

**From:** s9(2)(a)  
**Sent:** Sunday, 9 September 2018 11:39 AM  
**To:** WLG (VC) Kiwi (Kia Mohio); s9(2)(a) [DPMC]; s9(2)(a); ^EXT: s9(2)(a); s9(2)(a); s9(2)(a); s9(2)(a); s9(2)(a)@nzsar.govt.nz; s9(2)(a)@nzsar.govt.nz; s9(2)(a)@tec.govt.nz; s9(2)(a)@tec.govt.nz; s9(2)(a) [DPMC]  
**Subject:** GG Draft Minutes and Agenda for 18 September meeting  
**Attachments:** Agenda GG EM ACE 18 Sept 2018.docx; Appendix 1 Minutes ACE GG Meeting Draft 16 July.docx

Dear GG members,

Please find attached the draft minutes and agenda for September meeting.

Please advise of any additional items that you would like to include on the agenda. Please also feel free to provide feedback on the draft minutes from July's meeting.

Please note that we will also be receiving an application for funding from Animal Evac, which I will circulate before the meeting in preparation for discussion on the Tuesday.

Many thanks

s9(2)(a)

Consultant – Strategy and Partnerships

M: s9(2)(a)

s9(2)(a)



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# EM ACE GOVERNANCE GROUP

## 1.1 Minutes – Governance Group Meeting 16 July 2018

**Location:** The Skills Organisation, Level 1 Wellington Chambers, 154 Featherston St, Wellington

**Present:**

s9(2)(a)	Skills International (Chair)
	Skills Organisation
	Ministry of Civil Defence & Emergency Management (MCDEM)
	Ministry of Civil Defence & Emergency Management (MCDEM)
	FENZ
	Tertiary Education Commission
	Bay of Plenty CDEM Group

### 1. Apologies

s9(2)(a) (apologies).

Permission is sought to review the invitee list and consider whether representation is still required from all participants.

**Actions:**

1. s9(2)(a) to confirm this with invitees and update at next meeting.

### 2. Conflicts of Interest

No conflicts were declared

### 3. Minutes of the last meeting

MOTION: That the minutes of the meeting of 25 June 2018 be approved as a true & accurate record.

s9(2)(a) - Carried

### 4. Provider Update and 2018 progress

MCDEM provided an update on the meetings they have had with the individual providers. At this stage no formal reporting has been provided, except for s9(2)(b)(ii). There is a general under-delivery across the sector for the first half of the year. Through the engagement with providers, several issues have been raised, including the behaviour of some providers in soliciting enrolments outside of the EMACE volunteer and CDEM groups. Additional issues raised include a range of 'courses' being offered, with significant credit values being delivered in a short period of time. Courses also being advertised as 'free' suggests that the Governance Group is not actively approving courses and training that meets the needs of the volunteer sector.

s9(2)(b)(ii) application as an approved provider is progressing well and approval is expected in the coming month.

It was noted again that the inability of the governance group to 'control' the behaviour of provider, particularly where TEC funds are being used to train individuals who have not been approved or recommended by the CDEM groups was frustrating and of concern. This coupled with the lack of reporting of what was being reported and where has made it difficult for the group to monitor and agree whether the needs of the industry were in fact being met. The group raised this concern directly with TEC and asked for TEC to take a lead on the conversations of reporting and monitoring with providers directly.

**Actions:**

1. TEC to speak with the providers directly about the behaviour of soliciting students that were not deemed volunteers by CDEM groups and to report back at the next September meeting.
2. s9(2)(a) will continue to meet with CDEM groups and providers to gain greater clarity on the needs of the sector and provide a translation between what is available currently through the existing NZQA framework, and to assess opportunities for need not currently being service.

**5. 2019 Funding and Alternative Approaches**

There was discussion on the interactions with the Ministry of Education and the broad options to be considered. There was a lack of clarity on the recommended outcomes of the review. The group acknowledged that there was an inability to engage with providers on 2019 funding allocations due to the lack of clarity in the mechanism.

Some of the group also raised concern at the lack of consultation by MoE with respect to the review.

