
6. 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

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. The memorandum is consistent with the *Taranaki CDEM Group Plan* and the *Group Financial Policy*.
9. 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

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

Appendix A: [TEMO Business Plan 2024-25](#)



Business Plan

2024/25

TARANAKI EMERGENCY MANAGEMENT



Document management

Author Todd Velvin
Title CDEM Regional Manager
Date 22nd August 2023

Reviewer
Title
Date

Endorsed by Taranaki Coordinating Executive Group
Date

Authoriser Taranaki CDEM Group Joint Committee
Date

Version control

VERSION	CHANGES	DATE
vo.1	Original Draft	March
vo.2	Final	August
vo.3		
V1		

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He Kōrero Timatanga

This business plan for the Taranaki Civil Defence Emergency Management (CDEM) covers a two-year period of transition until the new financial year of 2023/25.

It provides a new strategic direction for moving the Taranaki CDEM Group towards a changing landscape with legislation reforms and priorities to ensure effective community outcomes.

The measures and deliverables in this plan represent the highest priorities identified by Taranaki Emergency Management Office (TEMO) for the CDEM Group. This encompasses the four local councils, Taranaki Regional Council (TRC), New Plymouth District Council (NPDC), Stratford District Council (SDC), South Taranaki District Council (STDC). New to this plan is the inclusion of Territorial Authority (TA) work activities to create alignment and mutually supportive regional pathways while at the same time supporting local delivery.

This Plan reflects the expiring CDEM Group Plan June 2023, but without factoring in the changing environment with the National Trifecta work program.

This is a living document to reflect this dynamic environment. Given the unpredictability of the emergency management environment, the CDEM Group must remain receptive to change. The ability to be agile, reviewing and adapt priorities and efforts is key to meeting the community's needs.

The tasks and projects within this plan will be monitored and reported on by TEMO through the Coordinating Executive Committee (CEG) and Joint Committee (JC). Local Authorities will provide individual monitoring and reporting on associate work programs through TEMO. Each Local Authority can add additional activities to best reflect their work in CDEM for local communities.

He Wawata – Our Vision

The centre of innovation and excellence in emergency management for Taranaki

He Kaupapa – Our Purpose

We lead, influence, and empower people to take accountability which builds resilience across Taranaki.

We do this by driving good disaster risk practices, so people take action.

He Whai Tikanga – Our Priorities

Partner with Taranaki Communities to prepare, respond to, and recover from adverse events.

Strengthen emergency management in response and recovery through capability and capacity development.

Enhance collective awareness and knowledge of Taranaki hazards across communities and partners.

Strengthen and maintain strong governance and management processes.

He Huanui – Our Workstreams

Partnership

Expectation from partners is clear and met through robust arrangements and accountability for delivering emergency management (EM) to all.

Risk Management

The risks from hazards, their likelihood, and their impacts are understood and managed across the 4Rs.

Operational Excellence

We build organisation resilience into Emergency Management and plan for the impacts of disasters to ensure our systems and arrangements are fit for purpose.

Community

Communities remain at the forefront of all emergency management work, strengthening them across the 4Rs

Section 1 | Partnership






Strategic Goal






Strong partnership and clear expectations from Emergency Management (EM) partners is met through management processes with accountability for delivery.

Description

The activities in this Pou enhance the collective knowledge and relationships to provide a unified approach to emergency management in Taranaki.

Through clear expectations of all EM partners to provide strong leadership and accountability through co-governance. This ensures the well-being of Taranaki communities is met in times of uncertainty. It will enable and embed collaboration for improvement across the sector. This providing assurance to partners and governance of the ability to work across the 4Rs in emergency Management.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Enhance cooperation among key partners and the community	Strong relationship and partnership with a clear collective direction.	Develop Iwi Engagement Plan	TEMO			
	CEG and JC are effective and engaged with active participation at a governance level.	75% attendance throughout the financial year from all members at CEG and JC meetings	CDEM Group			
	Effective and engage with active participation at advisory groups	75% attendance throughout the financial year from all members at advisory group meetings	TEMO			
		Oversight of emergency management and alignment of work programs where applicable across the CDEM Group	TEMO			
Integrated and coordinated response and recovery planning	Embedded learnings into the emergency management sector organisations	Lead, support, and coordinate where applicable post event review and debriefs	TEMO			

