



AGENDA

**Ordinary meeting of the
Nelson Tasman Civil Defence Emergency
Management Group**

**Wednesday 2 September 2015
Commencing at the conclusion of the Joint Shareholders
Committee
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

Membership: Her Worship the Mayor of Nelson R Reese (Chairperson), His Worship the Mayor of Tasman R Kempthorne, Deputy Mayor of Nelson Councillor P Matheson, and Deputy Mayor of Tasman Councillor T King

1. Apologies

Nil

2. Interests

2.1 Updates to the Interests Register

2.2 Identify any conflicts of interest in the agenda

3. Confirmation of Minutes

3.1 17 April 2015

4 - 5

Document number M1416

Recommendation

THAT the minutes of the meeting of the Civil Defence Emergency Management Group, held on 17 April 2015, be confirmed as a true and correct record.

4. Report of the Emergency Management Office

6 - 11

Document number R4748

Recommendation

THAT the Report of the Emergency Management Office (R4549) and its attachment (A1408727) be received.

REPORTS FROM COMMITTEES

5. Civil Defence Emergency Management Coordinating Executive Group - 6 November 2013

12 - 17

Document number M1215

Recommendation

THAT the minutes of a meeting of the Civil Defence Emergency Management Coordinating Executive Group, held on 6 November 2013, be received.

Note: After a recent audit, it was found that the above minutes had not been received by the Civil Defence Emergency Management Group.

6. Civil Defence Emergency Management Coordinating Executive Group - 31 July 2015 **18 - 24**

Document number M1374

Recommendation

THAT the unconfirmed minutes of a meeting of the Civil Defence Emergency Management Coordinating Executive Group, held on 31 July 2015, be received.

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Group**

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Friday 17 April 2015, commencing at 3.14pm

Present: His Worship the Mayor of Tasman R Kempthorne
(Chairperson), Deputy Mayor of Tasman Councillor T King, and
Deputy Mayor of Nelson Councillor P Matheson

In Attendance: Group Manager Community Services (C Ward), Emergency
Management Officer (J Kennedy), and Administration Adviser
(S McLean)

Apology: Her Worship the Mayor of Nelson R Reese

1. Apology

Resolved

***THAT the apology be received and accepted from
Her Worship the Mayor of Nelson R Reese.***

Matheson/King

Carried

2. Conflicts of Interest

No interests with items on the agenda were declared.

3. Confirmation of Minutes – 17 December 2014

Document number A1292754, agenda pages 3-5 refer.

Resolved

***THAT the minutes of the meeting of the Nelson
Tasman Civil Defence Emergency Management
Group, held on 17 December 2014, be confirmed
as a true and correct record.***

King/Matheson

Carried

4. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 25 March 2015

Document number A1339327, agenda pages 6-11 refer.

Resolved

THAT the unconfirmed minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting held on 25 March 2015, be received.

His Worship the Mayor of Tasman/King

Carried

5. Report of the Emergency Management Office

Document number A1328509, agenda pages 12-26 refer.

Emergency Management Officer, Joe Kennedy, presented the report and highlighted key activities of interest.

Resolved

THAT the Report of the Emergency Management Office (A1328509) and its attachments (A1304301 and A1329077) be received.

King/Matheson

Carried

There being no further business the meeting ended at 3.20pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

2 September 2015

REPORT R4748

Report of the Emergency Management Office

1. Purpose of Report

- 1.1 The report of the Emergency Management Office is attached for consideration.

2. Recommendation

THAT the Report of the Emergency Management Office (R4549) and its attachment (A1408727) be received.

Roger Ball
Manager Emergency Management

Attachments

Attachment 1: A1408727 - Previous Report of the Emergency Management Office July 2015

Report of the Emergency Management Office

1. Purpose of Report

- 1.1 To provide an update to the Coordinating Executive Group (CEG) on the work programme of the Emergency Management Office.