The group agreed that it needed to prepare for the possibility of either option being recommended – either a refined status quo, in which case, providers would need to be engaged in September with recommendations made to TEC in time for a November board meeting. It was recommended that at the September meeting a decision needed to be made about an approach to engagement with providers.

The group also discussed ongoing issue of how the existing 159 L could be implemented to enable funding to flow to employers and community groups who also do not need to use the NZQA quality assurance requirements/frameworks. It was acknowledged that this could enable training needs such as psychosocial emotional training for volunteers and other training that does not require nationally recognised qualifications/unit standards. The response from MoE confirmed that the policy intent was there, but that the TEC operational funding rules did not enable the policy.

**6. Inbound Correspondence**

None

**7. Update from FENZ GTE – s9(2)(a)**

No update

**8. Update from MCDEM – s9(2)(a)**

No update.

**9. Update from TEC – s9(2)(a)****10. Monthly reporting**

Only s9(2)(b)(ii) has provided reporting for the month. Appear to be largely on track.

**11. General Business**

No further General Business was raised.

**12. Close****13. Next Meeting – face to face or conference call Tues 18<sup>th</sup> September 1-3pm.**

**Appendix 1: Summary of Actions**

	<b>Action from Meeting</b>	<b>Complete</b>	<b>Comment</b>
Provider Engagement	<ol style="list-style-type: none"> <li>1. TEC to speak with the providers directly about the behaviour of soliciting students that were not deemed volunteers by CDEM groups and to report back at the next September meeting.</li> <li>2. s9(2)(a) will continue to meet with CDEM groups and providers to gain greater clarity on the needs of the sector and provide a translation between what is available currently through the existing NZQA framework, and to assess opportunities for need not currently being service.</li> </ol>	In train	
Invitee list	<ol style="list-style-type: none"> <li>1. s9(2)(a) to confirm this with invitees and update at next meeting.</li> </ol>		

Approved as a true & correct record:

Chair: .....

Date: .....

# EM ACE GOVERNANCE GROUP

## Agenda – Governance Group Meeting 18 September 2018

**Location:** 154 Featherston St, Level 1. Conference call to be arranged.

**Time:** 1-3pm.

1. Apologies
2. Conflicts of Interest
3. Minutes of the last meeting (attached as Appendix 1)
4. Matters Arising

### Appendix 1: Summary of Actions

	Action from Meeting	Complete	Comment
Provider Engagement	<ol style="list-style-type: none"> <li>1. TEC to speak with the providers directly about the behaviour of soliciting students that were not deemed volunteers by CDDEM groups and to report back at the next September meeting.</li> <li>2. s9(2)(a) will continue to meet with CDEM groups and providers to gain greater clarity on the needs of the sector and provide a translation between what is available currently through the existing NZQA framework, and to assess opportunities for need not currently being service.</li> </ol>	<p>✓</p> <p>In train</p> <p>✓</p>	
Invitee list	<ol style="list-style-type: none"> <li>1. s9(2)(a) to confirm this with invitees and update at next meeting.</li> </ol>	In train	mtg mtg

5. Inbound correspondence since last meeting
  - a. Animal Evac and other animal rescue providers (please see emails attached Appendix 2)
  - b. Application from Animal Evac s9(2)(a)
6. Update from MCDEM – s9(2)(a)
  - a. MPI and Animal Evac
  - b. Provider engagement – s9(2)(b)(ii) IZEPS
  - c. Reporting
  - d. New providers s9(2)(b)(ii)
7. TEC update
  - a. 2019 funding allocations
8. General Business
9. Next Meeting – face to face, Tuesday 16 October 2018.

# EM ACE GOVERNANCE GROUP

## Agenda – Governance Group Meeting 18 September 2018

**Location:** 154 Featherston St, Level 1. Conference call to be arranged.

**Time:** 1-3pm.

1. Apologies s9(2)(a) *alex*
2. Conflicts of Interest *none.*
3. Minutes of the last meeting (attached as Appendix 1)
4. Matters Arising