	Continuous improvement	Conduct Performance monitoring and evaluation of CDEM in Taranaki	TEMO			
Integration of national requirements	Alignment to the legislative requirements	Implement Trifecta outcomes across emergency management in Taranaki	TEMO			
	Current and active regional group plan	Update and review Group Plan.	TEMO			
Executive oversight of Emergency Management at regional level	Informed regional partners at an executive level.	Provide annual reporting to CDEM governance through CEG and JC	TEMO			
Build ongoing relationships with NEMA	Strong partnership in alignment with NEMA	National Work Groups – NEMDG, Tsunami, Welfare, REMAs, SIG	TEMO			

Section 2 | Risk

Strategic Goal

Risks from hazards and their impacts are understood, managed, and reduction activities explored to minimise the exposure to communities.






Description


This Pou focuses on the risks associated directly and non-directly with natural or manmade hazards providing a risk to a community's well-being.

Through understanding of hazards and their likelihood, impacts on communities. This is managing and reducing the exposure to these hazards and risks.

As understanding of natural hazards increases, we can effectively implement programs to mitigate or avoid these through design with our partners.

Community engagement will be a key part of implementing and share the knowledge gained in risk and hazard assessments. The strategy for community engagement will sit in the Community Pou which is mentioned in this section.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Build the community's knowledge and understanding of their hazards and risks	Identified communities of high risk to natural hazards	Develop community risk assessment across the region	TEMO			
	Awareness and education of community risks across the Region	Engage with top 10 community groups identified in Community Risk Assessment to build understanding and knowledge of their local hazard scape.	TEMO TA's			
	Research and knowledge are made available to communities in accessible and understandable ways	Hazard risk information is availability to communities as outlined in the Community Engagement Strategy.	TEMO			
Strengthen and manage hazard knowledge to apply to CDEM work programs	Integrated research and risk assessment on likely impacts, where likely to occur	Continue working with scientific partners around He Mounga Puia project and outcomes.	TEMO			
		Support TSVAG with regional hazard science exploration.	TEMO			

		Identify and explore enablers to progress Volcanic planning	TEMO			
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Section 3 | Operational Excellence

Strategic Goal

Effective management of response and recovery to adverse events supporting the communities, partners, and stakeholders' journey through disasters.

Description

Operational excellence Pou focuses on two main areas - Response and Recovery. This ensures effective collaboration to and with the communities' needs during and after adverse events. It includes training and exercising, organizational capability, planning, and coordination of plans. In addition, it ensures lessons learnt are identified and addressed in partnership with the EM sector.

TEMO and the three regional TAs remain in a state of operational readiness to react to any event that will need or cause a response from Taranaki Emergency Management (CDEM). The TAs are the front facing delivery arm of Emergency Management to the communities within their Rohi. As the holders of community connections. Centrally support, Regional Coordinated and Locally delivered.

Collaboration of lifelines and key response recovery partners is a key component of successful response and recovery to provide services to communities. Activities with these key agencies happen at a Partnership Pou level and at this Operational Excellence Pou to ensure better outcomes in adverse events.

3.1 Operational Excellence – Response






Strategic Goal








Effective management of a response to supporting the communities, partners, and stakeholders' journey through adverse events.






Description

With technology becoming an increasingly important part and tool for response a large focus on systems will be a priority for EM. This enabling the TAs and TEMO to have robust operating systems for Taranaki providing better outcomes and oversight to adverse events.

