



AGENDA

Taranaki Civil Defence

Joint Committee Meeting

Friday 12 August 2022, 10.30am

Taranaki Civil Defence Emergency Management Group Joint Committee

12 August 2022 10:30 AM

Agenda Topic	Page
Karakia	3
Apologies	
Notification of Late Items	
1. Confirmation of Minutes	4
2. Confirmation of Minutes Taranaki Civil Defence Co-ordinating Executive Group	10
3. Advisory Group Minutes	16
4. Quarter Four Performance Report	34
5. Website Replacement for Taranaki CDEM Group	70
6. Generator Replacement for Taranaki CDEM Group	80



Whakataka te hau

Karakia to open and close meetings

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



Date 12 August 2022

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Confirmation of Minutes - 19 May 2022**

Approved by: S J Ruru, Chief Executive

Document: 3094260

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 on Thursday 19 May 2022 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Thursday 19 May 2022 at 10.30am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Matters arising

Appendices/Attachments

Document 3064999: Minutes Taranaki Civil Defence Emergency Management Group Joint Committee 19 May 2022



Committee: Taranaki Emergency Management Group Joint Committee
Date: 19 May 2022, 10.30am
Venue: Taranaki Regional Council Boardroom, 47 Cloten Road, Stratford
Document: 3064999

Present	Councillor	M J Cloke	Taranaki Regional Council (<i>Chairman</i>)
	Mayor	N Volzke	Stratford District Council
	Mayor	P Nixon	South Taranaki District Council
	Mayor	N Holdom	New Plymouth District Council <i>zoom</i>
Attending	Mr	S Ruru	Taranaki Regional Council
	Mr	S Hanne	Stratford District Council
	Mr	T Velvin	Taranaki Emergency Management
	Mr	W Crockett	South Taranaki District Council
	Ms	L Poutu	Tokomaru Representative
	Ms	S Gauden-Ing	Taranaki Emergency Management Office
	Mr	C Stevenson	New Plymouth District Council
	Mr	P Renshaw	National Emergency Management Agency <i>zoom</i>
	Miss	R Sweeney	Taranaki Regional Council

Opening Karakia The meeting opened with a Karakia.

Apologies Apologies were received and sustained from Councillor D N MacLeod
Cloke/Volzke

Notification of Late Items There were no late items.

1. Confirmation of Minutes – 24 February 2022

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) takes as read and confirms the minutes and resolutions of the Taranaki Civil Defence Emergency Management Group Joint Committee held in the Taranaki Regional Council Boardroom, 47 Cloten Street, Stratford on Thursday 24 February 2022 at 10.30am
- b) notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Joint Committee held via zoom on Thursday 24 February 2022 at 10am, have been circulated to the New Plymouth District Council, Stratford District Council and the South Taranaki District Council for their receipt and information.

Cloke/Nixon

Matters arising

There were no matters arising.

2. Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – Thursday 5 May 2022

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Meeting held in the Taranaki Regional Council Chambers on Thursday 5 May 2022 at 10.30am
- b) adopts the recommendations therein.

Cloke/Nixon

Matters arising

There were no matters arising.

3. Advisory Group Minutes

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) on 3 March 2022

Cloke/Volzke

Matters arising

- 3.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the issues raised by the Committee on attendance of the LAG, a revision of the terms of reference is taking place currently.
- 3.2 Councillor M J Cloke suggested that when revisiting the attendance, to use the opportunity to look at those attendees around the table to do a presentation of their industry to identify vulnerable departments in the event of an emergency (i.e. avian).
- 3.3 Councillor M J Cloke suggested the Committee to write a letter giving thanks to Teresa Gordon, for her valuable work.
- 3.4 Community support during COVID-19 has now been handed entirely to the Ministry of Social Development. Mr T Velvin gave thanks to the Council and their staff for the support given to the community during those times.
- 3.5 Discussions about the service level agreement between New Plymouth District Council and Taranaki Regional Council were had. It was noted that discussions between Mr C Stevenson, New Plymouth District Council and Mr T Velvin, Taranaki Emergency Management Office are taking place, a round of edits from Mr T Velvin will be provided to Mr S Hanne, Stratford District Council once available.
- 3.6 Mr T Velvin advised the option of hiring a new generator rather than purchasing would be considered in his study. However, advised a majority of the cost identified is to close up that side of the office that will then protect the generator.
- 3.7 Discussions were had around the Whakaari/White Island Court Ruling for National Emergency Management Agency. Mr T Velvin assured the Committee that NEMA lawyers are working with the Bay of Plenty lawyers on the next coronial inquest.
- 3.8 Group managers and NEMA have been working on a partnership agreement on how the two parties work together moving forward. NEMA are going to circulate this amongst staff on 31 May. There will likely be amendments to roles, responsibilities and work programmes may be amended as a result of this negotiations, once available, Mr T Velvin will circulate this information.
- 3.9 An update on the Trifecta programme was provided, works are still taking place. The bill is in the process of being written, once finalised confirmation and direction from the minister will be sought and the final round of ministerial engagement is anticipated to take place in July. There is an emphasis on ensuring Group Managers get a clear understanding of roles, responsibilities and accountability on legalities.
- 3.10 Mr W Crockett, South Taranaki District Council suggested a workshop be organised on the submission in order for coordination to take place on a regional scale.
- 3.11 Mr T Velvin informed that some of the status' in the strategic goals and objectives are not tangible to be signed off or completed. While rewriting the group plan, consideration will be given on identifying tangible objectives. Some objectives have slowed/changed drastically due to higher priorities that have arisen over the past two years. Further advised that staff members are allowed

five items 'above the line' and are unable to commence new tasks until other items have been completed.

- 3.12 Mr T Velvin highlighted a risk around recovery manager depth and the current across roles with fatigue across councils and businesses advising that we are likely to see change within the depth of statutory roles.
- 3.13 Mayor P Nixon, congratulated TEMO on the Taranaki model being singled out nationally as a stand out District Health Board and additionally, the efforts of iwi during difficult periods to ensure the community is looked after.
- 3.14 Mr T Velvin gave further information on the increased spend on legal and professional fees, being that the New Plymouth District Council legal team was engaged on Official Information Request under the Official Information Act (OIA). Noting that within those costs are also external consultation fees.
- 3.15 It was noted that Mr T Velvin would investigate the overspend in general costs and revert back to the Committee.
- 3.16 Mr W Crockett requested that future reporting identified budget anomalies.
- 3.17 Ms L Poutou, Tokomaru Representative and Mr T Velvin to liaise on the Earthquake and Volcano readiness plans on how to best work with iwi on consultation.
- 3.18 It was noted that the first area of focus for the new Marketing Manager would be hazards and what ways can we build resilience in the community with things like inflation.

4. Quarter Three Performance Report 2021-2022

- 4.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to present the Quarter Two Report for 2021 - 2022 to the Taranaki Emergency Management Group Joint Committee.
- 4.2 An update on staff was provided being that Teresa Gordons final day of employment is scheduled for 2 June 2022, Lisa McMillan commenced on Monday 19 June 2022 and Valarie (Val) De Feo, the new GIS advisor has been employed on a two year contract.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the Memorandum, *Quarter Three Performance Report 2021-2022*.
Holdom/Nixon

5. Appointment of Group Controller

- 5.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to approve the appointment of Mr Kelvin Wright to the role of Group Controller and retain his Local Controller appointment by the Taranaki Civil Defence Emergency Management (CDEM) Group.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

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

- b) approves the appointment of Mr Kelvin Wright to the role of Group Controller to Taranaki CDEM
Cloke/Holdom

6. Appointment of Local Controller

- 6.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to the memorandum to approve the appointment of Mr Simon Woods to the role of Local Controller by the Taranaki Civil Defence Emergency Management (CDEM) Group.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives the memorandum *Appointment of Local Controller*
- b) approves the appointment of Mr Simon Woods to the role of Local Controller to Taranaki CDEM
Cloke/Volzke

7. Updated Terms of Reference for the Co-ordinating Executive Group

- 7.1 Mr T Velvin, Group Manager, Taranaki Emergency Management Office, spoke to approve the updated Terms of Reference from the Co-ordinating Executive Group.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

- a) receives memorandum, Approval of the Updated Terms of Reference for the Co-ordinating Executive Group
- b) approves the updated Term of Reference.
Cloke/Volzke

8. General Business

- 8.1 It was noted the Rural Coordination group has now gone through its review, it is a large group of people however it is incredibly functional, the appointment of Mike Green has been beneficial due to the focus on valuable improvements.
- 8.2 It was requested that the Committee meeting commence with a karakia.

There being no further business the Committee Chairperson M J Cloke thanked attendees and declared the Taranaki Civil Defence Emergency Management Group Joint Committee Meeting closed at 11.40am.

Confirmed

Chairperson _____

M J Cloke

12 August 2022



Date 12 August 2022

Committee Taranaki Emergency Management Group Joint Committee

Subject: **Taranaki Civil Defence Emergency Management Co-ordinating Executive Group Minutes – 28 July 2022**

Approved by: S J Ruru, Chief Executive

Document: 3094259

Recommendations

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

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

Matters arising

Appendices/Attachments

Document 3090057: Minutes Taranaki Civil Defence CEG 28 July 2022



Committee: Co-ordinating Executive Group
Date: 28 July 2022 10.30am
Venue: Taranaki Regional Council, 47 Cloten Road, Stratford
Document: 3090057

Members

Mr	S Hanne	Stratford District Council (Chairperson)
Mr	T Velvin	Taranaki CDEM (Regional Manager)
Mr	C Campbell-Smart	Taranaki CDEM (Group Recovery Manager)
Ms	V Araba	Risk Reduction Advisory Group Chair <i>Zoom</i>
Ms	M Stewart	St Johns <i>Zoom</i>
Mr	G Roper	New Zealand Police <i>Zoom</i>
Ms	G Campbell	Ministry for Social Development <i>Zoom</i>
Ms	K Lawson	Taranaki CDEM (Group Welfare Manager)

Attending

Mr	S Ruru	Taranaki Regional Council (<i>left 10.55am</i>)
Ms	I Chamberlain	Te Whatu Ora
Ms	S Kelly	Alternate Group Controller
Ms	M Williams	Ministry of Health
Mr	P Renshaw	National Emergency Management Agency
Mr	T Miller	National Emergency Management Agency
Mr	S Corbitt	Powerco <i>Zoom</i>
Miss	L Davidson	Executive Assistant

Apologies Apologies were received from Waid Crocket - South Taranaki District Council, Kelvin Wright, David Utumapu – Fire Emergency New Zealand, Greg Simmons – Te Whatu Ora and Mike Green – RCG Chair.

Notification of Late Items There were no late items.

1. Confirmation of Minutes – 5 May 2022

Recommendations

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

- a) takes as read and confirms the minutes and recommendations of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford on 5 May 2022 at 10.30am.

Hanne/Lawson

Matters arising

There were no matters arising.

2. Advisory Group Minutes

Recommendations

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

- a) receives the unconfirmed minutes of the meeting of the Lifelines Advisory Group (LAG) 14 June 2022
- b) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) 30 June 2022
- c) receives the unconfirmed minutes of the meeting of the Readiness & Response Advisory Group (RARAG) 15 June 2022
- d) receives the unconfirmed minutes of the meeting of the Risk Reduction Advisory Group (RRAG) 22 June 2022
- e) receives the unconfirmed minutes of the meeting of the Rural Co-ordination Group (RCG) 5 July 2022.

Hanne/Campbell-Smart

Matters arising

There were no matters arising.

3. Quarter Four Performance Report 2021-2022

- 3.1 Mr T Velvin, Group Manager, TEMO, spoke to the memorandum presenting the Quarter Four Report for 2021 – 2022 to the Taranaki Emergency Management Co-ordinating Executive Group.
- 3.2 It was noted that there is an outstanding project outstanding RANA. TEMO undertook a project to look at the registration and needs assessment \$30,000 was received from the resilience fund. There was an issue with collecting the data offline so looking at

solutions of how to fix that but would need specialist expertise. This has been acknowledged as a risk.

Recommendations

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

- a) receives the memorandum, *Quarter four Performance Report 2021-2022*.
Hanne/Chamberlain
- b) endorses up to the Joint Committee the underspend of \$209,560 be moved in to reserve for projects.
Hanne/Willaims

4. Generator Replacement for Taranaki CDEM Group

- 4.1 Mr T Velvin, Group Manager, TEMO, spoke to the memorandum presenting a proposal to replace and upgrade the generator and facilities for the Taranaki Emergency Management Office to the Coordinating Executive Group to approve.

Recommendations

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

- a) receives the memorandum *Generator Replacement Project for CDEM Group*
- b) endorses the Generator Replacement Project for Taranaki CDEM Group to the Joint Committee for approval noting that it will be funded from reserves.

Ruru/Hanne

Steve Ruru left at 10.55am

Megan Stewart arrived 10.55am

5. Website Replacement for Taranaki CDEM Group

- 5.1 Mr T Velvin, Group Manager, TEMO, spoke to the memorandum presenting a proposal to replace and upgrade the website for the Taranaki Emergency Management Office to the Co-ordinating Executive Group for approval.
- 5.2 Will be utilising other CDEM websites and taking all the best features for Taranaki.
- 5.3 Mr T Velvin gave an explanation of the procurement process and noted that the website still be hosted by NPDC.
- 5.4 Currently, people use the website to find more detailed messaging as the information through social media and text is limited in detail. With the new website will be able to be used more as a tool especially for schools and communities. This should increase the BAU traffic and will also increase the traffic during events as will be able to provide more detailed information.