2. Recommendation

THAT the Report of the Emergency Management Office (R4549) be received;

AND THAT that Paul Shattock be appointed as Public Information Manager until 30 June 2016;

AND THAT Jim Frater, Alternate Group Controller, continue to chair the Readiness and Response Committee.

3. Monitoring and Evaluation

- 3.1 The team was closely involved in the Monitoring and Evaluation process undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM). Thanks are due to the many people from a range of agencies who made themselves available. The positive results speak to the strength of the CDEM Group built up by a large number of staff and volunteers over many years. We have been given some actions to work on, and I will prepare for the CEG an appropriate 'corrective action plan' to pick up the review's recommendations.

4. Recent activities

- 4.1 Since the CEG last met, the following main activities have taken place:

- 4.2 **Exercise Te Waipuke (6 May):** This was a successful multi-agency exercise and our thanks go to Nelson Marlborough District Health Board (DHB) for organising it. About 25 civil defence staff were involved from the Councils, and for them the exercise simulated setting up an alternate Emergency Operations Centre (EOC) at the DHB. A Civil Defence Centre was also activated at the Salvation Army building on Rutherford St by a Red Cross team assisted by a Council supervisor.

- 4.3 **Emergency Operations Centre training** at levels I, II and III has been completed in this period, covering almost 50 staff. It was especially welcome to see a number of senior staff in these training sessions.
- 4.4 **Golden Bay meeting (28 May):** An inter-agency meeting was held with emergency services and other groups to review arrangements. The Golden Bay Civil Defence team remains very active and is organising a Coordinated Incident Management System (CIMS) Level 4 course for its members in August.
- 4.5 **Murchison training (6 June):** We organised a Saturday training session for Murchison volunteers, focused mainly on first aid and then a review of Welfare arrangements.
- 4.6 **Welfare Forum (21-22 May):** I attended the national Welfare Forum in Palmerston North at which new national guidelines on welfare issues were discussed. This subject has been well covered in previous CEG reports and continues to be the main focus of the Welfare Coordination Group (WCG). There are considerable changes in the Welfare area, and the additional funding in Councils' Long Term Plans will assist with this. At the local level, leadership on Welfare issues transfers from the Ministry of Social Development (MSD) to Councils from 1 December.
- 4.7 **Alpine Fault contingency planning:** Discussions have commenced amongst South Island CDEM Groups around the need for an Alpine Fault contingency plan. This is likely to become a major piece of work for the South Island CDEM Groups.
- 4.8 **Activations:** We have not had any major emergency events since the CEG last met. However NZ-RT2 was used to assist with an incident on the Whangamoas in May (vehicle over bank) and assistance was offered for recent West Coast flooding. Our recovery plan formulated for the 2011 flood was requested by the Manawatu-Whanganui region following their recent floods.

5. Emergency Management Information System (EMIS)

- 5.1 The release of Version 2 of EMIS has been taking place with a road show demonstration hosted in May at the Group EOC and training delivered by our Regional Trainer (Michelle Griffiths) in Nelson Tasman, Marlborough and West Coast. Version 2 is simplified and proving to be more accessible to users. Our next focus is on creating a better interface in EMIS with Council staff working in customer service, infrastructure and building.
- 5.2 A related cross-council project is looking at processes to capture data at the time of any emergency event. This is a follow up lesson from past emergency events. The project will look at how to integrate information flows from business as usual processes into EOC operations, so as to allow effective understanding of the event, impact assessment, and response. A project proposal is being prepared for senior managers, led by Susan Shaw (Nelson City Council Team Leader GIS).

6. Next CDEM Group Exercise

- 6.1 As part of our CDEM exercise programme we are due to hold another Group-level exercise later this year. The proposed timing is in the second or third week of November. The exercise is likely to involve approximately 50 personnel, consisting of about 30 Council staff with the balance from partner agencies. The proposed focus of the exercise will be on EMIS, in particular a test of the new Version 2 over an extended period of time (eg, inputting and retrieving data, producing reports, communicating with remote sites). Feedback from the CEG on the timing and focus would be welcome.