Volunteer definition for this purpose it encompasses TA staff and externals.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Build and integrate GIS capability to enable spatial mapping for shared situational awareness	Improved capability for situational awareness	Continue implementation of th5-yearar GIS strategy.	TEMO			
National alignment and consistency in operations	Coordinated arrangements for improved national response	Participate in National systems and campaigns testing operational readiness	TEMO			
Ensure the ECC/EOC's are operational and ready	Effective Standard Operational Procedures and structures	Develop and maintain CIMs function Standard Operational Procedures for the ECC and train and exercise to standards	TEMO			
		Align and implement functional Standard Operational Procedures for the EOC, train and exercise to regional structures	TA's			
	EM response and recovery managed via a common operating system	Embed D4H as the EM operating system	TEMO			







		Monthly Systems checks Identifying and rectifying issues. Record and report ...	TEMO			
		Annual auditing of ECC and EOC.	TEMO			
		Ensure and Maintain EOC is operational	TA's			
Increase volunteer engagement and capability	Improved CDEM capability and capacity	Develop, implement, and maintain training and exercising for volunteers, as per the training and exercise schedule.	TEMO			
		Deliver training and exercising to volunteers at a local level, including CIMS function meetings	TA's			
Effective and engaged CIMS functions	Increase capability and capacity across CIMS functions	Identify leads for every function	TEMO			
		Hold CIMS function meetings with 75% attendance bi-annually	TEMO			








		Develop and implement volunteer strategy.	TEMO TA's			
Effectively Respond to adverse events	Improved organisational capability through pre-established coordination plans	Develop and Review Response and Recovery Plans as per the planning schedule	TEMO			
		Review Response Management Plan	TEMO			
		Maintain a 24/7 duty system for the region	TEMO			
Effectively transition from response to recovery where required	Seamless handover from Control to Recovery through transition capability	Response to recovery transition imbedded within CIMS training	TEMO			


3.2 Operational Excellence – Recovery

Strategic Goal

Effective management of the recovery supporting the communities, partners, and stakeholders' journey through adverse events.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Volunteer engagement and development strategy	Improved CIMS function capability and capacity.	Ensure Recovery function is resourced as required at a Local and Group level	TEMO			
		Deliver training and exercising to volunteers, including CIMS function meetings	TEMO			
		Development of Recovery exercise to effectively test Taranaki CDEM Group recovery arrangements with alignment the Taranaki CDEM Group Training and Exercising Plan	TEMO			
Understand community priorities for recovery	Planning to enhance coordination arrangements for Taranaki CDEM recovery capability	Undertake community risk assessment to identify potential geographic and communities of interest and subsequent recovery enhancement activities	TEMO			
		Develop a targeted community resilience engagement programme with priority communities	TEMO TA's			
Understand hazards and risks for recovery	Planning to understand risk and impacts that	Develop a framework for conducting recovery impact assessments	TEMO			

	impact of recovery	Further develop Critical Infrastructure / Lifeline Advisory Group business plan and resilience projects	TEMO			
		Continue to engage with scientific community to incorporate recovery thinking into hazard and risk research	TEMO			
Recovery planning and collaboration arrangements	Planning to enhance coordination arrangements for Taranaki CDEM recovery capability	Incorporation of strategic recovery elements into Group Plan	TEMO			
		Development of recovery operational plan	TEMO			
		Hazard specific recovery planning - Develop and Review Response and Recovery Plans	TEMO			
		Local authority recovery planning to improve community resilience and manage risks through land use, complimentary to regional activity	TEMO TA's			
		Connect Council Long-Term Plans and community engagement initiatives with pre-disaster planning	TA's			

<p>Monitoring and evaluation for continuous improvement</p>	<p>Improve the lesson identification process post events</p>	<p>Development of a Taranaki CDEM Group Debrief Policy for consistency and standardisation of post-event and exercise debriefing processes.</p>	<p>TEMO</p>			
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Section 4 | Community








Strategic Goal





Community resilience is strengthened so that the impacts from adverse events are reduced, empowering all communities to be equipped and adaptive to change.

Description

This Pou focuses on enhancing the resilience and readiness of Taranaki communities. Empowering and engaging individuals, partners, organisations, and communities to make their own decisions on preparedness and coping in emergencies.