Recommendations

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

- a) receives the Memorandum *Website Replacement Project for CDEM Group*
- b) endorses the Website Project for Taranaki CDEM Group to go to the Joint Committee for approval.

Hanne/Scott

6. Ruapehu Event Presentation

- 6.1 Mr B Scott, GNS Science, gave a presentation in regards to the Ruapehu which has been in unrest for a few months through 2022.

7. NEMA Update

- 7.1 Mr T Miller, National Emergency Management Agency (NEMA), gave a verbal update on the following matters:

Trifecta Programme

- The Emergency Management Bill will be introduced to the House of Representatives after the elections. It is likely that submissions will be called for in November 2022.
- A review of the National Civil Defence and Emergency Management Plan and guide is happening alongside the Bill. Engagement with partner agencies will continue.

New Minister for Emergency Management

- Hon Kieran McAnulty, MP for Wairarapa, was announced as the Minister for Emergency Management in June.

New Zealand Response Teams

- A national accreditation process has been developed for the New Zealand Response Teams (NZRT's) to ensure that teams meet standards and is in line with the TAG review.

National Tsunami Strategy

- Programmes of work are underway to enhance preparedness. NEMA and CDEM group offices have committed to developing a National Tsunami Strategy.

Flooding Campaigns

- NEMA have developed new public campaigns to increase awareness of flooding. Get The Flood out – discourage people from entering flood waters.
- Flood Waters are Deep Trouble campaigns will be deployed during severe weather events.

- 7.2 Mr T Velvin, TEMO, informed that Taranaki do not have any Response teams and he does not see a need to look down that path. In Taranaki TEMO have close working relationships with key stakeholders e.g. FENZ, coastguard, LANDSAR, St Johns etc. These teams can provide these services. Views have been expressed to the NZSAR that

using the same volunteers would not be a great use of funds. It was suggested that instead they look at the gaps in the area and provide the opportunity for training.

8. Agency Exercising

- 8.1 Mr T Velvin, TEMO, encouraged agencies to inform TEMO when holding practice exercises so that someone can attend to observe, look at the wider impacts across the community and provide feedback.
- 8.2 Ms I Chamberlain, Te Whatu Ora, informed that they had recently held an exercise at the hospital that Kaz Lawson had attended and following that Kaz provided some great advice on how they can support.

There being no further business the Committee Chairman, Mr S Hanne (Stratford District Council), declared the meeting of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group closed at 11.38am.

Confirmed

Chairperson: _____

S Hanne
(Date to be advised)



Date: 12 August 2022

Committee: Taranaki Emergency Management Joint Committee

Subject: **Advisory Group Minutes**

Approved by: S J Ruru, Chief Executive, Taranaki Regional Council

Document: 3094254

Purpose

1. The purpose of this memorandum is for the Committee to receive and consider the unconfirmed minutes of the Taranaki CDEM Advisory Group meetings for quarter four as follows:
 - Lifelines Advisory Group (LAG) - 14 June 2022
 - Taranaki Seismic and Volcanic Advisory Group (TSVAG) - 30 June 2022
 - Readiness & Response Advisory Group (RARAG) - 15 June 2022
 - Risk Reduction Advisory Group (RRAG) - 22 June 2022
 - Rural Co-ordination Group (RCG) - 5 July 2022

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the unconfirmed minutes of the meeting of the Lifelines Advisory Group (LAG) 14 June 2022
- b) receives the unconfirmed minutes of the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) 30 June 2022
- c) receives the unconfirmed minutes of the meeting of the Readiness & Response Advisory Group (RARAG) 15 June 2022
- d) receives the unconfirmed minutes of the meeting of the Risk Reduction Advisory Group (RRAG) 22 June 2022
- e) receives the unconfirmed minutes of the meeting of the Rural Co-ordination Group (RCG) 5 July 2022.

Appendices/Attachments

Document 3089287: Advisory Group Minutes 14 June 2022



Minutes Memorandum

Minutes for the meeting of the Lifelines Advisory Group (LAG) meeting held at TEMO, 45 Robe Street, NP and via ZOOM on Tuesday 14th June 2022 at 10.00am.

Attendees:

Steven Corbitt (Chair)	Powerco	Victoria Araba	SDC
Vacant (<i>Deputy Chair</i>)		Steve Bowden	SDC
Pip Johnson (<i>Minutes</i>)	TEMO	John Sutton	LUC
Craig Campbell-Smart	TEMO	Matthew Vincent	STDC
Kaz Lawson	TEMO	Rui Leitao	NPDC
Sarah Gauden-Ing	TEMO	Liesl Dawson	NZTA
Valerie De Feo (zoom)	TEMO	Ajay Makhija (zoom)	NEMA
Steve Chapman (zoom)	TDHB	Lesley Johnson	LUC
Bevan Clayton-Smith (guest)	TDHB	David McKay	Lifelines
Steve Wells	Todd Generation	Richie Matheson	OMV NZ Ltd
Tim McHugh (zoom)	Port Taranaki	Bruce Monk	Powerco
Roger Fairclough	NEO Leaf Global	Robyn Towning	Powerco
Rob Nichol	Contact Energy	Bruce Vanner	Chorus
Tim Ireland	Transpower	Peter Mackie	Nova Energy
Wayne Billot	Transpower		

Apologies

Lyn Buxton	LUC	Craig Muirhead	Nova Energy
Todd Velvin	TEMO	Graeme Pool	LUC/NPDC
Nigel Hurley	NZTA	Paul Tench	NPL Airport
Lisa Roberts	NZ Lifelines Council	Chris England	Trustpower
Alana Weir	Canterbury Uni	Bede Shortall	Transpower
Katie Lane	Contact Energy	Ingrid Chamberlain	TDHB
Tom Wilson	Canterbury Uni	Paul Roberts	Beach Energy
Vaughan Astwood	First Gas Limited	Mario Bestall	SDC
Gary O'Keeffe	LUC	Paul Renshaw	NEMA
Mike Roigard	Spark	Grant Wilson	NEMA
Bede Shortall	Transpower	Malcom Johnstone	NEMA

Unconfirmed

Norm Jacobs	LUC	Karl Thackham	Powerco
Glenn Hansen	STDC	Ricky Hann	Port Taranaki
Claude Shaw	STDC	Stiaan Kotze	Electrix Ltd
Herbert Denton	STDC	Andrew Higgs	NZTA
Vincent Lim	STDC	Shaun Futcher	NZTA
Mark Hall	NPDC	Dave Perry	NZTA
Matt Richardson	NPDC	Philip Olckers	TDHB
Richard Lewis	Kordia Group Ltd	Hannu Seebeck	GNS
Steve Pivac	Tall Tree Company	John Cooper	SDC

Notification of late items

Agenda Items:

Item 1: Welcome (*Standing item*)

Chair welcomed everyone present.

Raised by Steve that there are few "unconfirmed" members on the agenda and requested that all members please RSVP to future meetings.

Minutes Memorandum

Item 2: Confirmation of the Minutes of the last meeting

Resolved

That the Lifelines Advisory Group (LAG)

Confirms the minutes and recommendations of the Lifelines Advisory Group (LAG) meeting held at TEMO and via Zoom on Tuesday 1st February 2022 at 10.00am

Moved: Kaz Lawson

Seconded: Steve Bowden

Item 3: Matters arising from previous minutes and action list (Standing item)

No matters raised

Item 4: Deputy chair call for nominations – Steve Corbitt (Powerco)

Nominations encouraged from Steve Corbitt and explanation of the expectations of this role.

Requested that LAG members email any nominations to either Steve Steven.Corbitt@powerco.co.nz or Pip pip.johnson@cdemtaranaki.govt.nz

Item 5: NEMA update – Ajay Makhija (NEMA)

Update given from Ajay on NEMA's focus and current priorities.

Shared that the Review of Legislations saw 8 proposals reviewed and out of those 6 were approved by Cabinet. Two more proposals went for consultation in December. Have been in a "holding pattern" since December. Cabinet paper due at the end of June/early July which will go to Cabinet and then the bill will go to Parliament later this year and then the select committee processes from there. Once paper goes through confirmation, and is clear, the Cabinet paper can be shared so members can see what has been approved and not approved.

Shared that NEMA have launched a MASH Center (Monitoring, Alerting and Reporting Center). NEMA has a responsibility to reporting possible warnings and threats. This center has been opened Monday 13th June which will provide 24/7 monitoring to respond to emergency events.

Noted that they are preparing for readiness to respond if Ruaphehu erupts. Likely to be a minor eruption. Working with CDEM groups and planning to respond.

Item 6: He Mounga Puia / TTVF lifelines engagement update – Roger Fairclough (NEO Leaf Global)

Presentation from Roger on the TTVF lifelines engagement, with a focus on the economic and other analysis, and where the infrastructure learnings are feeding into and then looking at the sector resilience workshops. Some delays to resilience workshops experienced.

In summary the two key points are,

1. resilience sessions recommencing
2. infrastructure partner inputs to consider and validate the total impacts across the economy and social

Q&A Session

1. Bruce Pope questioned the research assumption that oil & gas production would cease at Alert Level 2. Response from Roger suggesting that this is where operation personal should be included in these discussions. Agreed from Richie Matheson that a shutdown would be unlikely at Level 2 and offered his input from an Operational background. Agreed that Roger will be in touch with Richie for his input.

Raised by Craig that the recovery would be quite a length of time, and evaluations may need to be managed over months or years due to the ash and lahar secondary hazards. Expressed the impact that this will have on lifeline getting access to asset sites for repair and maintenance.

Minutes Memorandum

Action Pip to share the presentation slides with the minutes.

Item 7: National Lifeline Council Update – Roger Fairclough (NEO Leaf Global)

Shared three key points from a recent Lifelines Council meeting

1. Privilege of having Dave (CE of NEMA) at this meeting and he mapped out some of his thinking within NEMA and the Lifelines Council and highlights the level of engagement they are attempting to achieve at Council Level.
2. Climate Change and in particular the National Adaptation Plan that MFE have recently released. Seeing more consistent messaging across all agencies and the need for more common denominators. Topic of Managed Retreat – relocation of people out of certain areas. Also make sure Climate Change is considered alongside all other hazards. Multi Hazards approach is needed. If anyone would like to see those submissions Roger's happy to share

Action Roger to send these submissions to Craig Campbell-Smart

3. Infrastructure Strategy – commission released this strategy and there are many key elements. Suggestion that Roger present these strategies at the next meeting.

Action Steve to consider if there is a need for a presentation on this Infrastructure Strategy at the next LAG meeting.

Shared by Ajay the Lifelines Forum is scheduled to take place in Queenstown at the end of September.

Action Roger to send the Lifelines Forum draft agenda to Pip when confirmed and she will circulate to the LAG members.

Item 8: TDHB covid resurgence planning presentation – Bevan Clayton-Smith (TDHB 11.00am)

Update from Bevan on the current COVID environment and how this is forecast to affect the Taranaki population. Key message is that COVID and resurgence is still an issue, and needs active management to minimize infection or people and disruption to workplaces.

Action Pip to send out Bevans presentation with the minutes.

Item 9: LAG project initiation – Lifelines Emergency contact list – Craig Campbell-Smart (TEMO)

Outlined the requirements and importance of this emergency contact list and how this will be used in the event of a response for all utilities.

Action Pip to send Craigs slides out with the minutes for members to review and feedback to Craig via email.

Action Craig to email out the contact list to LAG members and members to fill in the necessary contact information.

Item 10: Debrief on February storm event – Craig / Kaz (TEMO)

Overview of the recent weather events, highlighting the learnings from these events and opened floor to the members present to share their learnings.

Shared how important it is to reach out early to all agencies when responding to emergency events and how communication between all parties is critical.

Reinforced from Robyn (Powerco) the need to have clear communication across the Welfare channels and acknowledgement of the need for Powerco to support TEMO.

Item 11: TEMO GIS strategy implementation – Val / Craig (TEMO)

Introduction of Val De Feo and her role within TEMO and the GIS space from Craig and handed over to Val to share her work to-date that will benefit the Lifeline Utilities.

Presentation from Val on her GIS work so far and what this GIS platform will look like and the tools available.

Demonstration of the current tools and how this works across the region with lifelines assets and how this can be accessed out in the field during a response.

Minutes Memorandum

Raised by Robyn (Powerco) how useful this would be and how do we provide the information required?

Suggested that agencies contact Val directly or direct the appropriate GIS person within your companies with Val - Valerie.DeFeo@cdeamtaranaki.govt.nz

Raised by Roger whether there is National consistency in the GIS approach being used.

Shared by Sarah that Anna Mason from NEMA is the National contact for CDEM/GIS.

Raised by Roger who can access this GIS information?

Clarified by Val that privacy is paramount and there are restrictions that can be applied to the GIS information.

Raised how can the hazards be shown/represented e.g. lahars?

Shared by Craig that there is sensitivities around scientific modelling data and this restricts what can be shared. Ongoing conversations are occurring on whether we display hazard forecasts (science) vs hazards zone classification (policy).

Item 12: LAG Business Plan – Craig Campbell-Smart (TEMO)

Reminder of the business plan that was put out for feedback and shared that only positive feedback was provided and the plan will now go forward to CEG for approval.

Acknowledgment from Steve on the work that Craig has done on the Business Plan and pulling this plan together.

Item 13: Volcanic Activity Bulletin mailing list (GNS offer) – Craig Campbell-Smart (TEMO)

Shared that there had been a request for volcanic information and how this can be obtained. Advised that the Volcanic Alert Level bulletins provided by GNS are the most up-to-date information and appropriate hazard information. These can be obtained directly from GNS via their website, or through an email subscription.