7. Local Controllers

- 7.1 The Murchison Local Controller, Gary Blackburn, has resigned following a move to the West Coast. We will advertise to fill the role. In the meantime, Simon Blakemore, Alternate Local Controller, is standing in. I suggest it would be appropriate to have the CDEM Group write to Gary to express our thanks for fulfilling this role over many years.
- 7.2 Efforts to fill the position of Alternate Local Controller for Golden Bay are continuing, with an interested party attending the recent Golden Bay training.
- 7.3 Local Controllers from Golden Bay (Sara Chapman) and St Arnaud (Russell Ferens) both recently participated in EOC II training.

8. Public Information Manager Appointment

- 8.1 One of the roles appointed by the CDEM Group is that of Public Information Manager (PIM). The pattern of recent years has been that this alternates each 12 months in July between the communications managers from Nelson City Council and Tasman District Council, with the other acting as back up. The PIM is delegated to act as the official spokesperson for the CDEM Group when required (eg, publicising weather warnings, drafting media releases). The role reports to the Group Controller.
- 8.2 Our thanks to Chris Choat (Tasman District Council), once again, for undertaking the role over 2014/15. I recommend that Paul Shattock (Nelson City Council) be appointed to the role of Public Information Manager until 30 June 2016. Paul has undertaken the MCDEM Public Information Managers course, EOC training, and has been involved in a number of exercises.

9. New Zealand Shakeout

- 9.1 New Zealand Shakeout is an earthquake drill taking place on 15 October 2015. We are working with communications staff and others to promote the drill with a range of activities and events during the week. When the drill was first run in New Zealand in 2013 we had 21,969 registrations

across the region. We're aiming to exceed that by at least 5% in 2015. Please register online at www.shakeout.govt.nz!

10. Lifeline Utilities

10.1 We have been successful in obtaining a grant of \$10,000 from the Earthquake Commission (EQC) under a programme to assist regional lifeline utility groups. Together with support from Councils this will enable us to undertake a project this year to review and update our 2009 regional lifelines work. The focus of the review, following work being done in other regions of New Zealand, will focus on interdependencies between lifeline networks.

11. Tsunami mapping

11.1 Revised tsunami inundation maps have been put through a workshop with emergency services and agencies on 25 May. Based on feedback a further table top exercise is planned with agencies before the maps will be finalised for approval by the Readiness and Response Committee, the CEG, and then public release. A presentation to Councillors prior to public release is planned, possibly on 3 November (joint Council meeting).

11.2 I attended a meeting of the National Tsunami Working Group where the revised MCDEM Director's Guideline is being considered. The approach to mapping and evacuation planning being taken for Nelson Tasman is lining up well with the planned national guidance.

12. Report backs

12.1 At the last CEG meeting a number of action points were recorded and I provide the following report back.

12.2 **Security at Civil Defence sites:** This point resulted from discussion over the shooting incident at the Ashburton Work and Income (WINZ) office. The Ministry of Social Development (MSD) have since circulated by email review documentation from the incident. Security at Civil Defence Centres (CDCs) is also the subject of new guidance in the forthcoming Director's Guideline on Welfare. This sets out a higher expectation for CDCs in the future, including the provision of adequate security, particularly in situations where children and young persons are involved. I have had discussions with Community Patrol NZ about providing assistance at CDCs and the EOC. If necessary, our intention would be to engage a security guard for civil defence sites such as activated CDCs.

12.3 **Iwi links:** Discussions have been held with Harvey Ruru (CEG member) and Harvey has kindly attended a recent meeting of the Welfare Coordination Group (WCG). We are looking at next steps with marae and further iwi representation on the WCG.

12.4 **Community Response Planning and Recovery Plan:** With recent gaps in staffing (see below) these items have not progressed further. Given that the MCDEM Monitoring and Evaluation (M&E) Report also touches on these issues, I propose they be considered as part of the corrective action plan in response to the M&E report.