Local councils hold and build relationships with their communities as part of normal BAU and Emergency Management is to help support and coordinate these activities. The more resilient our communities are in 'peace time', the more our response can focus on critical response activities.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Strengthen community hazard knowledge	Communities become more aware of their local hazardscape	Develop and implement Communication and Marketing Strategy	TEMO			
		Deliver local public education campaigns	TAs			
Build readiness and resilience into our partners and business	Partner agencies and businesses have effective Business Continuity and Emergency Management plans	Promote business resilience within the –region as part of community engagement programme	TEMO			
		Promote business resilience with partner agencies through CDEM advisory groups	TEMO			
Resilient communities	Communities understand their local hazardscape, and are prepared accordingly	Support local level planning across the 4R's	TEMO			
		Deliver local level planning across the 4R's	TAs			
		Development and implementation of Community Engagement Plan	TEMO			

		Community emergency plans are developed for priority areas as per the Community Risk Assessment	TEMO TA's			
		Review and rationalise Emergency Centres to ensure fit for purpose and in a state of readiness	TAs			
		Implement the Iwi/Māori engagement plan	TEMO			
		Ensure the Welfare Coordination Group are taking an integrated and coordinated approach to community resilience and readiness, and collaboration opportunities are leveraged.	TEMO			

Section 5 | Additional Programs

Additional work projects are items that are outside what is deemed normal operational activities for Taranaki Emergency Management. These are programmed and schedule on their impact to improve operational and regional readiness across the 4 R's. Projects may be identified but no set start date allocated due to priority or work program space to allocate.

Objective	Outcomes	Activities	Owner	Annual	2023/24	2024/25
Operational resilience		Taranaki CDEM website (Project started 2023)	TEMO			
Response Readiness		RANA – National funding for product.	TEMO			
		Alternate Communications Project – NEMA are looking at solutions.	TEMO			
		Response system D4H Live – started 2023	TEMO			
		North Island Volcanic Response and Recovery Plan – Estimated costs to plan and investigate work program is \$330,000	TBC			



Date 21 September 2023

Committee: Civil Defence Emergency Management Joint Committee (JC)

Subject: **Website URL Change for Taranaki Emergency Management Office.**

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 present the proposal to change the Taranaki Emergency Management Office website URL and seek approval from the Civil Defence Emergency Management Joint Committee (JC).

Executive summary

2. As part of the TEMO Website Replacement Project an opportunity has been identified to change the website URL from 'www.cdemtaranaki.govt.nz' to 'www.taranakiem.govt.nz'.
3. The change in naming convention allows TEMO to better reflect the proposed Emergency Management Act and modern understanding of emergency management.
4. A permanent redirect will be placed on the 'www.cdemtaranaki.govt.nz' website address.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the Memorandum *Website URL Change for Taranaki Emergency Management Office*
- b) approves the proposal for the new website URL to change to 'www.taranakiem.govt.nz' from the Joint Committee.

Background and Discussion

5. The proposed Emergency Management Bill is seeking to update terminology replacing the term 'civil defence emergency management' with 'emergency management'. This has informed the decision to change the website URL to remove the 'civil defence' or 'cd' part of the URL branding.

6. Due to the difficulty and rarity of changing website URL's this change is happening pre-emptively, with the wider TEMO branding including email addresses, vehicles, and other collateral to follow as time allows.
7. A marketing campaign will run to support to launch of the new website and increase public awareness of the URL change, and internally a strategy will be applied to support the search engine optimization (SEO) of the site to migrate any decrease in site traffic or google ranking that may be collateral of the change in URL.

Financial considerations—LTP/Annual Plan

8. 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

9. 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

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

Legal considerations

11. 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.



Date: 21 September 2023

Committee: Civil Defence Emergency Management – Joint Committee

Subject: **Approval of the Terms of Reference for the Geospatial Innovation Advisory Group**

Author: Valerie De Feo, Systems and Technology Advisor
Taranaki Emergency Management Office

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

Document: 3206072

Purpose

1. The purpose of this memorandum is to approve the updated Terms of Reference from the Civil Defence Emergency Management (CDEM) Joint Committee.