Action Pip to share Brad Scott's contact details in the minutes. Brad Scott email address:

b.scott@gns.cri.nz

Item 14: Forthcoming Events (Standing item)

- National Lifelines Forum, Queenstown 29th & 30th Sept.
- GNS Volcanic Short Course, New Plymouth 28-30th Sept.

General Business

Noted we need to move the next LAG meeting to a week earlier.

Action Pip to amend and re-send meeting invite for the 20th September

Action Items	REF NO.	Owners	Due Date
1. Pip to share Roger's presentation slides with the minutes	Item 6	Pip	With the minutes
2. Roger to send these Lifeline Council submissions to Craig Campbell-Smart	Item 7	Roger	As soon as available
3. Steve to consider if there is a need for a presentation on this Infrastructure Strategy at the next LAG meeting and to contact Roger and Pip if this is an item to add to the next LAG	Item 7	Steve	By 13 th Sept



Minutes Memorandum

4. Roger to send the Lifelines Forum draft agenda to Pip when confirmed and she will circulate to the LAG members	Item 7	Roger/Pip	As soon as available
5. Pip to send out Bevans presentation with the minutes	Item 8	Bevan/Pip	With the minutes
6. Pip to send Craigs slides out with the minutes for members to review and feedback to Craig via email.	Item 9	Pip	With the minutes
7. Craig to email out the contact lists to LAG members and members to fill in the necessary contacts and Craig to bring the draft document back to the next LAG meeting.	Item 9	Craig	By 13 th Sept
8. Pip to amend and re-send meeting invite for the 20 th September	GB	Pip	Asap

2022 Meeting Dates:

- September 20th Tuesday 10.00am TEMO

Meeting Closed at 12.05pm

Minutes for the meeting of the Taranaki Seismic and Volcanic Advisory Group (TSVAG) held at TEMO, 45 Robe Street and via ZOOM on Thursday 30th June at 10.00am

Attendees

Prof. Jon Procter (Chair)	Massey University	Nico Fournier	GNS
Pip Johnson (Minutes)	TEMO	Brad Scott	GNS
Todd Velvin	TEMO	Teresa Gordon	MPI
Craig Campbell -Smart	TEMO	Steve Bowden (<i>zoom</i>)	SDC
Sarah Gauden-Ing	TEMO	Dave Rogers	DOC
Kaz Lawson	TEMO	Tami Cave	DOC
Suzy Adair	TEMO	Bruce Webster (<i>zoom</i>)	DOC
Prof. Thomas Wilson	Canterbury Uni	Grant Wilson	NEMA
Stuart Mead	Massey University	Alice Evans	NEMA
Ian Lowe	Manawatu-Wanganui	Chris Morris	NEMA
Cindy Werner	Volcano Geo-Chemistry		
Drew Mehrtens (<i>zoom</i>)	Waikato Region		
Hollei Gabrielsen (<i>zoom</i>)			

Apologies

Blair Sutherland	SDC	Daniel Hill	NEMA
Danielle Charlton	GNS	Steph Gates	NEMA
Steve Sherburn	GNS	Rebecca Martin	STDC
Irving Young	Waikato CDEM	Gary Bedford	TRC
Alana Weir	Canterbury Uni	Alister Davies	EQC
Ingrid Ukstins	Auckland University		

Unconfirmed

Prof Shane Cronin	Auckland University	David Johnston	GNS
Andrew BuBear	Waikato Group	Hannu Seebeck	GNS
Kevin Fenaughty	NEMA	Andrew Johnston	DOC

Agenda Items:

Item 1: Welcome

Chair welcomed all members.

Item 2: Confirmation of the Minutes of the last meeting (*standing item*)

Resolved

THAT the Taranaki Seismic and Volcanic Advisory Group

Confirms the minutes and recommendations of the Taranaki Seismic and Volcanic Advisory Group meeting held on Thursday 25th November 2021 at 10.00am.

Moved: Tom Wilson

Seconded: Brad Scott

Item 3: Matters and action list from previous minutes (*standing item*)

No matters arising.

Item 4: Annual Seismic Report (*Brad Scott, GNS Science*)

Presentation given by Brad on the current Seismic reporting, activity and focuses.

Q&A session/discussions from round the table with members present.

Raised the ability to monitor different sized eruptions. Explanation given from Nico and further discussions had.

Explanation on the changes to management of the National Park with the establishment of Te Tōpuni Kōkōurangi from Dave Rogers and Tami Cave. While management and governance arrangements are changing DOC will continue day to day operational management,

Noted that Management Plans for the park will be updated once the governance structure is in place

Action: DOC representative to be present at the next TSVAG meeting to give an overview on the changes to the management of the park

Discussion on iwi engagement

Suggested that the terminology for encouraging iwi engagement would be to encourage “participation” rather than develop a “partnership”.

Item 5: TEMO update (Sarah Gauden-Ing, TEMO)

Overview given from Sarah on the current focus within TEMO and recent staff changes and focuses.

Noted that the Robe Street facility is available to the TSVAG (and TTVF) members for workshops and community meetings

Action: Danielle Charlton to be invited to speak on the volcanic information posters at next TSVAG

Action: Craig Campbell-Smart to be invited to speak on community risk assessment project at next TSVAG

Discussion Todd updated TSVAG group on how TEMO hopes to engage with iwi

Discussion further discussion on iwi engagement, and the work that has been done by TTVF group

Action: Jon Proctor or other TTVF representative to present on the iwi engagement that has been done

Item 6: Update on National volcanic response plan progress (Chris Morris - NEMA)

Overview on the current volcanic planning within NEMA and who is responsible for working on the various plans which have been a massive priority for NEMA.

Clarification of the responsibilities within the National Park and DOC are still in charge of the H&S for people within the Park.

Discussion on the “Lead Agency”, clarifying that volcanic emergency response would be led by CDEM, however DOC would still be leading the Operations to manage/evacuate DOC lands including the National Park

Item 7: Transitioning Taranaki to a Volcanic Future and Resilience to Natures Challenge projects updates (Prof Tom Wilson)

Updated the group on the workshops that have been run to date and outcomes of this research. All projects are making really good progress.

Presentation from Tom on the planning and research the TTVF project team are currently working on.

Item 8: Science Reporting – institutions/members to provide a verbal 5 min update to the group.

Updates given from all institutions present and healthy discussions had.

Action items noted were

- If anyone has any ideas on delivering information to schools, please contact Cindy Werner cwerner@volcanogeochemistry.com
- Sarah to provide Stuart Mead with Val De Feo’s contact details regarding LiDAR

- Pip to add to future TSVAG agendas a “standing item” – “DOC to provide a regular update ’

Item 9: General Business

Update provided by Teresa Gordon on her new role within MPI and her focus going forward.

Actions from Meeting

Action Items	Ref	Owners	Due Date
1. DOC representative to present at the next TSVAG meeting on the changes to the management of the park	Item 4	Dave Rogers Tami Cave	Nov 30 th
2. Danielle Charlton to be invited to speak on the volcanic information posters at next TSVAG	Item 5	Sarah Gauden-Ing	Nov 30 th
3. Craig Campbell-Smart to be invited to speak on community risk assessment project at next TSVAG	Item 5	Craig Campbell-Smart	Nov 30 th
4. Jon Proctor or other TTVF representative to present on the iwi engagement that has been done	Item 5	Jon Proctor	Nov 30 th
5. If anyone has any information or ideas on delivering information to schools, please contact Cindy Werner cwerner@volcanogeochemistry.com	Item 8	Members	When available
6. Sarah to provide Stuart Mead with Val De Feo’s contact details (re LiDAR)	Item 8	Sarah	Done

Meeting dates for 2022

- November 30th Wednesday 10.00am TEMO, 45 Robe Street or via Zoom

Meeting closed at 12.05pm



Minutes Memorandum

**Minutes for the meeting of the Readiness & Response Advisory Group (RARAG)
held at TEMO, 45 Robe Street and via Zoom on Wednesday, 15th June 2022 at 10.00am**

Attendees:

Grant Roper (Chairperson)	Police	Ingrid Chamberlain	TDHB
Pip Johnson (Minutes)	TEMO	Paul Renshaw	NEMA
Suzy Adair	TEMO	Rachael Utumapu	FENZ
Kaz Lawson	TEMO	Mario Bestall	SDC
Bridie Fleming	TEMO	Bruce Pope	TRC
Glenn Hansen	STDC	Paul Patterson	Worksafe

Apologies:

Cath Sheard	STDC	Jonathan Jarman	TDHB
Adrienne Cook	STDC	Annabel Burley	TDHB
David Utumapu	FENZ	Salevi Tiatia	NEMA
Megan Stewart	St John	Clinton Carré	TRC

Unconfirmed

Kyle Davie	Police	Anne Russell	Red Cross
Geoff Ryan	Police	Monica Schael-Isenor	Red Cross
Tony Parr	TRC	Gary Soper	NPDC
Murray Lowe	TDHB	Andrew Hanson	Worksafe
Sian Horton	SDC		

Agenda Items:

Item 1: Karakia and Welcome (*standing item*)

Suzy Adair welcomed all those present and brief introduction from those around the table

Item 2: Confirmation of the Minutes of the last meeting (*standing item*)

Resolved

THAT the **Readiness and Response Advisory Group**

Confirms the minutes and recommendations of the minutes for the meeting of the Readiness & Response Advisory Group (RARAG) held via Zoom on **Wednesday, 3rd March 2022 at 10.00am**

Moved: Suzy Adair *Seconded:* Rachael Utumapu

Item 3: Matters arising from previous minutes and action list (*standing item*)

Reviewed actions from previous minutes.

Item 3 Salevi to follow up within NEMA who is leading the “Earthquake Response Protocol for Taranaki” project and give this contact to Teresa.

Noted Paul Renshaw followed this up and has advised that Mike Krause will be our contact for this.

Item 4: RARAG Terms of Reference Survey response and discussion - Suzy Adair

Overview given by Suzy of the current TOR and feedback given on the survey results.

Action members to provide feedback on the survey results to Suzy by 6th July. Email suzanna.adair@cdeMTaranaki.govt.nz

Minutes Memorandum

Discussion round the table with members present on the agencies who should be represented on the RARAG advisory group.

Item 5: Training update – Bridie Fleming

Update given on the training program for the balance of the year and encouragement for agencies to send staff on these courses.

Action Bridie to send Ingrid information on the forthcoming CIM's course

Action Pip to send out the latest training brochure with the minutes.

Shared by Kaz that TEMO have been organizing some Psychosocial First Aid Courses with Red Cross facilitating these. They have been very popular with a third course being organized for the 24th August. Contact Kaz if you have any staff interested in attending Kaz's email

kaz.lawson@cdemtaranaki.govt.nz

Item 6: Forthcoming Events (standing item)

Shared there is a Volcanic Short Course being held at the end of September.

Action Suzy to send details on the Volcanic Short Course to the members when this is available.

Item 7: Round the table update from agencies present (standing item)

Updates provided by all agencies present.

Action Bruce Pope to send Ingrid the details for the Port Maritime Exercise.

General Business

Raised by Paul Patterson – has the forum given any consideration to the impacts of the Wind Farm in the region and the forthcoming road improvements to Mt Messenger?

Discussion round the table on the impacts of these two activities.

Suggested that Waka Kotahi to provide an update to the next LAG meeting.

Action Suzy to follow this idea up with Craig Campbell-Smart.

Discussion on whether there was legislation as to Police having to “Chair” the RARAG group.

Action Suzy to look into this.

Noted that Suzy has found out “**There is no specific legislative requirement for Police to chair the RARAG committee**”.

Action points:

Action Items	Ref. No.	Owners	Due Date
1. Members to provide feedback on the survey results to Suzy by 6 th July. Email suzanna.adair@cdemtaranaki.govt.nz	Item 4	Members	6 th July
2. Pip to send out the latest training brochure with the minutes.	Item 5	Pip	With the minutes
3. Bridie to send Ingrid information on the forthcoming CIM's course	Item 5	Bridie	asap
4. Suzy to send details on the Volcanic Short Course to the members when this is available.	Item 5	Suzy/Pip	When available



Minutes Memorandum

5. Suzy to follow this idea up with Craig Campbell-Smart	GB	Suzy	asap
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Meeting Dates for 2022

- Sept 7th Wed 10.00am TEMO and ZOOM
- Nov 9th Wed 10.00am TEMO and ZOOM

Meeting closed at 11.05am



Minutes for the Risk Reduction Advisory Group (RRAG) meeting held at Taranaki Emergency Management Office (TEMO), 45 Robe Street, New Plymouth and via Zoom on Wednesday 22nd June 2022 at 10.00am

Attendees:

Victoria Araba (Chairperson)	SDC	David Taylor	NPDC
Pip Johnson (Minutes)	TEMO	Juliet Johnson	NPDC
Todd Velvin	TEMO	Josh Richardson	NPDC
Sarah Gauden-Ing	TEMO	David Utumapu	FENZ
Kaz Lawson	TEMO	Rebecca Martin	STDC
Suzy Adair	TEMO	Blair Sutherland	SDC
Craig Campbell-Smart	TEMO		

Apologies:

Chris Spurdle	TRC	Rachael Utumapu	FENZ
Tiffany Radich	SDC	Glenn Hansen	STDC
Mario Bestall	SDC	Paul Renshaw	NEMA
Roger Fairclough	NEO	Brad Scott	GNS

Agenda Items Discussed:

Item 1: Welcome (*standing item*)

Welcome Karakia by all present and Welcome by Chair.