### Appendix 1: Summary of Actions

	Action from Meeting	Complete	Comment
Provider Engagement	<ol style="list-style-type: none"> <li>1. TEC to speak with the providers directly about the behaviour of soliciting students that were not deemed volunteers by CDEM groups and to report back at the next September meeting.</li> <li>2. <span style="background-color: grey; color: black;">s9(2)(a)</span> will continue to meet with CDEM groups and providers to gain greater clarity on the needs of the sector and provide a translation between what is available currently through the existing NZQA framework, and to assess opportunities for need not currently being serviced. <i>can come off.</i></li> </ol>	In train	✓ ✓
Invitee list	<ol style="list-style-type: none"> <li>1. <span style="background-color: grey; color: black;">s9(2)(a)</span> to confirm this with invitees and update at next meeting.</li> </ol>	In train	

5. Inbound correspondence since last meeting
  - a. Animal Evac and other animal rescue providers (please see emails attached Appendix 2)
  - b. Application from Animal Evac s9(2)(a)
6. Update from MCDEM – s9(2)(a)
  - a. MPI and Animal Evac
  - b. Provider engagement
  - c. Reporting
  - ✓ d. New providers s9(2)(b)(ii)
7. TEC update
  - a. 2019 funding allocations
8. General Business
9. Next Meeting – face to face, Tuesday 16 October 2018.

*Unit 122-131 approval*  
*s9(2)(b) - emails/units.*  
*(iii)*

**From:** s9(2)(a) [DPMC]  
**Sent:** Monday, 17 September 2018 2:01 PM  
**To:** s9(2)(a); s9(2)(a); s9(2)(a); s9(2)(a); s9(2)(a); ^EXT:  
s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a); s9(2)(a); s9(2)(a);  
s9(2)(a)  
**Subject:** RE: EM ACE funding application

[IN-CONFIDENCE]

Hi s9(2)(a),

Not at this stage. I think it would be better to wait until we have met tomorrow and briefed the GG on our discussions with MPI first; and also we need to discuss the application too.

I do agree going forward we will need to get MPI involved, but I think at this point it is a bit premature until after the meeting.

Just my two cents.

Kia pai tō rā,  
s9(2)(a)

s9(2)(a) | Senior Capability Development Advisor (Qualifications)  
Ministry of Civil Defence & Emergency Management Te Rākau Whakamarumarū  
s9(2)(a)

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**From:** s9(2)(a) <[redacted]@tec.govt.nz>  
**Sent:** Monday, 17 September 2018 1:29 PM  
**To:** s9(2)(a); s9(2)(a) [DPMC] <[redacted]@dpmc.govt.nz>; s9(2)(a) [DPMC] <[redacted]@dpmc.govt.nz>; s9(2)(a) <[redacted]@nzsar.govt.nz>; s9(2)(a) <[redacted]@embop.govt.nz>; ^EXT: s9(2)(a) <[redacted]@gdc.govt.nz>  
**Subject:** RE: EM ACE funding application

Kia ora koutou

Has this application been forwarded to MPI?

Given our meeting with s9(2)(a) and team last week, it might be helpful to include them in on conversations?

See you tomorrow.

s9(2)(a)

Senior Advisor  
PTE/ITP and CE Investment



s9(2)(a)

PO Box 27-048, Wellington 6141, New Zealand  
[www.tec.govt.nz](http://www.tec.govt.nz)

**From:** s9(2)(a)

**Sent:** Friday, 14 September 2018 2:52 PM

**To:** Patrice Nilsen [DPMC] <s9(2)(a)>; s9(2)(a);  
s9(2)(a); s9(2)(a); s9(2)(a) [nzsar.govt.nz](mailto:nzsar.govt.nz);<  
s9(2)(a) [@embop.govt.nz](mailto:@embop.govt.nz)>; s9(2)(a) s9(2)(a)  
[@tec.govt.nz](mailto:@tec.govt.nz)>

**Subject:** FW: EM ACE funding application

**Importance:** High

Hi team

Please see application attached from Animal Evac for discussion on Tuesday

Cheers  
s9(2)(a)

**From:** s9(2)(a)

**Sent:** Friday, 14 September 2018 8:36 AM

**To:** s9(2)(a)

**Cc:** s9(2)(a)

**Subject:** EM ACE funding application

**Importance:** High

Hi s9(2)(a)

As discussed, here is our application for EM ACE funding.

