Minutes of the Taranaki Civil Defence Emergency Management Group Joint Committee meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford on Tuesday 12 September 2017 commencing at 10.30am.

Members

Councillor M J Cloke (Taranaki Regional Council) (Group Chairperson)
Mayor R Dunlop (South Taranaki District Council)
Mayor N Volzke (Stratford District Council)
Mayor N Holdom (New Plymouth District Council)

Attending

Mr G K Bedford (Taranaki Regional Council)
Mrs K van Gameren (Taranaki Regional Council)
Mr C Campbell-Smart (Taranaki CDEM Manager)
Mr C Stevenson (Taranaki CDEM CEG Chairperson)
Mr B Manning (Taranaki CDEM Group Controller) from 11.00am
Ms S Little (Ministry of Civil Defence Emergency Management)
Mr K Wright (New Plymouth District Council)
Mr S Hanne (Stratford District Council)
Mr M J Nield (Taranaki Regional Council)
Mr R Ritchie (Taranaki Regional Council)
Mrs T Gordon (Taranaki CDEM Analyst)

Apologies

There were no apologies.

Notification of Late Items

There were no late items of general business.

1. Confirmation of Minutes – 20 June 2017

Resolved

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. takes as read and confirms the minutes and confidential minutes of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 20 June 2017 at 10.30am

2. notes that the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Group meeting held at the Taranaki Regional Council, 47 Cloten Road, Stratford, on Tuesday 20 June 2017 at 10.30am, have been circulated to the Taranaki Regional Council, New Plymouth District Council, Stratford District Council and South Taranaki District Council for their receipt and information.

Holdom/Dunlop
Matters arising

There were no matters arising.

2. Taranaki Civil Defence Emergency Management Co-ordinating Group Minutes

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the confirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Thursday 10 August 2017 at 10.30 am

2. receives the unconfirmed minutes of the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group meeting held in the Taranaki Regional Council chambers, 47 Cloten Road, Stratford, on Thursday 31 August 2017 at 10.30am

3. adopts the recommendations therein.

Volzke/Dunlop

3. Cover report for the Taranaki CDEM Group Joint Committee meeting

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum Cover report for today’s CDEM Group Joint Committee meeting

2. notes the information set out in the memorandum

3. recommends that Members use the memorandum to provide an overview of the items that will be addressed in today’s meeting.

Cloke/Holdom

4. Financial Accounting and Ownership of assets for the Taranaki CDEM Group

4.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum presenting to the Joint Committee the Taranaki CDEM Group’s proposals for financial accounting and ownership of assets.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:
1. receives and approves the memorandum Financial Accounting and Ownership of Assets for the Taranaki CDEM Group

2. notes and approves the financial accounting and ownership of assets as detailed in this memorandum of:
   a. A separate cost centre for CDEM Group accounts is strengthened, to record all operational, personnel and capital expenditure, accumulated depreciation and commitments, with financial reporting defined and established
   b. Any positive end of year variances be accumulated within the CDEM cost centre, and overspend recouped from the CDEM Group as per agreed apportionment arrangements in the Group Plan
   c. New capital items for the CDEM Group Office are funded by the CDEM Group, as per the apportionment arrangements contained within the CDEM Group Plan, and owned by the service provider on behalf of the CDEM Group
   d. Approve the Financial Charging Policy as defined in the Memorandum
   e. Approve the preparation of a CDEM Group Activity Management Plan and any supplementary local CDEM Activity Management Plans, within respective CDEM Group Members’ Long Term Plans
   f. Subject to the outcome of the Request for Proposal, agreement for sale of specified assets by the Taranaki Regional Council and consideration of their future needs, that the specified assets are sold to the service provider at book value as of 30 June 2018, and held on behalf of the CDEM Group, funded by the CDEM Group as per the apportionment arrangements contained within the CDEM Group Plan. Specified assets are the Robe Street building and improvements, two new vehicles and new computer equipment listed in this report
   g. Subject to the outcome of the Request for Proposal, CDEM Group Office assets not otherwise specified in item F above, but listed on the CDEM list of assets, are transferred to the CDEM service provider at no cost, to be held on behalf of the CDEM Group.

Volzke/Cloke

5. Recommended options for CDEM-related service delivery within the Taranaki Group area

5.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum reporting on the current status of the investigation into delivery options for the provision of related services for the Taranaki CDEM Group based on the three options approved by the Taranaki CDEM Group Joint Committee at the last meeting.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the Memorandum, Recommended options for CDEM-related service delivery within Taranaki Group area

2. notes the incomplete submission in response to the Request for Proposal (RFP) process from New Plymouth District Council, and offer to enter into an open book transparent basis to agree appropriate solution to the RFP process
3. accepts the offer from New Plymouth District Council to enter into an open book process to establish shared service delivery for the Taranaki CDEM Group, commencing 1 July 2018

4. notes that the Joint Committee will consider and adopt a final option for the levels of service and associated budgets on 28 November 2017.

Holdom/Dunlop

6. Funding apportionment for Taranaki CDEM Group

6.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum reporting to Members on the investigation and recommendation in respect of the funding apportionment model for the Taranaki CDEM Group.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum, Funding apportionment for Taranaki CDEM Group
2. notes and endorses the contents of the report
3. adopts the following apportionment model for 2017/2018:
   a. Taranaki Regional Council: 34%
   b. New Plymouth DC: 40%
   c. South Taranaki DC: 18%
   d. Stratford DC: 8%

Cloke/Volzke

7. Taranaki CDEM Group delivery arrangements, service vision, five-year work plan and Group principles and objectives

7.1 The memorandum presenting for approval the Taranaki CDEM Group’s service vision and five-year work plan, draft Group Plan objectives across the 4R’s, delivery arrangements and financial arrangements was received and discussed.