Introductions from around the table.

Item 2: Confirmation of the Minutes of the last meeting, and matters arising (*standing item*)

Resolved:

That the **Risk Reduction Advisory Group** confirms the minutes and recommendations of the **Risk Reduction Advisory Group** meeting held at TEMO, 45 Robe Street, NP on Wednesday 27th October 2021 at 10.00am

Moved: David Utumapu

Seconded: Craig Campbell-Smart

Item 3: Matters arising from previous minutes and action list (*standing item*)

Item 4: Both Tiffany and Mario were apologies to this meeting, therefore unable to confirm if this action item was completed.

Item 5: As Teresa is no longer working for TEMO, unknown if this item was completed.

Shared by David Taylor that there is a NPDC Vulnerability Liquefaction workshop taking place in the NPDC Chambers this morning (Wed 22nd June).

Action Todd to follow up with Damien Morressey at NPDC and see if TEMO can be notified of when these are happening and for a staff member from TEMO to be invited to these meetings in the future. Todd to also contact all other Councils to let TEMO know when any future meetings on this subject of Liquefaction are taking place.

Shared that Liam would be the correct contact within STDC for this information.

Raised by Craig that it would be useful to connect these ideas with TEMO's GIS specialist - Val De Feo.

Introduction of Val, our new team member and her GIS role within TEMO.



Item 4: Roles and Responsibilities update (Todd Velvin)

Brief update from Todd on the status of the Roles and Responsibilities work done to-date and that TEMO are in the process of reviewing all Advisory Groups. Looking at what stakeholders are best represented on these groups and TEMO will be in contact with all Chairpersons to make best use of the resources available and make sure best representation are on these groups.

Item 5: Community Risk Assessment (Craig Campbell-Smart)

Presentation from Craig on the current work being done in the Community Risk Assessment space.
Action Pip to share slides with the minutes for members information.

Item 6: TTVF (Transitioning Taranaki to a Volcanic Future) Update (Craig Campbell-Smart)

Shared with the group Roger Fairclough’s presentation that was given to the LAG group.
Action Pip to send out with the minutes for members information.
Shared by Sarah the work that was done with the Volcanic posters and that these have been shared with all schools in Taranaki as reference documents.
Suggested that if any members want to have a hardcopy of these posters to get in touch with Pip pip.johnson@cdemtaranaki.govt.nz and she can send these out.

Item 7: Update from the Climate Change Regional Steering Group on progress with Adaptation Planning and Climate Change Risk Assessments. Juliet Johnson, Josh Richardson & Rebecca Martin

Presentation from Josh on the work that NPDC and STDC have been busy working on with the Climate Change Risk Assessments and climate change adaptations.
Action Pip to share Josh’s presentation with the minutes for members information.
Discussion with members present on the overlay of GIS work that the different groups are working on and how all can benefit from sharing information and keeping open lines of communication.
Suggested that possibly this information could be presented to the CEG group.
Raised the question “how do the other CDEM groups across the region work with their Councils eg Manawatu and Whanganui?” Discussion on there is no consistency across CDEM groups and regional approaches.
Shared from Josh the work they are also doing with Rahotu and Waitara East with these communities with adaptation planning. In partnership with Massey Uni were awarded some funding for this planning. Also working with Auckland Uni and doing some shoreline analysis and erosion rates projects. Work is still in progress.
Action that once this work with Auckland Uni is finished, can Josh and Rebecca send this information to Sarah at TEMO sarah.gauden-ing@cdemtaranaki.govt.nz

Item 8: Forthcoming Events shared from agencies present (standing item)

Updates provided round the table on stakeholder engagements and current work focuses.
Action Craig to contact David regarding possible presentation to LAG on 3-Waters Reform and David to take Craigs advice on what items would be beneficial to present on.

General Business

No GB noted.

Action Items

Action Items	Item Ref. No.	Owners	Due Date
1) Todd to follow up with Damien Morresey at NPDC and see if TEMO can be notified of when these Liquefaction workshops are scheduled and for TEMO to be invited to	Item 3	Todd	11 th July



these meetings in the future. Todd to also contact all other Councils to let TEMO know when any future meetings on this subject of Liquefaction are taking place.			
2) Pip to share slides with the minutes for members information.	Item 5	Pip	With the minutes
3) Pip to send out the TTVF Update presentation with the minutes for members information.	Item 6	Pip	With the minutes
4) Pip to share Josh's presentation on Climate Change with the minutes for members information.	Item 7	Pip	With the minutes
5) Once this work with Auckland Uni is finished, can Josh and Rebecca send this information to Sarah at TEMO sarah.gauden-ing@cdemtaranaki.govt.nz	Item 7	Josh / Rebecca	When completed and available
6) Craig to contact David regarding possible presentation to LAG on 3-Waters Reform and David to take Craigs advice on what items would be beneficial to present on.	Item 8	Craig	Before next LAG meeting on 20 th Sept

Meetings dates for 2022

- Sept 14th Wednesday 10.00am TEMO and via Zoom
- Nov 16th Wednesday 10.00am TEMO and via Zoom

Meeting Closed at 11.53am with closing Karakia



Minutes for the Meeting of the Rural Coordination Group (RCG) held at the Taranaki Regional Council, 47 Cloten Road Stratford and via Zoom on Tuesday 5th July 2022 at 10am.

Attendees

Mike Green (Chair)	Fonterra	Don Shearman	TRC
Kaz Lawson	TEMO	Rachael Utumapu	FENZ
Pip Johnson (Minutes)	TEMO	Teresa Gordon	MPI
Lisa Gregory	TEMO	Simon McDonald	MPI
Craig Campbell-Smart	TEMO	Todd Miller (zoom)	NEMA
Adrienne Cook	Taranaki Fed Farmers	Salevi Tiatia (zoom)	NEMA
Steve Chapple (zoom)	NAT Roothing Carriers	Glenn Hansen	STDC
Bevan Clayton-Smith (zoom)	TDHB	Joe Clough	
Graeme Pitman	PGG Wrightson		
Mark Hooper	Taranaki Fed Farmers		

Apologies

Jason Griffin	Beef & Lamb NZ	Charlie McCaig	Dairy NZ
Katrina Knowles	Rural Support	Irene Wells	Aviagen
Katie Morrison	Taranaki Fed Farmers	Derek Miles	Aviagen
Jo Shailer	Tegel Foods Ltd	Abbey Mathew	Aviagen
Scott Walden	Coastal School	Jessie Waite	OSPRI
Emere Wano	IWI	Wayne Ricketts	MPI
Mario Bestall	SDC	Marcia Paurini	TRST

Unconfirmed

Stephen Newman	Tegel Foods Ltd	Belinda Mooney	FMG
Richard Brewer	Beef & Lamb NZ	Shane Miles	PKW
Harry Matthews	Fed Farmers Whanganui	Paul Chantrill	DOC
Kristel Gillespie	Neighbourhood Support	Bill Davies	Farmside
Paul West	Agri Farm Manager	Steve Lepper	Pork Producer
Stephen Hopkinson	Taranaki Vets		

Agenda Items discussed

Item 1: Welcome from Mike Green and opening karakia from Kaz Lawson

**Item 2: Confirmation of the Minutes of the last meeting
Resolved**

THAT the Rural Advisory Group

Confirms the minutes and recommendations for the meeting of the Rural Coordinating Group held via Zoom on Tuesday 5th April 2022 at 10am. as true and correct

Moved: Kaz Lawson Seconded: Joe Clough

Item 3: Matters Arising from Minutes of the last meeting

No matters arising

Item 4: COVID-19 update and Health Reform for New Zealand (TDHB) – Bevan Clayton-Smith
Overview given by Bevan on status of the new structure of the Health Reform and how this will impact the Taranaki Region.

Highlighting that most services and contact people will remain the same, with a new “lens” on the Health Care sector.

Q & A session

Noted that engagement is still with the Health Act, with the same processes in place for Emergency Management.

Noted that there will be no changes in the way a response would be managed, BAU with the same contacts.

Update given on the current state of COVID-19 in the community. Expectation is that it will reduce soon, however there is a new variant around but no figures available yet.

Shared that Care in the Communities program is still busy meeting the community needs.

Shared that there is a burden on teams across the health sector to deliver health care, but they are doing their best to meet the community's needs.

Recommended everyone continues to prepare business continuity plans.

Encouraged people to get the flu vaccine as Taranaki has seen a spike in the area.

Item 5: MPI regional recruitment update – Welcome to Teresa Gordon in a newly appointed role Senior Advisor

Introduction from Teresa and background to her appointment with MPI.

Presentation given on the structure of MPI and how her role fits into the sector and the RCG group.

Action Pip to share Teresa's presentation with the minutes.

Brief Update from Simon (MPI) on other changes within MPI and his new focus areas and how this looks for the Taranaki Region.

Item 6: Transitioning Taranaki to a Volcanic Future, engagement update (Craig Campbell-Smart)

Presentation given from Craig on behalf of the TTVF project team, compiled by Roger Fairclough.

Noted that a workshop for unpacking impact on the rural sector to be undertaken.

Action Kaz to facilitate discussion with wider group to ensure correct representation. Dates for workshop/s to be advised by TTVF team.

Brief discussion on the findings in the presentation and raised the necessity of having the right people in the room at these workshops.

Raised by Simon the difficulty is prioritizing planning for the future and the resources to manage the "here/now" issues v's investing in the long-term planning for the "likely" events.

Action Pip to send out the TTVF presentation to members with the minutes.

Item 7: Lessons learned from recent events (standing item)

No events discussed

Item 8 Items of interest from organisational updates (standing item)

- MPI – Simon shared that MPI have several budget updates and funds available for future projects.
- Graeme Pitman (was this Don Sherman from TRC?) shared that Fresh Water Plans Policy base model is been designed and should be available by end October this year. Comm's will be coming out soon.
- Raised by Kaz Lawson that NPDC/STDC presented a very informative presentation on Climate Change to the RRAG group and wondered if TRC have a planning program for climate change? Don Sherman replied suggesting that they have a team working in this area.

Item 9: Forthcoming Events (standing item)

- Migrant Connections Meeting 16th July, Opunake
- CIM's 4 Training 14th & 15th Sept, TEMO (sign up in Takatu)
- WCG Meeting 20th July, TEMO



General Business

Raised by Teresa the recent “La Nina” reports are suggesting high rainfalls and to keep at the back of mind for planning purposes.

Action updates to be provided by Teresa to the members as these are available.

Raised by Teresa the Animal Welfare Planning will be looked at and raised at the WCG meeting on the 20th of July.

RCG Meetings 2022

- **Oct 18th Tuesday TRC and via zoom**

Action Items	REF. NO.	Owners	Due Date
1. Pip to share Teresa’s presentation on MPI with the minutes	Item 5	Pip	With the minutes
2. facilitate discussion with wider group to ensure correct representation. Dates for workshop/s to be advised by TTVF team.	Item 6	Kaz/TTVF	15 th Aug
3. Pip to send out the TTVF presentation with the minutes FYI.	Item 6	Pip	With the minutes
4. Updates from Tera to be sent out to members on the La Nina forecasting when available	GB	Teresa	As available

RCG Meetings 2022

- **Oct 18th Tuesday TRC and via Zoom**

Meeting closed 11.31am



Date 12 August 2022

Committee: Taranaki Emergency Management Joint Committee

Subject: **Quarter Four Performance Report 2021-2022**

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

Document: 3093752

Purpose

1. The purpose of this memorandum is to present the Quarter Four Report for 2021–2022 to the Taranaki Emergency Management Joint Committee.

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 Quarter Four Performance Report 2021-2022 financial year has been prepared for the Taranaki Civil Defence Emergency Management.
4. The Quarter four Performance Report 2021-2022 is attached in Appendix A.

Recommendations

That the Taranaki Emergency Management Joint Committee:

- a) receives the memorandum, *Quarter four Performance Report 2021-2022*
- b) approves the Quarter four Performance Report 2021-2022.

Discussion

5. This is the fourth and final instalment of performance reporting for 2021/22 financial year for the Taranaki Civil Defence Emergency Management Group (the Group), as outlined in the Annual Plan 2021-2022.
6. COVID-19 has disrupted the TEMO work programme over the past 24 to 36 months.

7. The \$209,560 underspend is placed into the reserve to be used for two CAPEX improvement projects.

Strategic Goals and Objectives

8. Progress against the Group Plan Objectives are tracked.

Budget Performance

9. The annual budget was included in the Annual Business Plan 2021-22. For the year-to-date TEMO has reported a variance of \$209,560 against budget. Discussion item #7.

Personnel

10. In August 2021 the Joint Committee approved the funding and appointment of GIS specialist for 2-year fixed term contract. They started May 2022.

11. Marketing and Comms role is filled. They started May 2022.

Work Programme

12. Progress on the TEMO work programme is provided.

Decision-making considerations

13. 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

14. 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

15. 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.
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*.