Kind regards

s9(2)(a)

s9(2)(a) MEmergMgt PGDipEmergMgt CertAWI CEM®

**Chairman & Co-Founder**

**Mobile** s9(2)(a)

**Animal Evac New Zealand Trust | Kararehe Whakawatea**  
**Protecting animals in disaster**





**Donate at <http://www.animalevac.nz>**

*Animal Evac New Zealand (Trust) is a registered charitable trust under the Charitable Trusts Act 1957.*

**From:** s9(2)(a) [DPMC]  
**Sent:** Monday, 24 September 2018 12:12 PM  
**To:** s9(2)(a); s9(2)(a)  
**Cc:** s9(2)(a)  
**Subject:** RE: Letters to Animal Evac

Hi s9(2)(a)

Had a catch up with s9(2)(a). There's a few things here that are required to make an informed decision, and also due to Health and Safety Act responsibilities that come along with using trained volunteers.

In a response, regardless of whether the volunteers are affiliated directly to the CDEM groups, or through MPI, MCDEM or MPI have a responsibility for their H&S under the Act. E.g. Flood Worker Safety is a listed unit standard in their application. By endorsing the training without further information, if something happened to an Animal Evac volunteer in a response event, that would also implicate MPI/MCDEM. Same with USAR awareness which involves urban structure collapse incidents.

This means before approving any courses as suitable, the following information is required:

- Who are the organisations delivering training? – Currently there is a list of unit standards, and a list of potential trainers/assessors but no details on how they are linked to be able to deliver, and assess unit standards. (This would then lead on to reporting)
- Where will the courses be delivered?
- What is included in the courses?  
*The foundation course is listed at 2 credits for a 9 hour course which covers a lot of information in a short space of time.*
- How long will the courses be?
- If these are being delivered by Animal Evac direct, who is providing all the resources, H&S equipment etc
- Are there documented identified training needs of the specific sector?
- What is the current capacity for delivery versus request for funding? E.g. 960 credits / notionally 9600 hours = 240 fulltime weeks.
- How will their ability to be called upon in an event be managed, and who will coordinate this? Do they have agreements in place with the CDEM Groups or MPI?

This is just some of the initial discussion. *Happy to discuss.*

Cheers, s9(2)(a)  
*Kia pai tō rā,*  
s9(2)(a)

s9(2)(a) | Senior Capability Development Advisor (Qualifications)  
**Ministry of Civil Defence & Emergency Management Te Rākau Whakamarumarū**  
s9(2)(a)  
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**From:** s9(2)(a)  
**Sent:** Monday, 24 September 2018 9:36 AM  
**To:** s9(2)(a) <tec.govt.nz>; s9(2)(a) <dpmc.govt.nz>  
**Cc:** s9(2)(a)  
**Subject:** RE: Letters to Animal Evac

Hi s9(2)(a)

Lets pencil in 1.30pm I maybe running a few minutes late.....where would be good? Up at the coffee shop next to TEC – forget what its called...

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**From:** s9(2)(a)  
**Sent:** Monday, 24 September 2018 9:26 AM  
**To:** s9(2)(a) [DPMC] <s9(2)(a)>; s9(2)(a)  
**Cc:** s9(2)(a)  
**Subject:** RE: Letters to Animal Evac

Awesome, thanks s9(2)(a)

s9(2)(a)  
Senior Advisor  
PTE/ITP and CE Investment



s9(2)(a)  
PO Box 27-048, Wellington 6141, New Zealand  
[www.tec.govt.nz](http://www.tec.govt.nz)

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**From:** s9(2)(a) [DPMC] s9(2)(a)  
**Sent:** Monday, 24 September 2018 9:21 AM  
**To:** s9(2)(a) <tec.govt.nz>; s9(2)(a)  
**Cc:** s9(2)(a)  
**Subject:** RE: Letters to Animal Evac

[UNCLASSIFIED]

Good Morning All,

I am having a quick catch up with s9(2)(a) @ MPI this morning to brief her and discuss from a MCDEM/MPI perspective.  
s9(2)(a) I will send through the considerations after this.