13. Staffing changes

13.1 Since the CEG last met we have had some staffing changes. I'm pleased to have Michelle Griffiths join us as Emergency Management Officer, covering welfare, training and public education. The role of Regional Trainer vacated by Michelle now needs to be filled. This will delay the commencement of the regional trainer project in FY 2015/16 and we will need to speak to MCDEM regarding a roll over of some of this funding into FY 2016/17.

13.2 With confirmation of Long Term Plan funding we are now also recruiting for an Administrator, and a part time person to fill the role of Group Welfare Manager. Joe Kennedy has had a promotion and is now Emergency Management Response Coordinator. This reflects additional leadership responsibilities, in particular for the operational readiness of the Group EOC.

14. Controller role and chairing the Readiness & Response Committee

14.1 Following previous decisions of the CDEM Joint Committee, I took up the role of Group Controller from 1 July and Jim Frater becomes an Alternate CDEM Group Controller. I wish to acknowledge and thank Jim for his many years of leadership in CDEM work and for his ongoing support.

14.2 The CDEM Group Plan provides that the Controller should chair the Readiness and Response Committee. However, having my office report to and chair the same committee is not ideal and, with Jim Frater's agreement, my suggestion is that he continue as the Chairman of the Readiness and Response Committee. As this would be a change to the CDEM Group Plan, a resolution to this effect is suggested.

Roger Ball
Manager Emergency Management

Attachments

Nil

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Coordinating Executive Group (CEG)**

Held in Nelson Police Station, Harley Street, Nelson

On Wednesday, 6 November 2013, commencing at 1.52pm

- Present: Clare Hadley (Chairperson), Mike Cummins, Steve Greally,
Lindsay McKenzie, James McMeekin and Harvey Ruru
- In Attendance: John Lovell, Dennis Bush-King, Ronnie Gibson, Roger Ball,
Debbie de Geus, and Administration Adviser (L Canton)
- Apologies: Jim Frater, Angela Ricker, Hugh Kettlewell, Adrian Humphries,
Susan Coleman, Graeme Daikee, Alec Louverdis, Peter
Thomson, Joe Kennedy, Katie Tanner and Janine Dowding

1. Apologies

Resolved

THAT the apologies be received and accepted.

Greally/Cummins

Carried

2. Confirmation of Minutes – 24 July 2013

Document number 1560265, agenda pages 6-11 refer.

Resolved

***THAT the minutes of a meeting of the Nelson
Tasman Civil Defence Coordinating Executive
Group, held on 24 July 2013, be confirmed as a
true and correct record.***

Hadley/Ruru

Carried

3. Report of the Emergency Management Office

Document number 1623525, agenda pages 12-22 refer.

Roger Ball presented the report.

He noted that Jim Frater had conveyed his support of the recommendation regarding the recruitment of Local Controllers and Alternate Local Controllers.

Mr Ball highlighted the change in MCDEM Regional Emergency Management Advisors for our region. Thanks were expressed to Simon Chambers for his valuable contributions and support over many years and in particular during the 2011 regional floods.

Mr Ball also said that Mike Cummins had advised that he was stepping down from his role with the District Health Board. He thanked Mr Cummins for his contribution over many years.

Resolved

THAT the Report of the Emergency Management Office (1623525) and its attachment (1625195) be received;

AND THAT the positions of Local Controller Golden Bay and Local Controller St Arnaud be recruited as follows:

- ***The roles will be advertised;***
- ***Selection will be made by an appointment panel for approval by the Coordinating Executive Group and the Civil Defence Emergency Management Joint Committee;***
- ***The positions will continue to be volunteer roles, with expenses reimbursed;***
- ***The roles will be for a term of three years, renewable upon successful performance review;***

AND THAT the appointment panel consist of:

- ***The Group Controller, Jim Frater (Chairman);***
- ***A representative of the local community (eg, Community Board or similar);***
- ***A representative from the emergency services;***
- ***Manager Emergency Management, Roger Ball;***

AND THAT a second Alternate Local Controller for Golden Bay be established, and recruited for at the same time and in the same way;

AND THAT the holding of a CDEM Group Exercise in April 2014 be approved;

AND THAT an application to the Resilience Fund for financial year 2014/15 is made for a third and final year of funding for the Emergency Management Information System (EMIS) project, in conjunction with Marlborough and West Coast CDEM Groups;

AND THAT authority to alter or add to the application to the Resilience Fund is delegated to the Chief Executive Officers of Nelson City Council and Tasman District Council.