Executive summary

2. The Geospatial Innovation Advisory Group – GIAG - was created in early 2023. This is a new local advisory group established under *Civil Defence and Emergency Management Group Plan for Taranaki 2018 – 2023*, to support the implementation of the GIS strategy.
3. Approval of the Terms of Reference (Appendix A) is CDEM Joint Committee.

Recommendations

That the Taranaki Emergency Management Joint Committee:

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

Background

4. The Geospatial Innovation Advisory Group – GIAG - was created in early 2023 to support the implementation of the GIS Strategy. The roles of the advisory groups are to support and inform the decisions of the Group and the CEG. Advisory Groups are a source of interested, trained, experienced personnel who provide specialist advice on operational planning across the 4 Rs, and expertise to assist in the running of the ECC and EOCs.

5. Advisory Groups ensure effective liaison between CDEM and key stakeholders in the community and are a key pathway to sector networks. Advisory group personnel receive training and take part in exercises to the extent possible.
6. The GIAG is a key liaison between Taranaki CDEM Group and internal and external partners focused on the GIS sector in Taranaki.

Discussion

7. In late 2022 and early 2023, the Taranaki GIS Innovation Working Group evolved in a new Advisory Group, to further support the implementation of the GIS strategy,
8. The creation of a new Advisory Group required the creation of related Terms of Reference capturing structure, membership, and engagement strategies.
9. Draft TORs were presented to the Advisory Group in April 2023, calling for feedback.
10. Feedback was positive and no major correction was required.
11. As of May 2023, the GIAG was still looking for a Chairperson; Valerie De Feo will be acting chair until someone is nominated.
12. The proposed new Terms of Reference are attached in Appendix A.
13. In addition to the update to Terms of Reference, a GIS stakeholders analysis workshop was run in February 2023 and the resulting GIS Engagement Plan is being drafted.

Decision-making considerations

14. 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

15. 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

16. 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*.
17. This appointment is consistent with the *Civil Defence and Emergency Management Group Plan for Taranaki 2018 – 2023*.

Legal considerations

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*.

Appendices/Attachments

Appendix A: Proposed Terms of Reference for the Geospatial Innovation Advisory Group.

Appendix A: Geospatial Innovation Advisory Group Terms of Reference

Geospatial Innovation Advisory Group - Terms of Reference

June 2023

Purpose

The Taranaki Innovation Advisory Group (GIAG) shall operate in an advisory, networking and information sharing capacity, both to the Taranaki Civil Defence Emergency Management and other organisations during BAU and disasters, through the Co-ordinating Executive Group (CEG).

The objectives of GIAG are:

To actively support and contribute to the implementation of the GIS Strategy

To promote effective and collaborative GIS capability across the Taranaki CDEM Group region.

To maintain ongoing relationships between the emergency services and partners organisations to enable a coordinated response in an emergency.

Functions

The functions of the GIAG are to:

During the Readiness and Reduction phases:

- Advise on and contribute to the implementation the GIS solutions and systems.
- Identify roles, functions, and responsibilities of key agencies for readiness and response situations.
- Provide a forum for discussion of issues relevant to readiness and response and the provision of advice to the Co-ordinating Executive Group or Group Controller as appropriate.
- Promote and facilitate standardisation and inter-operability across all agencies through:
 - Information/ data/solution identification and gathering.
 - Information/ data/solution sharing.
 - Joint training and exercises.
 - Raising the profile of Emergency Management within inter-organisational training.
 - Using CIMS as the standard response model.
 - Integration of communication, IT and systems networks.
 - Consistent public information management and messaging.
 - Integration of response resources where possible.
 - Developing effective working relationships.

- Enhance Group capability through coordination with other CDEM Group and agencies involved in emergency management nationally.
- Encourage, support, and develop volunteer involvement.
- Contribute to building resilient communities.
- Communicate issues of significance/relevance directly and immediately to other committees and partner agencies.

During the Response Phase:

- Engage using agreed communication processes and share information freely between organisations where legal, ethical, and/or necessary.

During the Recovery Phase:

- Actively promote incident debrief and make recommendations to the Coordinating Executive Group for improved future response/recovery and interagency cooperation.

Membership

GIAG members include representatives from emergency services and statutory agencies. Permanent members include.