Thanks, s9(2)(a)

*Kia pai tō rā,*  
s9(2)(a)

s9(2)(a) | Senior Capability Development Advisor (Qualifications)  
**Ministry of Civil Defence & Emergency Management Te Rākau Whakamarumarū**  
s9(2)(a)

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**From:** s9(2)(a) <[redacted]@tec.govt.nz>  
**Sent:** Friday, 21 September 2018 12:37 PM  
**To:** s9(2)(a)  
**Cc:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a)  
**Subject:** RE: Letters to Animal Evac

Kia ora s9(2)(a)

Thanks for your email. s9(2)(a)

Great you have caught up on last week's Governance Group meeting. I'm happy to draft some ideas for comms to MPI and Animal Evac Trust. Can I please confirm the following approaches:

MPI – I understand we are requesting MPI assess the funding application from Animal Evac Trust as the parent org for animal welfare agencies. Will the Governance Group advise on the assessment criteria or will MPI use their own?

Animal Evac Trust – We will respond requesting further information for the Governance Group.

s9(2)(a) would you mind emailing some of the information that MCDEM would like MPI to consider when assessing the application? I'm thinking broad areas that we would ask any of your partner orgs to consider when assessing an application from a body within their scope of responsibility. E.g. Training needs of the specific sector, current capacity, distribution of capacity, ability to be called upon in an event, or anything else MCDEM would deem necessary.

s9(2)(a) Monday would be best for me as Tues is looking a little busy. Would 1.30pm suit you?

Speak soon

s9(2)(a)  
Senior Advisor  
PTE/ITP and CE Investment



s9(2)(a)  
PO Box 27-048, Wellington 6141, New Zealand  
[www.tec.govt.nz](http://www.tec.govt.nz)

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**From:** s9(2)(a)  
**Sent:** Friday, 21 September 2018 10:21 AM  
**To:** s9(2)(a) <[redacted]@tec.govt.nz>  
**Cc:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a)  
**Subject:** Letters to Animal Evac

Hi s9(2)(a)

Sorry I missed you all on Tues. s9(2)(a)

s9(2)(a) has given me a brief update on the outcomes post the meeting, and if possible it would be great if you could potentially start on drafting the letters for MPI and Animal Evac. We could catch up on Mon/Tues if that works so I can pick up some of the workload....

Let me know what time would suit and if you are still ok with picking up an initial drafting?

Cheers

s9(2)(a)

Consultant – Strategy and Partnerships

M: s9(2)(a)

s9(2)(a)



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**From:** s9(2)(a)@embop.govt.nz>  
**Sent:** Thursday, 27 September 2018 10:20 AM  
**To:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a)@tec.govt.nz;  
s9(2)(a); s9(2)(a); s9(2)(a)  
^EXT: s9(2)(a)  
**Subject:** RE: Animal Evac NZ Application for Funding through EMACE Fund

I support your suggested approach thanks s9(2)(a)

s9(2)(a) CEM®

**Director Emergency Management Bay of Plenty**  
Phone s9(2)(a) Mobile s9(2)(a)  
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**From:** s9(2)(a)  
**Sent:** Thursday, 27 September 2018 10:04 a.m.  
**To:** s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a)  
s9(2)(a)@tec.govt.nz; ^EXT: s9(2)(a); s9(2)(a)  
**Subject:** FW: Animal Evac NZ Application for Funding through EMACE Fund

Dear GG members,

Please see email response below from MPI. Based on this, I am suggesting the following approach:

- Draft letter to s9(2)(a) asking for the additional information we require for us to better understand the programme offerings and need;
- Ask MPI to review it and provide any feedback/areas of concern
- Discuss at the next meeting on 16 October.

This allows us to continue to progress the application and collect the information we need to understand the application in its entirety.

Can I please have your feedback on the approach above by Monday lunchtime and we can progress accordingly?

Many thanks  
s9(2)(a)

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**From:** s9(2)(a) mpi.govt.nz>  
**Sent:** Thursday, 27 September 2018 8:05 AM  
**To:** s9(2)(a)  
**Cc:** s9(2)(a)@mpi.govt.nz>  
**Subject:** RE: Animal Evac NZ Application for Funding through EMACE Fund

Dear s9(2)(a)

Unfortunately MPI cannot *endorse* any applications to the fund.

However, we can review, once there is a process in place to determine eligibility and suitability for funding.

We do not consider that this application should be progressed, given that there is no established process.