Legal considerations

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

Appendices/Attachments

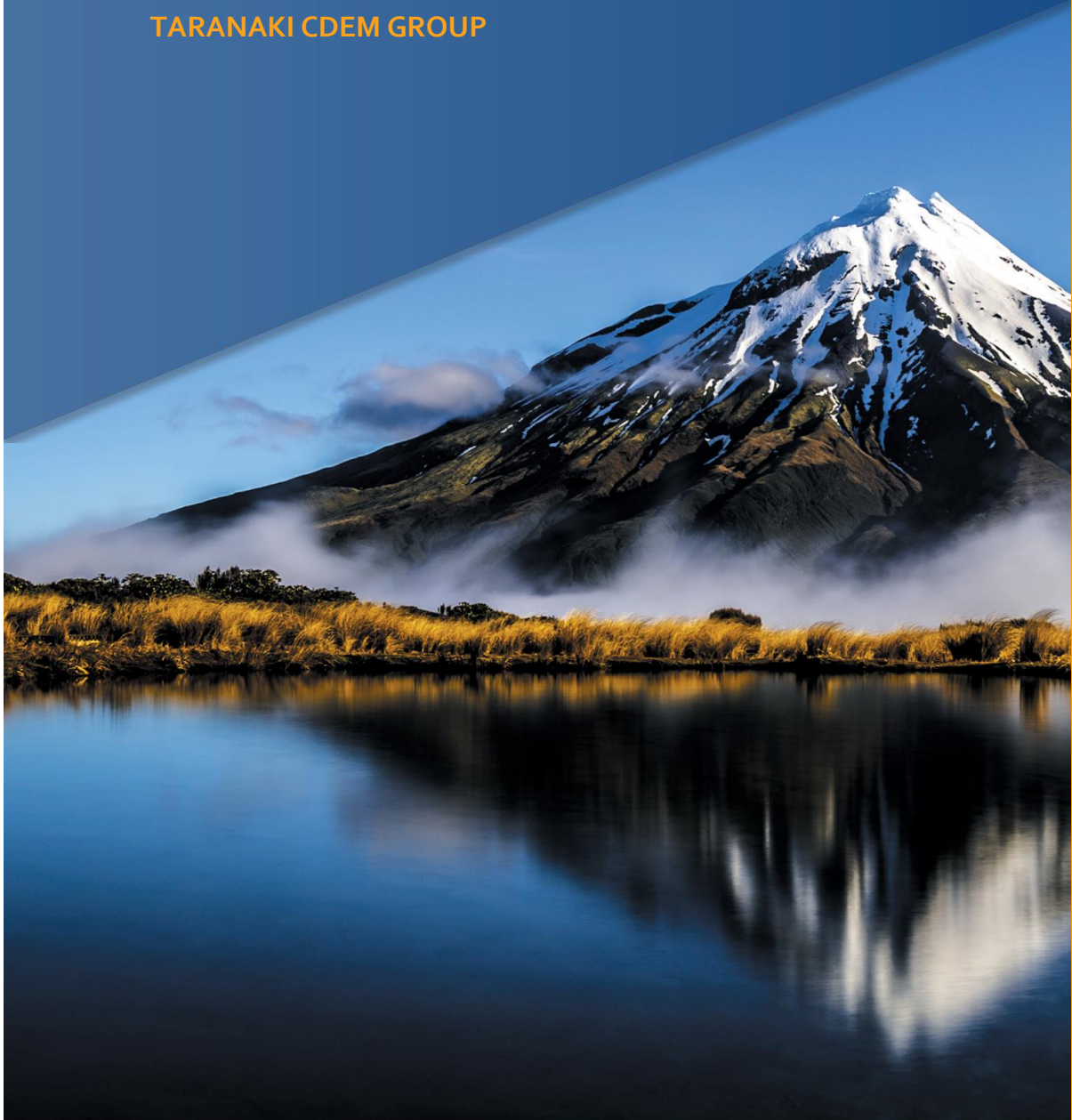
Document 3093760: Performance Report 2021-22 Q4 CDEM Joint Committee August 2022



DRAFT Performance Report

Quarterly Report Q4
For Financial Year 2021/22

TARANAKI CDEM GROUP



Document management

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

Date July 2022

Reviewer Todd Velvin

Title CDEM Regional Manager

Date July 2022

Endorsed by Taranaki Coordinating Executive Group

Date 2022

Authoriser Taranaki CDEM Group Joint Committee

Date 2022

Version control

VERSION	CHANGES	DATE
vo.1	Original Draft, submitted to CEG for endorsement	05 May 2022

Table of contents

Document management.....	i
Table of contents.....	ii
Executive Summary.....	1
Section 1 Strategic Goals and Objectives.....	3
1.1 Governance.....	4
1.2 Disaster Risk Reduction.....	5
1.3 Organisational resilience (readiness).....	7
1.4 Community resilience (readiness).....	8
1.5 Capability development (readiness, response, and recovery).....	10
1.6 Response and recovery.....	12
Section 2 Budget Performance.....	14
2.1 YTD Budget performance.....	14
2.2 CDEM Reserve.....	14
Section 3 Personnel.....	15
Section 4 Work Programme.....	16
Section 5 Significant Projects.....	19
Section 6 Risks.....	23
Extreme risk.....	23
Section 7 Appendices.....	25
Appendix A: Group Plan Objectives.....	25
Appendix B: TEMO 2021/22 Financial Report.....	28
Profit and Loss Summary Report to 31 June 2022.....	28



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 is the fourth and final instalment of performance reporting of the 2021-2022 financial year for the Taranaki Emergency Management Office (TEMO), as outlined in the Annual Plan 2021-2022, and for the Taranaki Emergency Management Group as outlined in the Group Plan 2018 – 2023.

Highlights of Quarter Four

COVID-19 continues to disrupt the TEMO work program, including interactions with key partner agencies. Staff and partner agency sickness is a continual consideration. Some of the ways in which TEMO has tried to mitigate disruptions (and risks of further transmission) include virtual meeting options, virtual training options, and increased consideration for project redundancy with regard to staff project familiarity, i.e., having more than one staff member capable in various areas.

The Taranaki CDEM Group is working hard to settle following its restructuring. This restructure has coincided with industry and regionwide workforce strain due largely again to Covid fatigue. Our challenge and focus has been on recentring our positive and inclusive culture and finding ways to value each employee as an individual and as part of the wider team.

Welfare support has been provided to Taranaki communities impacted by Covid through the 'Care in the Community' program, over the preceding quarter.

The hazard infographic series developed for the region - with the help of GNS Science - has been hugely successful, and has brought re-engagement from many school groups, wanting to know more about Emergency Management (particularly involving an eruption of the Taranaki Maunga). These groups have shown energetic motivation in getting their school groups and whanau at home, ready for an emergency. Stan (our mascot) has come out of hiding, been dry-cleaned, and has enjoyed some fantastic outings in the region.

The Earthquake Response Plan was sent out for consultation with partner agencies, and other interested parties. There has been a lot of positive feedback, alongside constructive feedback submitted, to enable a more comprehensive and robust second draft. Quarter 1 of the 2022/23 financial year will see the integration of feedback submitted.

The Tsunami Response Plan has been drafted considering factors at the regional group level. This will be workshopped in our upcoming Control Function meeting, to enable feedback on the operational effectiveness of this plan.

While our delivery of training is currently not at the anticipated pace (due mostly to low engagement from council staff from Covid strain), the pilot course of the new ITF Welfare Function Course was delivered and well received.

Financial reporting

Financial reporting is included in Section 2 and Appendix B.

Section 1 | Strategic Goals and Objectives






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

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

Forty-three objectives were identified in the 2018-2023 Group Plan, these are listed in Appendix A.

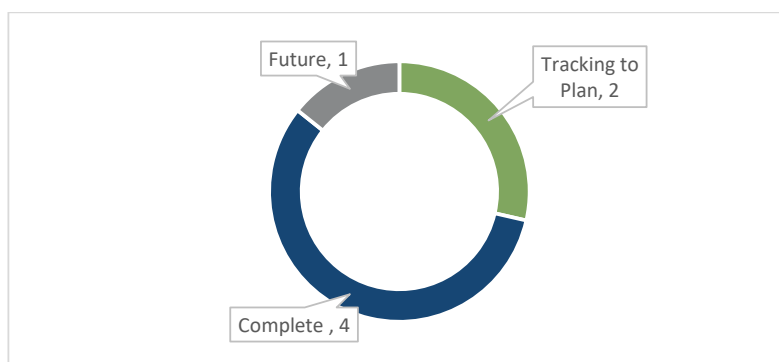
A summary of the Taranaki Group's progress on those objectives is provided below

Key

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

1.1 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 3 – Advisory Group TOR's and structures are being collectively reviewed

Future work

- Gov 5 – Constituting Agreement Review (scheduled to begin Q1 2022/23)
- Gov 4 – Group Plan Review (scheduled to begin Q1 2022/23)

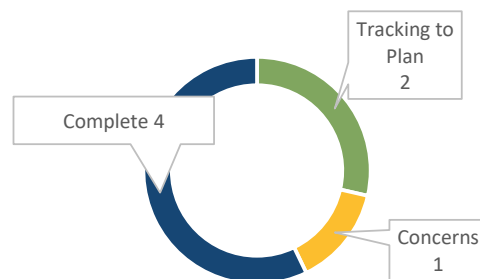
2021/22 Close-off statement

TEMO continues to build and strengthen its governance relationships along with its operating model. 2022/23 will see TEMO progress the final actions of the above list with a continuous improvement focus.

¹ Work is ongoing to implement the approved arrangement.

1.2 Disaster Risk Reduction

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



Progress this quarter

- DRR 1 – A record has been compiled of all existing plans, and highlights our next highest priorities.
- DRR 5 – New Systems and Information Technology advisor has profiled user needs and is sourcing datasets to form data catalogue for the group

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).

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

Concerns – mitigations in place

- DRR 3 – Disaster Risk Reduction strategy to be developed

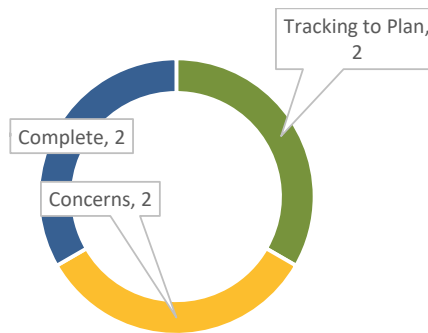
2021/22 Close-off statement

A new Systems and Information Technology advisor joined TEMO. The main foccus of this role is implementing the GIS Strategy. This is currently being broken down into priority projects. The first of these is to profile various user GIS needs, then search for and secure usable datasets to form our

TEMO catalogue. The access platform and user GIS experience is also currently under development, to allow for easy and streamlined access.

1.3 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.



Progress this quarter

- OR 2 – ECC's/EOC's audited
- OR 3 - Workplans being developed for EMO's to align with TEMO workplans.

Completed

- OR 1 – Implementation of an information management system
- OR 2 – ECC's/EOC's audited

Tracking to plan

- OR 3 - Capability development plan in review. Workplans being developed for EMO's to align these to TEMO workplans.
- OR 5 – Recovery Programme Performance Measures - implementation delayed due Covid

Concerns – mitigations in place

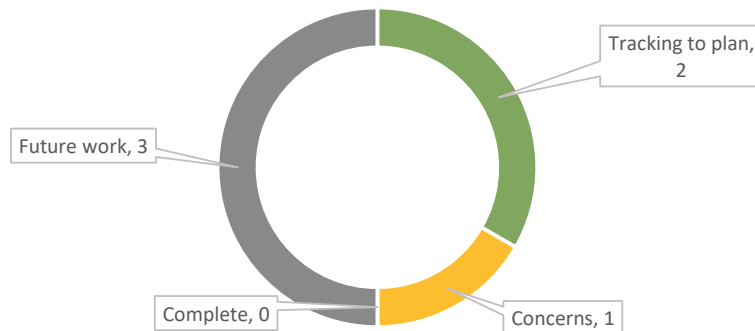
- OR 4 - CDEM Group partner business continuity plans tested
- OR 6 - Corrective action planning currently in review

2021 Close-off statement

Covid has hindered many of our goals in this section. Our focus currently is to re-establish and support relationships with partner agencies, territorial authorities, and volunteers to preserve the community.

1.4 Community resilience (readiness)

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



Progress this quarter

- CR 4 – Many groups re-engaged with CDEM.

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

Concerns – mitigations in place

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

Future work

- CR 3 – Community Resilience Strategy – The document does not currently exist.
- CR 5 – 500 community volunteers – may be reviewed as part of the next Group Plan
- CR 6 - 10 Community Emergency Plans – may be reviewed as part of the next Group Plan

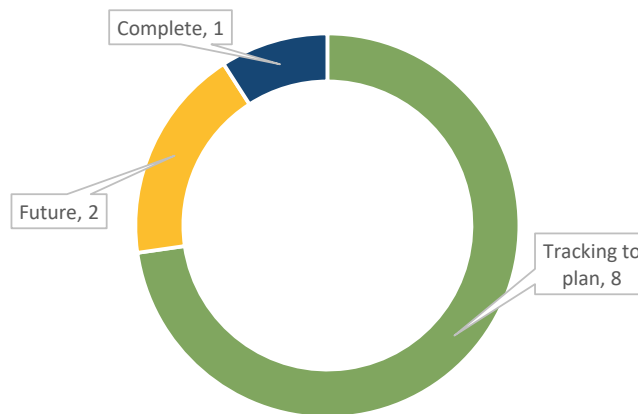
2021/22 Close-off statement

Much work has been done to both maintain current community relationships and build new ones, in a community still in response and recovery to Covid. Our priorities have had to shift and adapt to the changing environment, while also making us aware that many of our goals for the next Group Plan will do the same. A number of community engagement opportunities have been undertaken including migrants, the disability sector, schools and early learning centres. This important area

continues to grow and will be coordinated by the Comms/Marketing role recruited earlier in the quarter.

1.5 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.



Progress this quarter

- CD 5 – Successful delivery of pilot ITF Welfare Function Course

Completed

- CD 1 – NEMA Capability Development fund accessed for ongoing training

Tracking to plan

- CD 2 – Training records managed.