- New Zealand Police
- Fire and Emergency New Zealand
- Taranaki CDEM Group Controller
- Taranaki CDEM Group Welfare Manager
- Taranaki CDEM Operations Lead
- Taranaki CDEM Systems and Technology Advisor
- New Plymouth District Council
- Stratford District Council
- South Taranaki District Council
- Taranaki Regional Council
- National Emergency Management Agency
- Te Whatu Ora Taranaki - Health New Zealand

GIAG member organisations shall commit an operational member of their organisation, with emergency management within their responsibility. This member must have the ability to commit, in principle, their organisation to the outcomes of the meetings. Members shall commit to attendance at these meetings to fulfil their organisation's commitment to integrated emergency management principles.

Note: Membership shall be reviewed on an ongoing basis to meet the wider emergency management needs as viewed by this committee and the Co-ordinating Executive Group (CEG).

Working Groups

Working Groups may be established at the direction of the GIAG committee and may include participants who are not named members of GIAG but their attendance and/or input is approved by the GIAG chair.

Working Groups will address matters of specific concern where targeted focus is required or to assist with specific tasks (e.g., training, exercises, contingency planning etc). The sub-committee will have a chair appointed by the GIAG but has no delegated decision-making authority and will report direct to the GIAG.

Meetings

Meetings shall be held quarterly. These shall be scheduled prior to the Co-ordinating Executive Group meetings, to allow for GIAG reports to be presented to CEG.

Quorum

Quorum will be 50% of permanent member organisations in attendance. All decisions made by the GIAG shall be by consensus. If consensus cannot be reached, decisions shall be by 2/3 majority.

Governance

The GIAG shall elect a chairperson from the GIAG membership at the first meeting of each financial year.

Administration

The GIAG shall be administered by the Taranaki Emergency Management Office and minutes and outcomes reported to the CEG and CDEM Group.

For quality purposes, all GIAG meetings are recorded using the Microsoft Teams recording function.

Review of the Terms of Reference

The Terms of Reference will be reviewed annually at the first meeting of each financial year. Any member may propose a change to these terms of reference at any time by putting amended wording to an ordinary meeting (two weeks in advance).

The Terms of Reference become final once approved by the Coordinating Executive Group.



Date 21 September 2023

Committee: Civil Defence Emergency Management Joint Committee

Subject: **Appointment of Group Controller**

Approved by: Todd Velvin, Group Manager

Purpose

1. The purpose of this memorandum is to Endorse the appointment of Mr Ben Ingram to the role of Group Controller appointment by the Taranaki Civil Defence Emergency Management (CDEM) Group.

Executive summary

2. The Group has previously made appointments to the position of Group Controller under Section 27, of the Civil Defence Emergency Management Act 2002.
3. This memorandum is to receive and approve the appointment of:
Group Controller
 - Mr Ben Ingram, Operations Team Lead at Taranaki Emergency Management to the position of Group Controller.

Recommendations

That the Taranaki Emergency Management Joint Committee

- a) receives the memorandum *Appointment of Group Controller*
- b) approves the appointment of Mr Ben Ingram to the role of Group Controller to the Taranaki CDEM Joint Committee.

Background

Group Controller

4. The role of the Group Controller is to direct and coordinate CDEM resources made available to them during declared emergencies and perform any other functions delegated by the CDEM Group. A Controller can also use CDEM arrangements outside of declared emergencies, but some powers under the CDEM Act 2002 can only be used during a declared state of emergency.
5. The primary roles of the Group Controller during a response are to direct and coordinate the use of the personnel, material, information, services, and other resources

made available by departments, Civil Defence Emergency Management Groups, and other persons.