Having said that, if you want to progress it, we can go ahead and review it prior to the next governance meeting.

We would need the complete application and any additional material sent to s9(2)(a) and s9(2)(a), s9(2)(a) and s9(2)(a). They can assign to our team for review.

I'm on sick leave from today until 15 October.

I am available to attend the governance meeting at this stage, if that is still an option.

I understand that Animal Evac will be unable to report, and that this will mean they are not able to receive the funding? If this is the case, it would seem sensible to alert s9(2)(a) to this situation, as part of your response this week?

My colleague s9(2)(a) is available early next week and will also endeavour to get back to you on the below list of questions.

Some feedback from me follows – I've reordered and added some questions

#### The need for funding / what is the gap

- Is there a documentation to support the need for this training (training for animal rescue)
- Are there documented competencies or training needs of the specific sector?

#### What will the course achieve / how will the funding body and lead agency know outcomes have been achieved

- How will the reporting methodology be used for funding accountability?
- Is there an expectation that trained volunteers maintain their currency of knowledge/skills over time and how will this occur?
- Please provide any documentation to support relationships with CDEM Groups, or other documentation showing how volunteers will be used, and operate in an event/incident
- How will their ability to be called upon in an event be managed, and who will coordinate this?
- Are there plans to vet / approve volunteers as eligible to attend the courses, eg vetting by MPI or CDEM Groups or an independent agency

#### Providers and trainers

- Who are the organisations delivering training?
- How will the organisations deliver and assess the training (including who is providing all the resources, who the trainers/assessors are; how will unit standards identified in the application be reported to NZQA, H&S equipment etc)?
- What is the current capacity for delivery versus request for funding?

#### Details on the courses

- How will training quality be managed to ensure national consistency?
- Where will the courses be delivered?
- What is included in the courses?
- How long will the courses be?

#### Details on the content

Please provide course material for review s9(2)(a) – is this a requirement for other groups applying for the funding?  
Thanks]

Many thanks

s9(2)(a)

s9(2)(a) PhD | Manager Animal Welfare Team

**From:** s9(2)(a)  
**Sent:** Tuesday, 25 September 2018 3:25 PM  
**To:** s9(2)(a) [mpi.govt.nz](mailto:s9(2)(a)@mpi.govt.nz)>  
**Subject:** Animal Evac NZ Application for Funding through EMACE Fund  
**Importance:** High

Hi s9(2)(a)

My name is s9(2)(a) Chair of the EM ACE Governance Group, and lead contact for Skills International, the Co-ordination Body for the EM ACE fund.

Apologies for not making it to the meeting scheduled for 13 Sep 2018. There was some confusion about whether or not I needed to attend. In hindsight, as the lead for the Co-ordination Body with delegation for recommendations to TEC, it was probably a meeting I should have attended.

I have spent the last few weeks coming up to speed with all the correspondence between yourself, MCDEM and TEC about funding for volunteer training for animal welfare in emergencies. This email is to formally acknowledge the correspondence, and to confirm my understanding that the National Civil Defence Emergency Management Plan, 2015 sets out the guiding principles and roles and responsibilities for CDEM across the 4R's at the national level. And the Plan states MPI's role is one of a support agency as outlined in the National Civil Defence Emergency Management Plan, 2015. This means in the event of an emergency, MCDEM would be the lead agency, engaging with you as the agency responsible for:

- a. co-ordinating the provision of the animal welfare services sub-function (including animal rescue, animal shelter, food, water, husbandry, and veterinary care and other essentials) for animals, including companion animals, production animals, animals in research, testing and teaching facilities, zoo and circus animals, and wildlife; and
- b. co-ordinating the planning for animal welfare in emergencies; and
- c. maintaining the Government's reporting and advisory capability on animal welfare in an emergency.

In light of this role it is my understanding we require you, as the agency responsible for animal welfare in emergencies, to determine the competencies volunteers require and assess the funding application we have received from the Animal Evac New Zealand Trust. The Co-ordination Body requires you to endorse the application in order for the Governance Group to make a recommendation to TEC for funding.