McKenzie/Greally

Carried

Resolved

THAT the Civil Defence Emergency Management Co-ordinating Executive Group pass a motion of thanks to Mike Cummins and Simon Chambers for their contributions to the group.

Hadley/McKenzie

Carried

4. Reports from Committees

4.1 Reduction Committee – 16 October 2013

Document number 1622482, agenda pages 23-27 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Reduction Committee meeting, held on 16 October 2013, be received.

McKenzie/Ruru

Carried

4.2 Readiness and Response Committee – 18 October 2013

Document number 1623800, agenda pages 28-33 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Readiness and Response Committee meeting, held on 18 October 2013, be received.

Greally/Gibson

Carried

4.3 Welfare Advisory Group – 17 September 2013

Document number 1604097, agenda pages 34-37 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Advisory Group meeting, held on 17 September 2013, be received.

Gibson/Greally

Carried

4.3.1 Recommendation to the Co-ordinating Executive Group

Roger Ball advised that the Welfare Advisory Group was comfortable with the suggested new terminology outlined in the recommendation, as it was aligned with the national standard, although it had noted some disadvantages.

Resolved

THAT in line with the recommendations from the National Welfare Corrective Action Plan, the Welfare Advisory Group be renamed the Welfare Coordination Group;

AND THAT Welfare Centres be renamed Civil Defence Centres;

AND THAT the CEG adopts the term Civil Defence Centres as the term for a facility delivering Civil Defence services for purposes which are related to welfare response and recovery, depending on the needs of the community.

Gibson/Greally

Carried

4.4 Public Education and Public Information Committee – 8 October 2013

Document number 1615866, agenda pages 38-41 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Public Education and Public Information Committee meeting, held on 8 October 2013, be received.

Hadley/McMeekin

Carried

4.5 Recovery Committee – 15 October 2013

Document number 1623757, agenda pages 42-48 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Recovery Committee meeting, held on 15 October 2013, be received.

Ruru/Cummins

Carried

5. Updates from Agencies

5.1 New Zealand Policy

Steve Greally advised that there may be some changes to Stu Koefoed's role under a restructure that was underway.

5.2 District Health Board

Mike Cummins outlined the effect of the Seddon earthquakes on Wairau Hospital, which had been shut down due to structural issues. He said that other buildings were also being reviewed for structural issues.

He added that there had been a planned power shutdown on 16 October in Nelson Hospital and Wairau Hospital, to test reliance on alternative communications, including a shut down of the network. He advised that there were no significant events.

5.3 Ministry of Social Development (MSD)

Ronnie Gibson advised that there had recently been a regional office restructure, the outcome of which would be announced shortly. She said MSD had been involved in Seddon response, which seemed to be going well.

John Lovell advised that the Ministry of Civil Defence Emergency Management (MCDEM) would lead the national welfare structure, with MSD remaining as a support agency for welfare. The group acknowledged the importance of retaining the role of MSD in welfare.

5.4 St John

James McMeekin introduced himself and outlined the recent restructure of St John in Nelson. He advised that Matt Wilkinson was the territory manager for the area from Nelson/Tasman Bay to OKiwi Bay, and would be appropriate contact person.

He added that he had met with Richard Chambers, and would continue to share information with other agencies.

5.5 Tasman District Council (TDC)

Lindsay McKenzie said it was hoped that Jim Frater would continue in a controller role. He added that the role was now connected to the person rather than the TDC role.

5.6 Iwi Representative

Harvey Ruru thanked Roger and MCDEM for providing the recent tsunami training opportunity. He asked for the coastal images from the training to be shared.