Concerns – mitigations in place

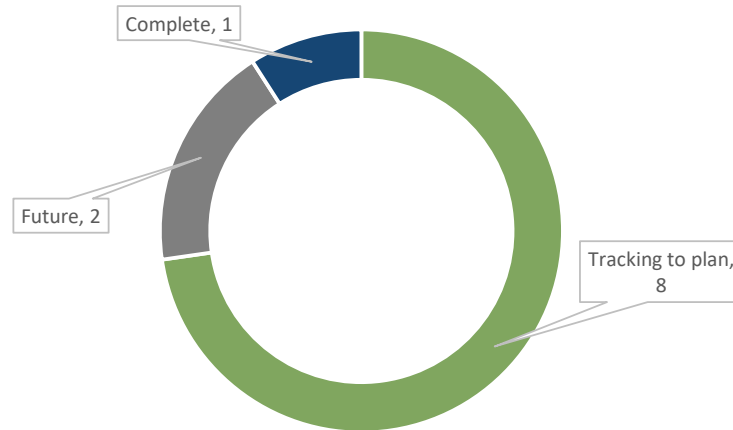
- CD 3 – Exercise schedule constructed, however, a tier 2 event has not occurred in the last year due to human resourcing.
- CD 4 – Participate in tier 4 exercise. Has not occurred, due to no training at the national level with Covid.
- CD 5 – 500 centre staff trained to Integrated Training Framework (ITF) Intermediate – This will likely be reviewed in the next Group Plan
- 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).

2021/22 Close-off statement

It has been an incredibly tough year for training. Sickness and unavailability of workforce have meant extreme difficulty in getting volunteers for training. This has been compounded by these same issues at the TA/EMO level, where most of our volunteers are ordinarily fed from. TA work plans are in the beginning stages of being aligned with TEMO work plans, which will hopefully begin to move volunteers in our direction. Takatu (our Learning Management System(LMS) platform) was due an update in the last six months. While this has occurred, updates are being released to the regions incrementally, and there is little transparency on what this will look like over the coming months. Volunteers still find this platform cumbersome to use.

1.6 Response and recovery

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



Progress this quarter

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

Complete

- RR₃ - Three district-based EOCs and one regional ECC established

Tracking to plan

- RR₁ – Readiness and Response Advisory Group Established – Review of terms of reference due – being conducted as part of a wider Advisory Group review.
- RR₂ – All controllers complete the national training program.
- RR₄ – Review of all Response Plans and Standard Operating Procedures
- RR₅ - Standard Operating Procedures established
- RR_{6a} – Significant progress on the recovery program - appointment Local Recovery Managers
- RR_{6b} – Engagement with priority communities – as part of the risk/vulnerability project
- RR_{6c} – Identifying and addressing gaps in recovery preparedness - as part of the risk/vulnerability project.
- RR₇ – Hazard specific recovery planning in hazard contingency plans – sections added to Earthquake Response Plan and Tsunami Response Plan.
- RR₈ – Recovery framework under development

2021/22 Close-off statement

Development and release for consultation of the Earthquake Response Plan has provided a significant step forward in both community planning and partner engagement. Request for feedback has led to many meaningful conversations and working through ideas. Adding a Recovery lens has become a standard practice to all of our response plans, which increases the richness of the consultation process.

Section 2 | 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%

2.1 YTD Budget performance

The quarter three financial report ending 30 June 2022 (attached in Appendix B) shows a variance of \$209,560.

2.2 CDEM Reserve

The TEMO 2021/22 year-end result resulted in a surplus of \$209,560.

It is proposed that the \$209,560 be placed into the reserve fund to benefit two CAPEX improvement projects, Generator Replacement and Website Development.

Section 3 | Personnel

The Taranaki Group office has completed its restructure and filled the GIS specialist and Marketing Comms Advisor role. Valerie De Fao in GIS and Lisa Gregory in Marketing Comms. Along with this a new Planning Advisor has been employed to replace Teresa Gordon who has resigned. Chris Whitehead joins the team from NZ Police starting on the 25th of July.

Section 4 | Work Programme

This report documents progress of Taranaki Emergency Management Office against Annual Business Plan 2021/22, which was approved by the Joint Committee at their November 2021 meeting.

COVID 19 continues to be an ongoing challenge. Health remains the lead agency for the COVID-19 Response and the Ministry for Social Development (MSD) the lead in the welfare space. TEMO continues supporting partner agencies as a connector, providing advice and resourcing as well as practically coordinating tasks that are allocated. Delivery coordination has been handed over to community organisations in North and Central Taranaki who can absorb this into their BAU models. TEMO provided training and SOPs to ensure a seamless transition.

TEMO has taken the last few months to refocus and review work programs to better achieve objectives laid out in the Group Plan. Along with this review the corrective actions from past events and reports. This will help us build resilience and better respond to communities and our volunteers in adverse events.

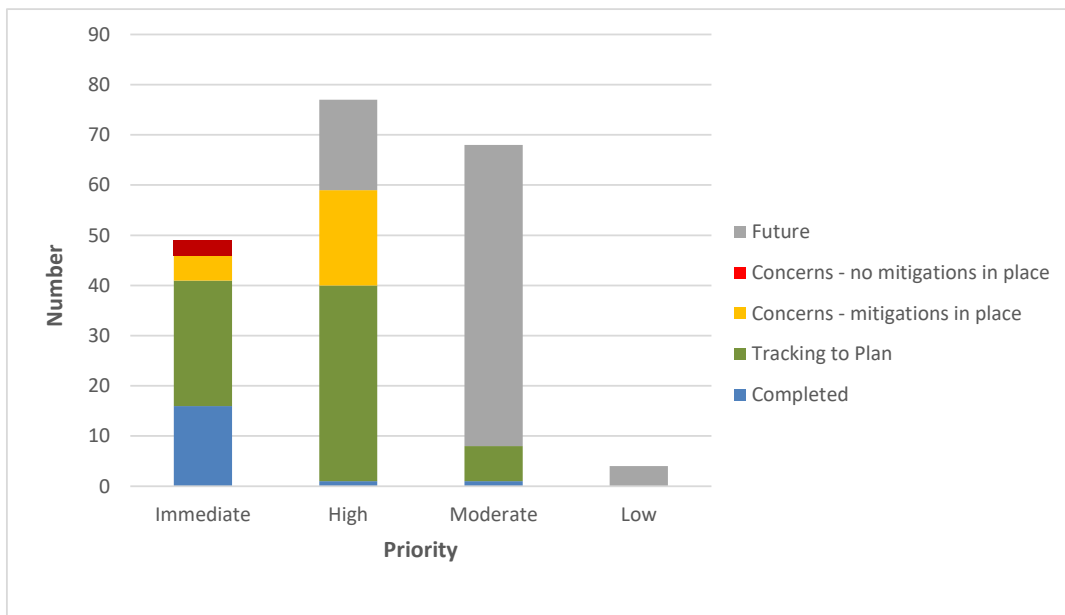
No significant concerns exist around work programs.

Function	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 • LUC • Welfare Function Course
	Deliver a continuous improvement of the CIMS Function Checklist	The Response Common Systems Plan has been completed Response Actions Plan for each specific function is almost complete.
	Deliver a continuous improvement of Standard Operating Procedures (SoP)	Document Control SOP has been completed
	Update and maintain the Duty Officer documentation	Duty Officer Manual is complete and signed off by Group Manger.
	Establish D4H Live as a means of creating a Common Operating Picture	D4H Live continues to be our incident management software of choice. D4h Live enhancements continue, and the development of a user guide and super user guide are in progress.
	Ensure ECC is operational	Monthly checks completed
Communications and Marketing	Upgrade the TEMO website	Under review. Looking to streamline and possibly outsource.
	Deliver the 2020 Communications and Marketing Plan	Recruitment of Comms Manager successful. Started May 2022.
	Increased engagement with communities	Ongoing support of the national campaigns including Shakeout and Get the Flood Out.
Contingency Planning	Develop and adopt the Earthquake Response Plan	External consultation process has been completed with feedback being collated.
	Develop and adopt the Tsunami Response Plan	Drafting of an update to the existing plan is underway
	Support the Transitioning Taranaki to a Volcanic Future – He Mouna Puia project	Ongoing support provided; Development of the Volcanic Infographic Information poster series is complete. Team who developed these have been nominated for an EMPA award.
	Implement the GIS Strategy 2021-26	GIS specialist has been appointed and started May 2022.

Function	Key Deliverable	Status
Recovery	Deliver the Strategic Recovery Plan	Plan consultation & development in process Priority actions identified
Welfare and Resilience	Update the Welfare and subfunction plans	Feedback delivered to MPI January for Animal Welfare Plan – this is a matter of urgency. Psychosocial Plan under review by TDHB – disruption due to change in staff, back on track, currently sitting with Maori health team. Accommodation & Household Goods and Services Plans about to commence.
	Support the council EMOs in delivery of resilience programme	Awaiting details of EMO work programs and recruitment of EMO NPDC . NPDC Welfare Manager appointed
Governance	Support the Coordinating Executive Group and Joint Committee	The following meetings were held this quarter: <ul style="list-style-type: none"> Coordinating Executive Group Joint Committee
	Hold regular Advisory Group meetings	The following meetings were held this quarter: <ul style="list-style-type: none"> Readiness & Response Advisory Group Lifelines Advisory Group
	Hold regular meetings of the CIMS Function Groups	The following meetings were held this quarter: <ul style="list-style-type: none"> Welfare
	Continue building relationships across the sector	Our focus this quarter has been Welfare and Iwi, with a focus on COVID-19
	Group Duty System	TEMO maintains an 24/7 duty officer roster with a duty Group Controller also rostered on. <ul style="list-style-type: none"> A watching brief maintained
	Continue to support the COVID Response	<ul style="list-style-type: none"> TEMO staff member sits on the TDHB’s IMT as CDEM liaison

Section 5 | 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 that are greater than what is considered tolerable for delivery within existing TEMO resource.



Robe St Facility Improvements

Contributes to: Disaster Risk Reduction

Status

Completed

Two additional improvements to the Robe Street Facility have been identified and included in the 2021/22 work program:

- ECC Radio Room Upgrade**
 Our Communications Room is fully operational through the radio network that Taranaki CDEM own.

- **Radio replacement Programme**

This work is ongoing and currently under review alongside a community risk project. A new stand-allow project will be created for this larger project for the 2022/23 year.

Corrective Action Programme

Contributes to: Organisational Resilience

Status

On Track

The Corrective Actions identified in the Monitoring and Evaluation Review and the COVID-19 Debrief have been combined into a single plan with a total of 199 actions.

A review of completed actions is underway alongside identification of specific team responsibility assignment and task development. There are some Corrective Actions which require a measurable action to be assigned to them.

Implementation of the Trifecta Programme

Status

Some Delays

In 2021 the EMSR programme 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 of 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.

NEMA will provide regular updates to the CEG and Joint Committee, through the Regional Emergency Management Advisor and letters to the CEG Chairs in the first instance.

These reforms will impact the Taranaki CDEM Group and TEMO as feedback will be sought during the reforms.

First round of feedback has gone out to stakeholders and closed on the 11th of Feb 2022.

Taranaki Unrest Response and Recovery North Island Plan (TURRNIP), Initial Phase (Resilience Funding)

Contributes to: Disaster Risk Reduction

Status

COMPLETE

In January 2021 TEMO submitted an application to the Resilience Fund for the initial phase of the Taranaki Unrest Response and Recovery North Island Plan (TURRNIP); this is a shortened version of the 2019 bid which was not processed due to the review of the Resilience Fund. The focus of this shortened project is science communication and will support planning and outreach work.

On 31 March we were advised that we had been successful in our bid and have been awarded \$70,000. The project is being led by Teresa Gordon, CDEM Analyst with delivery scheduled for November 2021.

We entered into a contract with GNS Science to deliver the public hazard mapping component of this funding. A data governance group was established to provide oversight to mapping and information about Taranaki Volcanic Hazards. Initial user workshops were held with member of the public providing input into information requirements. Initial drafts of the hazard information sheets were produced and circulated to stakeholders for feedback. Delivery of the final versions was delayed due to the ongoing Auckland lockdown which prevented our contractor from returning to Taranaki and completing sign off meetings with key stakeholders. The infographic posters were released on 26 January 2022.

This project is now closed off with very successful release and feedback of posters. TEMO has nominated the team who were responsible for an award at the upcoming NZ Emergency Communications conference.

Welfare Registration and Need Assessment (Resilience Funding)

Contributes to: Response & Recovery

Status

Some Delays

In March 2021, at the NEMA's request, TEMO submitted a second application to the Resilience Fund for the development of a Welfare Registration and Needs Assessment with integrated coordination and management capability investigation and development.

After an initial review of current 'off the shelf' or bespoke systems being utilised by other groups NPDC advised that they would undertake an improvement project for the current RANA. Project Management undertaken by NPDC Business Technology Group in consultation with TEMO staff (users) with the work outsourced to a contractor. A like for like system to be delivered with several improvements. Data collection was moved from ArcGIS survey 123 to power apps under agreement that all functionality remained.

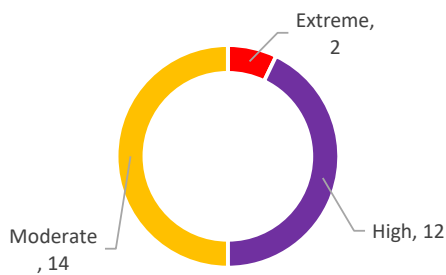
Initial delivery of the system occurred two days prior to the weather event in February. Several flaws were identified upon deployment with a major omission identified – no ability to collect data offline. This is the subject of ongoing discussions between TEMO and NPDC BTG. This represents a risk in its current form.