As part of your assessment of an application that seeks EM ACE funding for volunteer training in the animal welfare sector, can you confirm you would require the following information:

- Who are the organisations delivering training?
- How will the organisations deliver and assess the training (including who is providing all the resources, who the trainers/assessors are; how will unit standards identified in the application be reported to NZQA, H&S equipment etc)?
- How will training quality be managed to ensure national consistency?
- How will the reporting methodology be used for funding accountability?
- Where will the courses be delivered?
- What is included in the courses?
- How long will the courses be?
- Are there documented competencies or training needs of the specific sector?
- Is there an expectation that trained volunteers maintain their currency of knowledge/skills over time and how will this occur?
- What is the current capacity for delivery versus request for funding?



- How will their ability to be called upon in an event be managed, and who will coordinate this? Do they have agreements in place with the CDEM Groups or MPI?
- How will MPI vet/approve volunteers as eligible to attend the courses?

Is there any other information you consider would be useful in making an endorsement for support and funding? We will be formally writing to the Animal Evac New Zealand Trust seeking further information and would like to do so by the end of this week. This will give them time to collate the additional information, and provide you time to make an assessment before the Governance Group meets again on 16 October 2018.

I am also wondering whether it would be useful to attend the Governance Group meeting on 16 October to discuss the application.

Please let me know if there is any further clarification you require, and whether it would be feasible to have a response from you on any additional information you require, by COP Thursday 27 Sept, 2018?

Many thanks

s9(2)(a)

Chair – EMACE Governance Group

M:s9(2)(a)

s9(2)(a)



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**From:** s9(2)(a) [DPMC]  
**Sent:** Thursday, 27 September 2018 10:36 AM  
**To:** s9(2)(a) s9(2)(a) [DPMC]; s9(2)(a) s9(2)(a) s9(2)(a) @tec.govt.nz;  
^EXT: s9(2)(a) s9(2)(a)  
**Subject:** RE: Animal Evac NZ Application for Funding through EMACE Fund

[UNCLASSIFIED]

Hi s9(2)(a)

Thank you for your work on that. Yes I think that is a good approach at this point.

Cheers, s9(2)(a)

*Kia pai tō rā,*  
s9(2)(a)

s9(2)(a) | Senior Capability Development Advisor (Qualifications)  
**Ministry of Civil Defence & Emergency Management Te Rākau Whakamarumarū**  
s9(2)(a)  
Level 4, Bowen House, Parliament Buildings | PO Box 5010, Wellington 6145, New Zealand [www.civildefence.govt.nz](http://www.civildefence.govt.nz)



*Ministry of Civil Defence & Emergency Management is a business unit of the Department of the Prime Minister and Cabinet*

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**From:** s9(2)(a)  
**Sent:** Thursday, 27 September 2018 10:04 AM  
**To:** s9(2)(a) [DPMC] s9(2)(a) @dpmc.govt.nz; s9(2)(a) [DPMC] <s9(2)(a) @dpmc.govt.nz>; s9(2)(a) s9(2)(a) s9(2)(a) @tec.govt.nz; ^EXT: s9(2)(a) @gdc.govt.nz; s9(2)(a) <s9(2)(a) >  
**Subject:** FW: Animal Evac NZ Application for Funding through EMACE Fund

Dear GG members,

Please see email response below from MPI. Based on this, I am suggesting the following approach:

- Draft letter to s9(2)(a) asking for the additional information we require for us to better understand the programme offerings and need;
- Ask MPI to review it and provide any feedback/areas of concern
- Discuss at the next meeting on 16 October.

This allows us to continue to progress the application and collect the information we need to understand the application in its entirety.

The rest of the chain has been removed as it repeats the previous email chain.

**From:** ^EXT: s9(2)(a)  
**Sent:** Thursday, 27 September 2018 1:01 PM  
**To:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a) @tec.govt.nz;  
**Subject:** RE: Animal Evac NZ Application for Funding through EMACE Fund

I agree with your recommended approach

Nga mihi nui  
s9(2)(a)

---

**From:** s9(2)(a)  
**Sent:** Thursday, 27 September 2018 10:04 AM  
**To:** s9(2)(a) [DPMC] <s9(2)(a)>; s9(2)(a) [DPMC] <s9(2)(a)>; s9(2)(a) <s9(2)(a)>; s9(2)(a) @tec.govt.nz; s9(2)(a) <s9(2)(a)>; s9(2)(a) <s9(2)(a) embop.govt.nz>  
**Subject:** FW: Animal Evac NZ Application for Funding through EMACE Fund

Dear GG members,

Please see email response below from MPI. Based on this, I am suggesting the following approach:

- Draft letter to s9(2)(a) asking for the additional information we require for us to better understand the programme offerings and need;
- Ask MPI to review it and provide any feedback/areas of concern
- Discuss at the next meeting on 16 October.