6. The CDEM Act 2002 states that the Taranaki CDEM Group may appoint one or more Group Controllers:

26 Appointment of Group Controllers

- (1) *A Civil Defence Emergency Management Group must appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area.*
- (2) *A Group must appoint, either by name or by reference to the holder of an office, at least 1 suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller on the occurrence of a vacancy in the office of Group Controller or the absence from duty of the Group Controller for any reason, for the duration of the vacancy or absence.*
- (3) *A Group may, at any time, remove from office or replace a Group Controller appointed under subsection (1) or (2).*
- (4) *A Group may –*
 - (a) *delegate the authority to replace the Group Controller during a state of emergency with a person appointed under subsection (2) to 1 or more of the representatives who are authorised under section 25(1) to declare a state of emergency for that group area; and Reprinted as at 1 June 2018 Civil Defence Emergency Management Act 2002 Part 2 s 26 27*
 - (b) *impose limitations on the circumstances in which the authority delegated under paragraph (a) may be used*

Discussion

7. The following person has been nominated for the position of Group Controller:
 - Mr Ben Ingram

Decision-making considerations

8. Section 26 of the *Civil Defence Emergency Management Act 2002* allows the Group to appoint 1 or more persons to be a Group Controller.
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—LTP/Annual Plan

10. Group Controller merit for volunteers is the responsibility of TEMO.
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. These appointments are consistent with Taranaki CDEM Group Plan and the Coordinated Incident Management System (CIMS) v3.
13. 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

14. The Appointment of Group Controllers is made in accordance with Section 26 of the *Civil Defence Emergency Management Act 2002*.
15. 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.



Date: 21 September 2023

Committee: Civil Defence Emergency Management Joint Committee

Subject: **Appointment of Zoe Sharman as Alternate Group Welfare Manager**

Author Kaz Lawson, Community Resilience Lead/Group Welfare Manager

Approved by: Todd Velvin, CDEM Regional Manager

Purpose

1. The purpose of this memorandum is to approve the appointment of Ms Zoe Sharman as an Alternative Group Welfare Manager.

Executive summary

2. The Group has previously made appointments to the position of Group Welfare Manager under Section 14, of the National Civil Defence Emergency Management Plan Order 2015.
3. This memorandum is to receive and approve the appointment of: Ms Zoe Sharman, Regional Public Service Advisor, Ministry of Social Development to Alternate Group Welfare Manager

Recommendations

That the Taranaki Emergency Management Joint Committee

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

Background

4. The position of Group Welfare Manager is made by the CDEM Group in accordance with Section 14 of the National Civil Defence Emergency Management Plan Order 2015. The Plan Order 2015 specifies that each CDEM Group is responsible for:
 - *the co-ordination of and arrangements for local delivery of welfare services*

- *the appointment of a suitably senior and experienced CDEM Group Welfare Manager to fulfil that function; and alternative CDEM Group Welfare Managers.*

Discussion

5. Nomination for Alternate Group Welfare Manager

- Ms Zoe Sharman

Decision-making considerations

6. Section 14 of the National Civil Defence Emergency Management Plan Order 2015 allows the Group to appoint one or more persons to be Group Welfare Managers
7. Part 6 (Planning, decision-making and accountability) of the Local Government Act 2002 has been considered and documented in the preparation of this agenda item. The recommendations made in this item comply with the decision-making obligations of the Act.

Financial considerations—LTP/Annual Plan

8. Group Welfare Manager merit for council staff is the responsibility of TEMO and covered under existing budget.
9. 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

10. Group Welfare appointments are consistent with National CDEM Plan, Taranaki CDEM Group Plan, Taranaki Group Welfare Plan and the Coordinated Incident Management System (CIMS) v3.
11. 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

12. The Group appoints Group Welfare Manager in accordance with Sections 62(6) of the National Civil Defence Emergency Management Plan Order 2015
13. 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.



Date 21 September 2023

Committee Civil Defence Emergency Management Joint Committee

Subject: **National Emergency Management Update**

Approved by: Todd Velvin, Group Manager, TEMO

Document: 3206734

Purpose

1. The purpose of this memorandum is to provide an update from the National Emergency Management Agency.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

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

Appendices/Attachments

Document: [National Emergency Management Update](#).