5.7 Nelson City Council (NCC)

Clare Hadley advised that NCC's current focus was on sharing hazards information with the public, including fault hazard overlays, liquefaction, inundation flooding, and HAIL information. She said that information that should be made public would soon be shared, and added that the focus in 2014 would be on tsunami and rural fire.

5.8 Ministry of Civil Defence Emergency Management (MCDEM)

John Lovell advised that he had recently chaired a debrief in Blenheim for the response to the Seddon earthquakes. He said the overall conclusion was that all involved had coped with the event very well, and noted that there would be some lessons to be shared with other groups.

He added that MCDEM was currently focusing on updating documents such as the National Plan and the Directors' Guidelines, and on ensuring that the Corrective Action Requests for the Christchurch response were being implemented.

Mr Lovell said a new booklet would soon be released on CIMS.

6. Next Meeting

It was noted that the next meeting was intended to take place in the new Civil Defence building in 2014.

There being no further business the meeting ended at 2.35pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management - Coordinating Executive Group (CEG)**

**Held in the Emergency Operations Centre, 28 Oxford Street,
Richmond**

On Friday 31 July 2015, commencing at 10.45am

Present: Clare Hadley (Nelson City Council, Chairperson), Mathew Arnold-Kelly (NZ Police), Roger Ball (Emergency Management Office), Dennis Bush-King (Tasman District Council), Wendy Chisnall (Ministry of Social Development), Brett Currie (NZ Police), Chris Choat (Tasman District Council), Graeme Daikee (NZ Fire Service), Jim Frater (Tasman District Council), Michelle Griffiths (Emergency Management Office), Peter Kara (Nelson Marlborough District Health Board), John Lovell (CDEM), James McMeekin (St John New Zealand), Lindsay McKenzie (Tasman District Council), Shane Miles (NZ Police), Harvey Ruru (Iwi Representative) and Paul Shattock (Nelson City Council)

In Attendance: Administration Adviser (Julie Young)

Apologies: Clare Barton (Nelson City Council), Janine Dowding (Ministry of Social Development), Ronnie Gibson (Ministry of Social Development), Joe Kennedy (Emergency Management Office), Alec Louverdis (Nelson City Council), Karyn Malthus (NZ Police), Peter Thomson (Tasman District Council) and Karen Vaughan (Nelson Marlborough District Health Board)

1. Apologies

The apologies were noted.

2. Confirmation of Minutes

2.1 25 March 2015

Document number M1371, agenda pages 6 - 11 refer.

Resolved CEG/2015/001

THAT the minutes of the meeting of the CEG (Coordinating Executive Group), held on 25 March 2015, be confirmed as a true and correct record.

Hadley/Arnold-Kelly

Carried

3. Update from the Director of Civil Defence and Emergency Management, Sarah Stuart-Black

This item was withdrawn on receipt of an apology from Sarah Stuart-Black.

4. Monitoring and Evaluation: Outcomes

Document number R4607, agenda pages 12 - 36 refer.

Mr Lovell congratulated the Civil Defence Emergency Management (CDEM) Coordinating Executive Group (CEG) on achieving the highest results in the country. He noted that, with Marlborough regional also scoring well, results showed the strength of unitary authorities working collectively.

Mr Lovell explained that key successes were: strength in relationships, the embedded nature of CDEM in all processes, the effectiveness of subcommittees, the commitment shown by the facilities developed, and the strong governance and management evident.

Mr Lovell noted that the focus for Nelson Tasman CDEM's continual improvement should include: maintaining the volunteer base, implementation of risk reduction, relationships with Lifeline groups, impact assessment reporting, and the implementation of new national welfare arrangements. Mr Ball confirmed that a new Rapid Impact Assessment Tool was yet to be trialled.