This allows us to continue to progress the application and collect the information we need to understand the application in its entirety.

Can I please have your feedback on the approach above by Monday lunchtime and we can progress accordingly?

Many thanks  
s9(2)(a)

---

**From:** s9(2)(a) <s9(2)(a)@mpi.govt.nz>  
**Sent:** Thursday, 27 September 2018 8:05 AM  
**To:** s9(2)(a)  
**Cc:** s9(2)(a) <s9(2)(a)@mpi.govt.nz>  
**Subject:** RE: Animal Evac NZ Application for Funding through EMACE Fund

Dear s9(2)(a)

Unfortunately MPI cannot *endorse* any applications to the fund. However, we can review, once there is a process in place to determine eligibility and suitability for funding.

We do not consider that this application should be progressed, given that there is no established process.

Having said that, if you want to progress it, we can go ahead and review it prior to the next governance meeting.

The rest of the chain has been removed as it repeats the previous email chain.

**From:** s9(2)(a)  
**Sent:** Sunday, 30 September 2018 9:57 AM  
**To:** s9(2)(a) [DPMCI]; s9(2)(a) [DPMCI]; s9(2)(a); s9(2)(a) @tec.govt.nz;  
s9(2)(a); ^EXT: s9(2)(a)  
**Subject:** Draft letter to s9(2)(a)  
**Attachments:** GG Response Letter to Animal Evac.docx  
**Importance:** High

Hi GG members,

Please find attached a final draft of the letter to be sent to s9(2)(a)

Please can you get back to me by 4pm tomorrow with any changes. I will need to get it off to s9(2)(a) by cop tomorrow, to provide him with essentially 5 working days to pull the info together so that we can forward to MPI to review, in time for our meeting on 16 Oct.

Many thanks

s9(2)(a)

Consultant – Strategy and Partnerships

M: s9(2)(a)

s9(2)(a)



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**From:** s9(2)(a)  
**Sent:** Monday, 1 October 2018 3:25 PM  
**To:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a) @tec.govt.nz;  
^EXT: s9(2)(a)  
**Subject:** RE: Draft letter to s9(2)(a)

Thanks s9(2)(a) – that would be useful but I don't want to pre-empt him filling in the documentation if the group does not think it has merit in progressing.

---

**From:** s9(2)(a)  
**Sent:** Monday, 1 October 2018 3:21 PM  
**To:** s9(2)(a); s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a); s9(2)(a) @tec.govt.nz; ^EXT: s9(2)(a)  
**Subject:** RE: Draft letter to s9(2)(a)

Good afternoon all

Thank you for the draft s9(2)(a). My main comment is that we should invite s9(2)(a) to complete the TEC application at the same time as providing the additional information required and in so doing may negate the need for some of these questions if they are covered off by the completion of the TEC application.

Regards  
s9(2)(a)

s9(2)(a) CEM®

**Director Emergency Management Bay of Plenty**  
Phone s9(2)(a) Mobile s9(2)(a)  
[bopcivildefence.govt.nz](http://bopcivildefence.govt.nz) | [facebook.com/bopcivildefence](https://facebook.com/bopcivildefence)



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**From:** s9(2)(a)  
**Sent:** Sunday, 30 September 2018 9:57 a.m.  
**To:** s9(2)(a) [DPMC]; s9(2)(a) [DPMC]; s9(2)(a); s9(2)(a) @tec.govt.nz; s9(2)(a); ^EXT: s9(2)(a)  
**Subject:** Draft letter to s9(2)(a)  
**Importance:** High

Hi GG members,

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Many thanks

s9(2)(a)

Consultant – Strategy and Partnerships

M: s9(2)(a)

s9(2)(a)



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