National Emergency Management Agency Update

Written update to the Taranaki Joint Committee meeting on 21 September 2023

Emergency Management Bill

1. The Emergency Management Bill (the Bill) is now with the Governance and Administration Committee for submissions. The closing date for submissions is Friday 03 November 2023.
2. Once the select committee has reached a conclusion the committee will share its findings and recommendations with the whole of Parliament. This will include a revised Bill that reflects the select committee's recommendations. The revised Bill then goes on to the next stage in Parliament for further consideration and, potentially, further changes.
3. The select committee usually takes six months to examine a Bill and prepare its report to the whole of Parliament. However, the General Election and Summer recess means that the select committee may not report back until next year. You can track the progress of the Bill at bills.parliament.nz.

Lifting the Resilience of Aotearoa New Zealand's Critical Infrastructure

4. The Department of Prime Minister and Cabinet (DPMC) sought feedback on regulatory reforms to enhance the resilience of Aotearoa New Zealand's critical infrastructure system between 13 June and 8 August 2023.
5. This consultation on critical infrastructure reform is separate to the Emergency Management Bill consultation process. Focus points for the consultation were seeking the public's views on:
 - the need to adapt our approach to critical infrastructure regulation, to create a more secure platform for sustainable, inclusive, and productive growth in the future, and
 - potential options for delivering a more resilient critical infrastructure system.
6. The outcomes of this first phase will inform the development of more detailed options to improve the government's regulatory approach to delivering resilient critical infrastructure. The Government expects to conduct a second round of consultation on these options in the first half of 2024.

Government Inquiry into the response to the North Island Severe Weather Event.

7. On 29 June, Minister McAnulty announced there will be a government inquiry into the response to the 2023 North Island Severe Weather Event. Former Governor-General Sir Jerry Mateparae will lead it.
8. The Government Inquiry is separate to the National Emergency Management Agency After Action Review (AAR) and will review the actions and design of the Emergency Management system.



9. The Inquiry is to provide interim recommendations to the Minister for Emergency Management no later than 7 December 2023. It is to provide its report, including final recommendations, to the Minister for Emergency Management no later than 26 March 2024.

North Island Severe Weather Events After Action Review

10. NEMA has conducted an After-Action Review to identify actions that need to be undertaken to ensure that NEMA is ready for future large and potentially catastrophic natural hazard events. The After-Action Review is focused on NEMA's role and actions and is not an All-of-Government review.
11. Planning is underway for a national level after action review workshop after Civil Defence and Emergency Management (CDEM) Groups and other agencies have completed their own debrief and review processes.

Strengthening International Partnerships

12. Minister for Emergency Management Hon Kieran McNulty and NEMA's Chief Executive Dave Gawn signed a Memorandum of Cooperation, formalising the relationship between the Fiji National Disaster Management Office and NEMA in August 2023.
13. Minister McNulty and Dave Gawn acknowledged Fiji's support during Cyclone Gabrielle presenting commemorative coins to responders who travelled to Aotearoa New Zealand to support the response to the Severe Weather Event.
14. Minister McNulty and Dave Gawn then travelled to Vanuatu to discuss recovery efforts following Cyclones Judy and Kevin. They met Recognised Seasonal Employer scheme workers who were impacted by Cyclone Gabrielle in New Zealand to better understand their experiences.

Aotearoa New Zealand ShakeOut

15. ShakeOut is held to reinforce the right action to take during an earthquake — Drop, Cover and Hold — and to practise a tsunami hīkoi (evacuation) if in a coastal area. ShakeOut is taking place on Thursday 19 October at 9:30am.
16. The Get Ready website has resources for you to promote ShakeOut throughout your networks. Registrations by region can be viewed at getready.govt.nz/shakeout/sign-ups-scoreboard/. We thank you for your support and promotion of this year's ShakeOut.

Salevi Tiatia | Regional Emergency Management Advisor
National Emergency Management Agency | Te Rākau Whakamarumarū.

AGENDA AUTHORISATION

Agenda for the Taranaki CDEM Joint Committee meeting held on Thursday 21 September 2023

Approved:

A handwritten signature in blue ink, appearing to read 'S J Ruru', is positioned above the digital timestamp.

14 Sep, 2023 6:45:25 PM GMT+12

S J Ruru
Chief Executive