RANA was presented to the NEMA Resilience Fund Manager, Social and Community Resilience staff by NPDC BTG and TEMO staff in February.

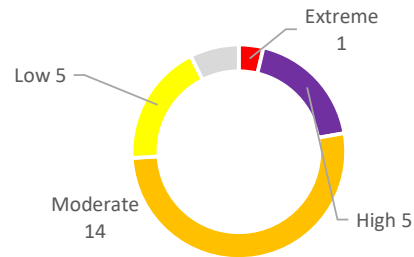
Section 6 | Risks

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

1) Pre Controls



2) Post Controls



Risk Rating	Risk Rating
E	Extreme
H	High
M	Moderate
L	Low
I	Insignificant

Extreme risk

- Capability of newly appointed statutory roles holders (Controllers and Recovery Managers), required to manage effective response and recovery. Includes certification of competency for statutory position holders occurring through Response and Recovery national programme or another approved pathway.
- Capacity of appointed roles within T/As and alternates for statutory roles across the region to ensure there is the ability to provide a sustainable response/recovery in an event. This includes agreed & formalised roles and responsibilities (job descriptions), appropriate training and engagement for the role.
- Registration & Needs Assessment – is the process of identifying people/animals who have been affected by an event and their needs. It provides the means of identifying and

coordinating welfare services during and event and into recovery. The current system, RANA, has a major flaw in its inability to collect data offline.

Note:

Two Group Controllers and the Group Welfare manager will have finished the Response Recovery Leadership program by September 2022.

Alternate Group Recovery managers have been identified and will be looking for appointment Q1 2022/23.

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.

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
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Capability development (readiness, response and recovery)</p>	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.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Response and Recovery</p>	RR 1	A Readiness and Response Advisory Group will be established (fulfilling Section 8 Guide to the National Plan requirement for an 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 2021/22 Financial Report

Profit and Loss Summary Report to 31 June 2022

Profit and Loss Summary Report for June 2022 for TEMO

	TEMO			Note
	22GENA	22GENR		
	Actual YTD June	Budget YTD June	Variance YTD June	
Revenue				
Other revenue				
160 - User fees and charges	75	0	(75)	
169 - Other Operating incl Rebates & Recover	(21,280)	(220,000)	(198,720)	Note 1
Total Other revenue	(21,205)	(220,000)	(198,795)	
Subsidies and grants				
180 - Operating Grants & Subsidies	(1,499,241)	(1,476,579)	22,662	
Total Subsidies and grants	(1,499,241)	(1,476,579)	22,662	
Total Revenue	(1,520,446)	(1,696,579)	(176,133)	
Expenses				
Personnel costs				
220 - Salaries and wages - Payroll Only	852,496	801,732	(50,764)	
223 - Other employee benefits - Payroll Only	13,419	33,330	19,911	
224 - Employee Development & Education	21,416	41,294	19,878	
225 - Employer contributions - Payroll Only	25,483	21,594	(3,889)	
226 - Recruitment costs	489	0	(489)	
229 - Other personnel costs	46,408	125,000	78,592	Note 2
Total Personnel costs	959,710	1,022,949	63,239	
General operating expenditure				
231 - Insurances	3,726	6,132	2,406	
232 - Legal and professional fees	34,730	16,352	(18,378)	Note 3
233 - Occupancy and utilities	23,144	19,693	(3,451)	
234 - Property Maintenance	15,779	0	(15,779)	Note 4
235 - Communications	16,311	10,000	(6,311)	
236 - Advertising and Marketing	11,752	28,520	16,768	
238 - Travel and accommodation	5,070	0	(5,070)	
245 - Other general costs	20,353	24,068	3,715	
Total General operating expenditure	130,865	104,765	(26,100)	
Direct costs of activities				
250 - Contracts	2,232	254,917	252,684	Note 1
252 - Plant and equipment hire	246	0	(246)	
253 - Services	11,253	0	(11,253)	
254 - Materials	641	0	(641)	
255 - Fleet & Plant Consumables & Maintenance	7,323	9,100	1,777	
Total Direct costs of activities	21,695	264,017	242,321	
10 - Depreciation - operational assets	147,500	33,576	(113,924)	
Total Expenses	1,259,771	1,425,307	165,536	
EXTERNAL OPERATING (PROFIT)/LOSS	(260,675)	(271,272)	(10,597)	
INTERNAL CHARGES				
300 - Pass thru from Shared Services expense	475	0	(475)	
310 - Labour allocation expense	0	5,000	5,000	
315 - Fixed Amount Charge of Shared Services	129,302	128,780	(522)	
320 - On-charges expense	17,435	40,887	23,452	
330 - Interest allocation expense	35,338	35,338	(0)	
INTERNAL RECOVERIES				
APPROPRIATIONS				
391 - Depreciation funding/ (unfunded)	(128,956)	(33,576)	95,380	
395 - Capital Appropriations	0	97,322	97,322	
TOTAL NET RESULT	(207,081)	2,479	209,560	

NOTES

Notes:

1. Special projects related to Volcanic projects that was not granted through NEMA. This is balanced in Contracts by costs not spent.
2. RAT's ordered for Region
3. Statory role payments (Controllers)
4. Watermain repairs



Date: 12 August 2022

Committee: Taranaki Emergency Management Joint Committee

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

Author: Lisa Gregory, Marketing & Communications Advisor

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

Document: 3093742

Purpose

1. The purpose of this memorandum is to present a proposal to replace and upgrade the website for the Taranaki Emergency Management Office to the Joint Committee for approval.

Executive summary

2. The current website is old and not fit for purpose to communicate effectively to the Taranaki Community.
3. The purpose of this replacement is to ensure TEMO has a modern fit for purpose window to the Taranaki community. Effectively communicating messages in business as usual (BAU) work and more importantly in response to any event affecting Taranaki.

Recommendations

That the Taranaki Emergency Management Joint Committee:

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

Background and Discussion

4. Three options proposed in attached report, TEMO are recommending Option 2 for \$115,829.
5. Funding options – using reserve funds, underspend from 2021/22 FY to be placed into reserve fund to manage this project.

Financial considerations—LTP/Annual Plan

6. 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

7. 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

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

Legal considerations

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

Appendices/Attachments

Document 3088754: TEMO Website Development



TEMO website upgrade

July 2022

TARANAKI CDEM GROUP



Documents management

Author Lisa Gregory
Title Marketing and Communications Advisor
Date July 2022

Reviewer Kaz Lawson
Title Community Resilience Team Leader
Date July 2022

Authoriser Todd Velvin
Title Group Controller
Date July 2022

Version control

VERSION	CHANGES	DATE
V1.0		July 2022

Table of contents

Documents management	2
Table of contents	3
Executive summary.....	4
Section 1.0 Hosting of website	
Section 2.0 Recommendation	
Section 3.0 Excluded ongoing charges	
Section 4.0 Other considerations	

Executive summary

The current TEMO website went live in 2016 and is no longer fit for purpose. TEMO has worked through a process with New Plymouth District Council (NPDC) and Effect (web development agency) to: develop a business case (*Taranaki Emergency Response Office Website Redevelopment* produced by NPDC, January 2022) and to; identify what content is required on the new website (*Website Requirements Specification* produced by Effect, January 2022). These processes included stakeholder and focus group consultation and a proposed budget.

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

Redeveloping the TEMO website will provide opportunities to:

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

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

Redeveloping the TEMO website is the preferred option and the proposed solution set out in this (original) business case requires \$206,931 to complete the implementation project. *This price includes \$83,000 of work to be done by Effect with the remainder attributed to NPDC costs for services and project management, \$5,000 estimated for Te Reo, and \$5,000 for photography.*

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

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

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

1.0 Hosting of website

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

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

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

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

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

2.0 Recommendation

Approve a budget of \$115,736 excl GST to build TEMO's new website (detailed budget below).
Engage Effect to develop the new TEMO website. The appropriateness, capability, and credibility of Effect has already been established. Effect is NPDC's preferred web development agency. TEMO has a strong relationship with Effect.
Set target date for soft launch 14 December 2022 with public launch early February 2023.

4 Project Costs

4.1 Style & Set Up CDEM template site

Effect has an existing template website designed specifically for CDEM groups. This will be styled to suit TEMO's requirements. Costs to establish and style the template site are provided below:

CDEM Template Website	Cost	Option 1	Option 2	Option 3
Design TEMO web style guide	\$8,910	Must have	Must have + nice to have	Everything on the wish list
<ul style="list-style-type: none"> - Colour palette - Navigation map - homepage - Font - Iconography – (hazards, impacts, Get ready sections) - Promotional banner/tile styles 		\$8,910	\$8,910	\$8,910
Development & Testing	\$18,120	Must have		
<ul style="list-style-type: none"> - Set up site - Apply agreed styles - User training - Browser and device testing 		\$18,120	\$18,120	\$18,120
Total	\$27,030			
Customisations	Cost			
CUS 1. MetService CAP feed integration	\$1,740	Must have		
<ul style="list-style-type: none"> - Automate weather warnings as alerts on the homepage, district page & alerts page 		\$1,740	\$1,740	\$1,740
CUS 2. Get Ready Quiz	\$13,195*	Nice to have		
<ul style="list-style-type: none"> - Short informative quiz to engage users on preparedness. - Editable by content administrator to suit different user groups 		\$13,195	\$13,195	
CUS 3. Get Ready Section – Option 1	\$5,655	Must have either this option or option 2 below		
<ul style="list-style-type: none"> - Create Get Ready landing page - Minor review of Get Ready page template to accommodate quiz 		\$5,655		\$5,655
CUS 3. Get Ready Section – Option 2	\$8,455	Must have either this option or cheaper option 1 above		
<ul style="list-style-type: none"> - Create Get Ready landing page - Full review of Get Ready page template to better accommodate Rural ready stories & content - Will also include inclusion of quiz 		\$8,455		\$8,455
CUS 4. Recovery Section	\$10,150	Must have		
<ul style="list-style-type: none"> - Design & develop recovery section template - Design & Develop navigation to these from homepage when in Recovery mode 		\$10,150	\$10,150	\$10,150
CUS 5. Lifelines Member Area	\$14,065	Nice to have		
Design & develop Lifeline members area: <ul style="list-style-type: none"> - Login - Profile - Document library - Contacts 				\$14,065
CUS 6. Allow for content to be translated	\$9,860	Nice to have		
<ul style="list-style-type: none"> - Design and development to allow for Te Reo translation to be applied to all pages except the Response page 		\$9,860		\$9,860
CUS 7. RANA Rapid Needs Web Assessment Form	\$10,730	Must have		
<ul style="list-style-type: none"> - Development of customised Umbraco form to collect geolocation data from users self-identifying as having welfare need - Assumption is the user doesn't need to setup an account – the form is click and forget. - Develop workflow to transfer data from self-referred welfare needs to RANA Sharepoint list 				\$10,730
TOTAL EFFECT COSTS		\$55,305	\$70,430	\$100,880
TOTAL NPDC COSTS		\$25,200	\$25,200	\$25,200
TE REO		\$5,000	\$5,000	\$5,000
15% contingency		\$13,392.75	\$15,199	\$19,662
TOTAL EST COSTS		\$102,677	\$115,829	\$150,742

4.2 Customisations

During the discovery phase of this project, a number of customisations to Effect's existing CDEM template site have been identified. Costing for these are provided below.

Customisations	Cost	Option 1	Option 2	Option 3
CUS 1. MetService CAP feed integration	\$1,740	Must have		
<ul style="list-style-type: none"> - Automate weather warnings as alerts on the homepage, district page & alerts page 		\$1,740	\$1,740	\$1,740
CUS 2. Get Ready Quiz	\$13,195*	Nice to have		
<ul style="list-style-type: none"> - Short informative quiz to engage users on preparedness. - Editable by content administrator to suit different user groups 		\$13,195	\$13,195	
CUS 3. Get Ready Section – Option 1	\$5,655	Must have either this option or option 2 below		
<ul style="list-style-type: none"> - Create Get Ready landing page - Minor review of Get Ready page template to accommodate quiz 		\$5,655		\$5,655
CUS 3. Get Ready Section – Option 2	\$8,455	Must have either this option or cheaper option 1 above		
<ul style="list-style-type: none"> - Create Get Ready landing page - Full review of Get Ready page template to better accommodate Rural ready stories & content - Will also include inclusion of quiz 		\$8,455		\$8,455
CUS 4. Recovery Section	\$10,150	Must have		
<ul style="list-style-type: none"> - Design & develop recovery section template - Design & Develop navigation to these from homepage when in Recovery mode 		\$10,150	\$10,150	\$10,150
CUS 5. Lifelines Member Area	\$14,065	Nice to have		
Design & develop Lifeline members area: <ul style="list-style-type: none"> - Login - Profile - Document library - Contacts 				\$14,065
CUS 6. Allow for content to be translated	\$9,860	Nice to have		
<ul style="list-style-type: none"> - Design and development to allow for Te Reo translation to be applied to all pages except the Response page 		\$9,860		\$9,860
CUS 7. RANA Rapid Needs Web Assessment Form	\$10,730	Must have		
<ul style="list-style-type: none"> - Development of customised Umbraco form to collect geolocation data from users self-identifying as having welfare need - Assumption is the user doesn't need to setup an account – the form is click and forget. - Develop workflow to transfer data from self-referred welfare needs to RANA Sharepoint list 				\$10,730
TOTAL EFFECT COSTS		\$55,305	\$70,430	\$100,880
TOTAL NPDC COSTS		\$25,200	\$25,200	\$25,200
TE REO		\$5,000	\$5,000	\$5,000
15% contingency		\$13,392.75	\$15,199	\$19,662
TOTAL EST COSTS		\$102,677	\$115,829	\$150,742

3.0 Excluded ongoing charges

TEMO has enjoyed free hosting and maintenance of its website due to an arrangement with Taranaki Regional Council (TRC). This arrangement will end when TEMO’s new website goes live with NPDC hosting it.

