

**Minutes of the Taranaki Civil Defence
Emergency Management Group Joint Committee
meeting held at the Taranaki Regional Council,
47 Cloten Road, Stratford on Tuesday
7 December 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) (New Plymouth District Council)
	Mr	B Manning	(Taranaki CDEM Group Controller)
	Mr	K Evans	(Ministry of Civil Defence Emergency Management)(<i>from 10.50am</i>)
	Mr	S Hanne	(Stratford District Council)
	Ms	F Greenhill	(South Taranaki District Council)
	Mr	M J Nield	(Taranaki Regional Council)
	Mr	P Ledingham	(Taranaki Regional Council)
	Mrs	T Gordon	(Taranaki CDEM Analyst)
	Dr	B Scott	(GNS Science)
	Staff Sgnt	J McArthur	(New Zealand Army)

Apologies The apology from Mr K Evans (Ministry of Civil Defence Emergency Management) for lateness was received and sustained.

**Notification of
Late Items** There were no late items of general business.

1. Confirmation of Minutes - 12 September 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 12 September 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 12 September 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.

Dunlop/Volzke

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 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 9 November 2017 at 10.30 am
2. adopts the recommendations therein.

Holdom/Dunlop

3. CDEM Group Related Service Delivery & LTP Budgets

- 3.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the options for the delivery of Taranaki CDEM related services and to determine the next steps for recommendation to the Taranaki CDEM Group Joint Committee for approval.
- 3.2 Mr C Stevenson, New Plymouth District Council, advised the Joint Committee that the 2018-27 NPDC LTP budget (Salary & Wages \$497,651) will be amended. The budget item will be reduced to \$465,000 following a salary direct charge being overlooked.

Resolved

THAT the Taranaki Civil Defence Emergency Management Group Joint Committee

1. receives the memorandum *CDEM Group Related Service Delivery and Long-Term Budgets*
2. notes and endorses the contents of the report
3. approves the service level increases and next steps of detailed design for New Plymouth District Council related service provision, development of a service level agreement, and legal opinion for future consideration and adoption.

Cloke/Dunlop

4. CDEM Assets and Capital Expenditure Programme

- 4.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum reporting to Members on the outcome of the CDEM asset audit and present a capital expenditure programme for approval.
- 4.2 Members of the Joint Committee sought discussion on how depreciation was being funded and presented within the accounts, including the forecast of depreciation costs

for capital expenditure through debt, and it was agreed that the New Plymouth District Council would provide further clarification on this matter. The Joint Committee provisionally approved the capital expenditure programme subject to further information being provided.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *CDEM Assets and Capital Expenditure*
2. notes and endorses the contents of the report
3. provisionally approves the capital expenditure programme option two (2) up -front investment, and that CAPEX will be serviced through debt as contained in the report subject to further clarification being provided by the New Plymouth District Council on depreciation queries.

Dunlop/Holdom

5. Robe Street Building Purchase

- 5.1 The memorandum presenting information about the Emergency Management Facility located at 45 Robe Street, New Plymouth, its current use, facility development needs and the option of purchase was received and discussed.
- 5.2 It was noted that approval for the sale of the facility, currently owned by the Taranaki Regional Council, would be subject to the Councils approval.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Robe Street Building Purchase*
2. notes and endorses the contents of the report
3. determines that the Robe Street Facility:
 - (a) continues to operate as a regional Emergency Management Facility
 - (b) that a range of building refurbishment and enhancements are undertaken (subject to approval of a forward capital programme) as specified in the report
 - (c) the facility is purchased from the current owner, the Taranaki Regional Council, by the provider of CDEM related services at book value with cost apportioned to the Taranaki CDEM Group Joint Committee members as per the agreed apportionment arrangements, subject to Taranaki Regional Council approval for the sale.

Cloke/Dunlop

6. Report reviewing and recommending adoption of the Taranaki CDEM Group draft Constituting Agreement

- 6.1 The memorandum presenting Members with the Taranaki CDEM Group draft Constituting Agreement was received and discussed.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Report reviewing and recommending adoption of the Taranaki CDEM Group draft Constituting Agreement*
2. approves and adopts the Taranaki CDEM Group draft Constituting Agreement
3. refers and recommends to each respective member Council that the Taranaki CDEM Group Constituting Agreement be adopted.

Holdom/Volzke

Mr M J Nield, Taranaki Regional Council, left the Taranaki CDEM Group Joint Committee meeting at 11.00am.

7. Draft Taranaki CDEM Activity Management Plan 2018-2027

- 7.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the draft Activity Management Plan for discussion and adoption.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Draft Taranaki CDEM Activity Management Plan 2018-2027*
2. notes and endorses the contents of the report
3. approves the draft *Taranaki CDEM Activity Management Plan*, subject to final determination of the operating and capital expenditure programme, the draft *Constituting Agreement* and the draft *Taranaki CDEM Group Plan* as considered in other reports at the meeting held 7 December 2017.