7.2 It was agreed that the Taranaki CDEM Manager would re-word the Vision Statement in the Taranaki CDEM Group delivery arrangements report to make the statement more reflective of the community’s expectations of Taranaki CDEM in periods of disaster, crisis and change.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives and approves the memorandum Taranaki CDEM Group delivery arrangements
2. notes and endorses the proposed changes to the existing Group Plan principles and objectives
3. approves the Taranaki CDEM Group delivery arrangements, and Group Plan principles and objectives, as set out in the memorandum, subject to minor amendments as outlined by the Joint Committee.

Cloke/Volzke


8.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum presenting the Joint Committee with the Taranaki Emergency Management Office (TEMO) Annual Business Plan for 2017/2018 for adoption.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the Memorandum, Adoption of the TEMO Annual Business Plan 2017/18
2. notes and endorses the contents of the report

Dunlop/Holdom

9. Service level increases and preparation of 10-year operating and capital budgets for Long-Term Plan

9.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum reviewing current Taranaki CDEM Group levels of services in light of changes to the CDEM delivery model and highlighting service level increases for inclusion in Long-Term Plan budgets.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum, Service level increases and preparation of 10 year operating and capital budgets for Long Term Plan
2. notes and approves the service level increases within the CDEM operating model, as outlined in the report
3. approves the preparation of 10 year operating and capital budgets for Long Term Planning purposes, in line with service level increase outlined in the report, and notes that these budgets will be presented to the CDEM Group Joint Committee for future adoption.

Cloke/Holdom

10. Design of new Emergency Management Facilities

10.1 The memorandum presenting a report specifying the design requirements for the Taranaki Emergency Management Facilities, including Emergency Operation Centres
and Emergency Co-ordination Centres for an emergency or disaster response was received and considered.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum Design of Emergency Management facilities and report of the same name
2. notes that the requirement for new EOCs was foreshadowed by changes to local delivery of CDEM recommended in the Morris report
3. notes there are decisions required and funding implications arising from the new EOC requirement
4. accepts and approves the report.

Holdom/Dunlop

11. Delegated powers for Controllers and Recovery Managers

11.1 Mr G K Bedford, Taranaki Regional Council, spoke to the memorandum to present and seek approval of delegated powers for Taranaki CDEM Group Controllers and Recovery Managers.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives and approves the memorandum Delegated powers for Controllers and Recovery Managers
2. agrees to delegate powers under the Civil Defence Emergency Management Act 2002 to Controllers and Recovery Managers, for Group and Local roles, as per the memorandum
3. agrees that the three Taranaki District Councils identify nominees and alternate nominees for Local Controller and Local Recovery Manager positions, to be approved by the Joint Committee in accordance with the Civil Defence Emergency Management Act 2002
4. agrees to the setting of financial delegations by the Taranaki District Councils for Controllers making decisions for emergency expenditure within their respective geographic boundaries, with these levels set as follows:
   a. New Plymouth District Council $100,000
   b. South Taranaki District Council $100,000
   c. Stratford District Council $100,000
5. approves the delegated powers for Controllers and Recovery Managers.

Volzke/Dunlop

12. Appointment of Group Welfare Manager

12.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum
presenting Mrs Lynsey Wilcox as a candidate for appointment to the vacant Group Welfare Manager position for the Taranaki CDEM Group. The appointment to the position of Group Welfare Manager is in accordance with Section 62 of the National Civil Defence Emergency Management Plan Order.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:
1. receives the memorandum Appointment of Group Welfare Manager
2. endorses and approves the recommendation to appoint Mrs Lynsey Wilcox as Group Welfare Manager of the Taranaki CDEM Group.

Holdom/Volzke

13. Taranaki Tsunami Inundation Analysis Update 2017

13.1 The Joint Committee received and noted the memorandum presenting, for information, a report entitled Taranaki Tsunami Inundation Analysis Update 2017.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:
1. receives the memorandum Taranaki Tsunami Inundation Analysis Update 2017
2. notes the content of the report and next steps identified
3. notes that the amended scientific information has not significantly altered the conclusion of the initial report or its application for tsunami risk management in Taranaki.

Cloke/Holdom


14.1 The memorandum presenting, for information, a summary of the comments made on behalf of the Taranaki CDEM Group to the New Zealand Lifelines Council on its report entitled New Zealand’s Critical Infrastructure Resilience: A National Lifelines Infrastructure Vulnerability Assessment: Stage 1 June 2017 was received and noted.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:
1. receives the memorandum Lifelines Council report: ‘New Zealand’s Critical Infrastructure Resilience’
2. notes the information set out within the memorandum
3. endorses the comments made on behalf of the Taranaki CDEM Group in respect of the Lifelines report.

Cloke/Volzke
There being no further business, Group Chairperson Councillor M J Cloke (Taranaki Regional Council) declared the Taranaki Civil Defence Emergency Management Group meeting closed at 12.15pm.

Confirmed

Chairperson ____________________________

M J Cloke

Date 28 November 2017