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

Hosting, licencing fees, and maintenance costs are estimated by to be around \$21,000 p.a. These new costs must be budgeted annually for TEMO.

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

Any work required to integrate RANA into the new website will need to have a separate project and NPDC and Spark have flagged this work is likely to be costly.

4.0 Other considerations

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



Date 12 August 2022

Committee: Taranaki Emergency Management Joint Committee

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

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

Document: 3093701

Purpose

1. The purpose of this memorandum is to present a proposal to replace and upgrade the generator and facilities for the Taranaki Emergency Management Office to the Joint Committee to approve.

Executive summary

2. The current generator at TEMO is at end of life due to exposure to the elements.
3. The purpose of this replacement is to ensure TEMO can respond in any adverse event, building longevity and resilience to the Emergency Coordination Centre (ECC). This will ensure all agencies who make up the CDEM Group, with the objective of avoiding or reducing the risk to life and property in the event of an earthquake that causes widespread damage in the region.

Recommendations

That the Taranaki Emergency Management Joint Committee:

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

Background and Discussion

4. Renovations and continued improvements to TEMO have highlighted the current state of the back-up generator is poor.
5. TEMO is key to emergency management for the Taranaki region across many partner agencies, which requires robust reliable systems to operate in adverse events.

6. Approval of \$90,000 to upgrade the generator and its shed.
7. Funding option – using reserve funds, underspend from 2021/22 FY to be placed into reserve fund to manage this project.

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. This project has no impact on surrounding land or iwi/hapū impacts.

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.

Appendices/Attachments

Document 3088802: TEMO Generator Upgrade

Document 3088808: Appendix A Generator Replacement Option



TEMO Generator upgrade

July 2022

TARANAKI CDEM GROUP



Documents management

Author Todd Velvin
Title Group Controller
Date July 2022

Reviewer Kaz Lawson
Title Community Resilience Team Leader
Date July 2022

Authoriser Todd Velvin
Title Group Manager
Date July 2022

Version control

VERSION	CHANGES	DATE
V1.0		July 2022

Table of contents

Documents management 2

Table of contents 3

Executive summary..... 4

Executive summary

During the recent upgrade of the Taranaki Emergency Management Office (TEMO) building it was recognised that the alternate power source was in a poor condition. On completion of the build renovation a report was sort from Pace Power and Air on option to fix or replace the generator. See Appendix A.

Due to similar costs for repair and replace it is recommended that we replace the existing generator with the equivalent size option. This newer model housed within an enclosed structure will provide TEMO with ongoing alternate power source for many years.

Protection from the extreme coastal environment Taranaki operates in by enclosing the generator adds to our resilience. Not only from the weather but a secondary layer from volcanic ash on essential equipment.

1.0 Current Condition

Internal mechanics of the generator are sound it is the external protection and the main structure that is in a poor state. It is because of this that it is deemed not feasible to replace or fabricate new parts cost effectively.

The current generator has lived in an open environment to all weather conditions for a significant period. Exposed to the maritime environment.

External Housing



Photo 1 – Rust around frame



Photo 2 – Panelling rust



Photo 3 – Framing rust

External Housing



Photo 4 & 5 – Outside Storage

2.0 Recommendation

Approve a budget of \$90,000 to upgrade the generator and enclosing the facilities.

Appendix A – TEMO Generator Replacement/Repair Option

NEW PLYMOUTH
06 281 1425
95 Katere Road
New Plymouth

WAIKATO
07 847 7343
2/355 Kahikatea Drive
Hamilton



www.power-air.co.nz
accounts@power-air.co.nz
0800 002 056

Date: 14/05/2021

Quote #: 3592

NEW PLYMOUTH DISTRICT COUNCIL
Liardet St
New Plymouth

Site:	Civil Defence (Taranaki Emergency Management Office)
Site Contact:	Ben Cunningham
Email:	Ben.Cunningham@npdc.govt.nz
Phone:	06-759 6060

TEMO Generator Replacement / Repair Option

Hi Ben,

As per our site visit last week, I have put together some costings on a replacement option for the 63kVA TEMO standby generator.

As discussed on site, the condition of the canopy is such that repair of the existing canopy is not a feasible solution given the condition of the panelwork, nor the economics of fabricating & coating a custom made canopy to replace the existing unit factoring in labour, materials, surface coating, decommissioning and recommissioning.

We would like to propose a favourable solution to NPDC to contribute towards this community asset as follows:

- 1) Provide a new JCB Generator Set at supported **cost price** from JCB with a superior canopy construction.
- 2) Professionally coat the new generator with a PPG Delfleet Marine Clear Coat protection over top of the unit to provide greater resistance to the elements.
- 3) Delivery to site with Hiab truck, removal of the existing generator, placement of the new generator in its current location and return the existing generator to Pace Power & Air Workshop to prepare for sale at no cost to NPDC.
- 4) Pace Power & Air to advertise the unit for sale on trademe and provide a link to NPDC of the auction listing. All proceeds received from the sale of the unit to be paid to NPDC to contribute to the cost price of the replacement genset. I estimate this may return around \$4-5000 based on previous used equipment sales.

We believe the above will provide the most cost effective solution to upgrade the genset to a new unit with a factory warranty and greater longevity.

We would recommend NPDC consider enclosing the sides of the lean-to to provide some additional protection

NEW ZEALAND DISTRIBUTORS FOR:





JCB G65QS Generator (Option 1) - Equivalent Size

At the heart of this model range is JCB's 4 cylinder Dieselmex engine, renowned for its power output and exceptional load acceptance capabilities. The engines are matched and coupled to a Meccalte 4 pole brushless alternator, and this engine / alternator combination, is key to JCB's class leading fuel economy and reliability. With standard 500 hour service intervals, the power train is a proven performer, and offers reduced operational costs, low maintenance and a long service life.

- Deep Sea Electronics 4520 Autostart and Mains Failure Control Module. These modules offer an extensive number of flexible inputs, outputs and engine protections
- 270 litre fuel tank, providing approximately 24 hours continuous running
- Livelink - JCB's innovative remote monitoring system. The advanced telematics provides full operating and functional details of the generator, GPS tracking, critical machine alerts & diagnostics, service notifications & history, reports and audits. Standard on 65kVA models and above
- Residential muffler and high density insulation in the canopy ensures low bystander noise levels, making this unit ideal for residential, commercial and industrial applications.
- Heavy duty canopies - All JCB canopies are manufactured from heavy gauge zinc steel and protected by a 9 stage paint process that provides durable, long lasting quality enclosures.
- JCB generators meet or exceed all relevant standards for noise and emissions legislation.

Specifications

Ratings	59kVA Prime Power, 65kVA Standby Power 400V, 3 phase, 50Hz, AC supply
Engine	JCB Dieselmex 4 cylinder water cooled engine 1500rpm Mechanical governor 240V Water Jacket Heater Residential exhaust silencer
Alternator	Meccalte 4 pole brushless alternator with AVR EG43 Grey Insulation Winding Protection
Control Panel	Deep Sea Electronics 4520 control module Emergency Stop Button (Internal & External) Battery charger / Battery isolation switch Schneider 4 pole circuit breaker JCB Livelink Telematics - Remote Monitoring module
Canopy	High density fire retardant foam insulation 9 stage phosphate dipped powder paint finish Marine grade clear epoxy protective coating Forklift pockets & Single lifting point Lockable internal fuel filler Sump oil removal pump for ease of servicing
Size	G65QS - 2750L x 1140W x 1830H x 1660kg

Item	Quantity	Unit Price	Total
JCB G65QS GENERATOR	1.00	\$17,495.00	\$17,495.00
CLEAR COAT CANOPY PROTECTION (13-140kVA RANGE)	1.00	\$850.00	\$850.00
Hiab Delivery, Remove Existing Generator, Place New Generator	1.00	\$500.00	\$500.00

NEW ZEALAND DISTRIBUTORS FOR:





JCB G45QS Generator (Option 2) - Smaller Model

At the heart of this model range is a Kohler 4 cylinder diesel engine. The engines are matched and coupled to a Meccalte 4 pole brushless alternator, and this engine / alternator combination, is key to JCB's class leading fuel economy and reliability. With standard 500 hour service intervals, the power train is a proven performer, and offers reduced operational costs, low maintenance and a long service life.

- Deep Sea Electronics 4520 Autostart and Mains Failure Control Module. These modules offer an extensive number of flexible inputs, outputs and engine protections
- 81 litre fuel tank, providing approximately 14+ hours continuous running
- Residential muffler and high density insulation in the canopy ensures low bystander noise levels, making this unit ideal for residential, commercial and industrial applications.
- Heavy duty canopies - All JCB canopies are manufactured from heavy gauge zinc steel and protected by a 9 stage paint process that provides durable, long lasting quality enclosures.
- JCB generators meet or exceed all relevant standards for noise and emissions legislation.

Specifications

Ratings	40kVA Prime Power, 45kVA Standby Power 400V, 3 phase, 50Hz, AC supply
Engine	Kohler KDI 4 cylinder water cooled engine 1500rpm Mechanical governor 240V Water Jacket Heater Residential exhaust silencer
Alternator	Meccalte 4 pole brushless alternator with AVR EG43 Grey Insulation Winding Protection
Control Panel	Deep Sea Electronics 4520 control module Emergency Stop Button (Internal & External) Alarm / Fault Reset Battery charger / Battery isolation switch Schneider 4 pole circuit breaker
Canopy	High density fire retardant foam insulation 9 stage phosphate dipped powder paint finish Marine grade clear epoxy protective coating Forklift pockets & Single lifting point 81 Litre fuel tank with low level alarm Lockable internal fuel filler Sump oil removal pump for ease of servicing
Size	G45QS - 2250L x 840W x 1350H x 1000kg

Item	Quantity	Unit Price	Total
JCB G45QS GENERATOR	1.00	\$13,845.00	\$13,845.00
CLEAR COAT CANOPY PROTECTION (13-140kVA RANGE)	1.00	\$850.00	\$850.00
Hiab Delivery, Remove Existing Generator, Place New Generator	1.00	\$500.00	\$500.00

NEW ZEALAND DISTRIBUTORS FOR:





Replacement Canopy

In order to manufacture and replace the canopy, we would need to uplift the unit and return via hiab truck to Pace Engineering Ltd workshops. It will require stripping of the canopy, removal of the alternator/engine and radiator assembly and exhaust assembly. The skid base would need to be stripped and sent for blast & paint.

All of the electricals would need to be disconnected and a canopy would need to be custom fabricated locally using galvanised sheetmetal with a blast & paint finish. The engine and alternator and controls will need reassembly back into the skid/canopy. The unit would need to be reassembled and tested before hiab delivery back to site.

Our budget estimate for labour, materials, fabrication, blast paint & hiab would be \$18,860 + GST

COVID-19

- Pace Power & Air reserves the right to adjust its quotation, acting reasonably, should any part of the works be impacted by the 2019 Novel Coronavirus (Covid-19), including the supply of any materials, equipment, plant and/or people necessary for the proper execution of the works and any mitigation work as may be required to be undertaken.

AVAILABILITY

- G45 & 65QS - Ex store New Plymouth, available for immediate delivery, subject to prior sale

DELIVERY TERMS

- Delivery to Civil Defence (Taranaki Emergency Management Office), as noted above

WARRANTY

- JCB Standby Warranty is applicable for a period of 24 Months / 4000 Hours, subject to servicing carried out in accordance with the OEM requirements using genuine JCB Parts and Lubricants.
- A standard 1 hour factory load test is supplied with each generator. Additional or specialised acceptance testing will be an additional cost.

SPARE PARTS SUPPORT

- As Authorised New Zealand distributors for JCB Power Products, Pace Power & Air maintain a spare parts inventory to cover all service and critical components for JCB Generator sets. Additional support is provided through JCB's regional office in Melbourne, and the JCB World Parts Centre in the UK.

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NOTES

- No allowance for any electrical connection / disconnection, or the installation of any sockets or outlets, mechanical or civil works, other than the items noted above.
- Pre-delivery inspections (PDI) are carried out on all generators, prior to delivery
- Fuelling of the generator, other than diesel for PDI testing, is not included

GENERAL TERMS & CONDITIONS OF SALE

- All quoted pricing contained in this document is strictly confidential and is only applicable to NEW PLYMOUTH DISTRICT COUNCIL
- All prices noted are in NZ\$ and are exclusive of GST, unless stated otherwise
- This quotation is valid for a period of 30 days from the date of this quotation
- Quotation is subject to Pace Engineering Ltd Standard Terms and Conditions of Trade, available on our web site
- All stock availabilities are subject to change
- All equipment supplied by JCB meets all applicable AS/NZS Standards.
- Owner's handbook and relevant certification and documentation will be supplied with the generator



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AGENDA AUTHORISATION

Agenda for the Taranaki Civil Defence Emergency Management Group Joint Committee meeting held on Friday 12 August 2022.

Approved:



9 Aug, 2022 8:46:17 AM GMT+12

S J Ruru
Chief Executive