Volzke/Dunlop

8. Draft CDEM Group Plan 2018-2023

- 8.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting the draft Taranaki CDEM Group Plan for discussion and recommending the Plan for adoption for public consultation.
- 8.2 It was noted to the Joint Committee that the Director of the Ministry of Civil Defence Emergency Management has just released (6 December 2017) Director guidelines on Strategic Planning for Recovery. This now requires the Taranaki CDEM Group Plan to

have strategic recovery provisions considered for inclusion by 1 June 2018.

- 8.2 Mrs T Gordon, CDEM Analyst, advised that due to the Taranaki Group Plan granted a timeframe extension by the Ministry, there is not enough time or resources currently available to include the new amendments and amend the Plan. It is proposed to proceed as planned to notify the current draft Plan for public submissions prior to Christmas (13 December 2017). Going forward over the next 12 months, the Plan will be updated to include strategic recovery provisions and released for public submissions on the proposed changes towards the end of 2018.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Draft Taranaki CDEM Group Plan 2018-2023*
2. notes and endorses the contents of the report
3. approves to the draft *Taranaki CDEM Group Plan 2018-2023* for public consultation in accordance with the recommended schedule contained in the report.

Holdom/Cloke

9. Emergency Mobile Alert MOUA Signing

- 9.1 Mr C Campbell-Smart, Taranaki CDEM Group Manager, spoke to the memorandum presenting a Memorandum of Understanding and Agreement (MOUA) for approval, enabling the Taranaki CDEM Group use of the Emergency Mobile Alert National Warning system.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. approves the entering into the Memorandum of Understanding and Agreement between the Taranaki CDEM Group and Department of Prime Minister and Cabinet subject to the permanent lifting of clause 3.5
2. approves the preparation of a report addressing delegated authority on behalf of the Taranaki CDEM Group and that this is presented back to the Taranaki CDEM Group Joint Committee for consideration.

Cloke/Dunlop

10. Adoption of Advisory Groups and CEG Membership Changes

- 10.1 The memorandum presenting Members with the proposal to establish a new advisory group (Readiness and Response), to rename an existing advisory group (Taranaki Hazards Advisory Group) to focus on risk and reduction, the inclusion of the advisory groups' Chairs on the Taranaki CDEM Co-ordinating Executive Group and to recommend these governance changes for adoption was received and noted.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Adoption of Advisory Groups and CEG Membership Changes*
2. notes and endorses the contents of the report
3. approves the establishment of a new advisory group of Readiness and Response and amendment to the Taranaki Hazards Advisory Group to focus on Risk Reduction
4. approves that the chairperson of the new advisory groups (Readiness and Response and Risk Reduction) and the Taranaki CDEM Group Recovery Manager be co-opted as full voting members on the Taranaki Civil Defence Emergency Management Co-ordinating Executive Group.

Cloke/Dunlop

11. Taranaki CDEM Group Training and Exercise Plan 2018/19

- 11.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum presenting Members with the *Taranaki CDEM Group Training and Exercise Plan 2018/2019* for noting purposes.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Adoption of the Taranaki CDEM Group Training and Exercise Plan 2018/2019*
2. notes the Taranaki CDEM Group Training and Exercise Plan 2018/2019.

Holdom/Dunlop

12. TEMO Quarterly Performance and Activity Report

- 12.1 Mr C Campbell-Smart, CDEM Manager, spoke to the memorandum reporting on the performance of the Taranaki Emergency Management Office for the first quarter of the 2017/2018 financial year against service levels and specific programmes and projects.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives the memorandum *Quarterly Performance Report*
2. notes and endorses the contents of the report.

Cloke/Holdom

13. GNS GeoNet Report for 2016-2017

- 13.1 Dr B Scott, Taranaki Seismic and Volcanic Advisory Group, spoke to the memorandum introducing the GeoNet report on seismicity in Taranaki during the 2016-2017 year.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. receives and notes the memorandum *GNS GeoNet Report for 2016-2017*.

Cloke/Holdom

14. CDEM Group Submission: Resilience to Natures' Challenge Fund

- 14.1 The memorandum presenting, for information, a submission from the Taranaki CDEM Group to the Resilience to Natures' Challenge Fund for noted, was received and discussed.

Resolved

That the Taranaki Civil Defence Emergency Management Group Joint Committee:

1. notes the submission from the Taranaki CDEM Group to the Resilience to Natures' Challenge Fund.

Cloke/Volzke

15. Meeting Dates 2018

Proposed meeting dates for the Taranaki Civil Defence Emergency Management Group Joint Committee were received and noted.

Taranaki Civil Defence Emergency Management Group Joint Committee:

Tuesday 6 March 2018 10.30am – to hear public submissions on the Taranaki CDEM Group Plan

Special Meeting - Tuesday 1 May 2018 10.30am

Tuesday 19 June 2018 10.30am

Tuesday 4 September 2018 10.30am

Tuesday 27 November 2018 10.30

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 12.10pm.

Confirmed

Chairperson _____
M J Cloke

Date **6 March 2018**