Mr Ball acknowledged the contribution of many people over the years, and the benefit of the excellent structures in place. He noted that the issue of public education had scored particularly well. Hazards work, response areas, group controllers and volunteers also rated well, he said, contributing to a strong and integrated sense of mission. He thanked the CEG members for the strength they gave the organisation, and acknowledged the assistance of the Ministry advisers, John Lovell and his predecessors.

It was noted that improvements were about going from good to great, and Mr Ball said that the areas needing improvement had been anticipated, with some strategies already in place. He asked that the CEG task him with producing a plan to address the areas of improvement.

There was support for the suggestion that the Monitoring and Evaluation Outcome results be publicised.

Resolved CEG/2015/002

THAT the report Monitoring and Evaluation: Outcomes (R4607) and its attachment Management Capability Assessment Report 2.0 May 2015 (A1391357) be received;

AND THAT the Manager Emergency Management report back to the Coordinating Executive Group with a plan of action to address the recommendations in the report.

Daikee/Arnold-Kelly

Carried

Mrs Hadley asked whether there was debrief documentation available regarding the recent weather events in the lower North Island.

Action: Mr Lovell to provide a summary debrief for the next CEG meeting on 28 October 2015.

Mr Lovell commented on the great contribution by long serving members of the councils, and Mrs Hadley reassured him that the councils were working hard to ensure that the transfer of knowledge continued.

5. Roundtable: Agency Updates

Ministry of Social Development – Wendy Chisnall

Ms Chisnall thanked the Police for the quick response received in recent security events. She spoke about the Ministry of Social Development's (MSD's) involvement in housing, pointing out that there was a common misconception that MSD provided housing. She advised that she was happy to present to any teams around the housing reform programme to help get clarity.

Ms Chisnall noted more frequent conversations between Work and Income service managers and health and disability clients. She explained that careful management was required where mental health issues were involved, to protect vulnerable staff from unpredictable customers.

New Zealand Police – Matthew Arnold-Kelly

Mr Arnold-Kelly spoke about the NZ Police's revised counter security. He noted that he was provisionally appointed Area Commander, that there would be further staff movements at the Nelson Tasman Police Headquarters, and that Mr Miles and Mr Cross were in attendance to ensure continuity.

Mr Arnold-Kelly advised that a tabletop exercise was planned for 14 August, and Mr Ball confirmed CDEM's attendance.

Tasman District Council – Lindsay McKenzie

Mr McKenzie spoke about an awareness that, during an emergency event, staff could face security issues caused by the generally heightened anxiety of the public. He spoke about possible impacts on the community's resilience from the upcoming Waimea Community Dam decision.

Iwi – Harvey Ruru

Mr Harvey spoke about the groups led by Janine Dowding, of the Ministry of Social Development, and noted it was desirable that Seddon be part of that. Ronnie Gibson was noted to be a key organiser of the group.

New Zealand Fire Service – Graeme Daikee

Mr Daikee explained that New Zealand Response Team 2 (NZ-RT2) had been based at the Fire Service workshop in a partially uncovered area, but that better facilities were close to completion. He noted that closer integration between the New Zealand Fire Service and NZ-RT2 was anticipated in the future.

Mr Daikee noted that the Fire Service Review was complete, and that new national legislation was expected. He said there remained a good steady volunteer support base.

Mr Daikee spoke about flood emergency plans for the Buller River, and queried whether river flow data was available from Tasman District Council.

District Hospital Board – Peter Kara

Mr Kara advised that refurbishment of the 14 bed dementia hospital behind Henley School (Alexandra Hospital) was almost complete. He noted that remedial works had been done but the property may still require sandbagging in a flood event

Mr Kara spoke about recent exercises held, and noted that a full trial hospital evacuation was planned for next year. He noted a new checklist for in-theatre emergency procedures was being developed.

Mr Kara advised that two groups of staff were booked to attend SIMS4 courses (5/6 October and 7/8 October). He advised that there were places available on these courses, and that he was still seeking a venue for the 7/8 October course.

Mr Kara noted that the whole of the Nelson Marlborough District Health Board (NMDHB) would participate in ShakeOut 2015.

St John – James McMeekin

Mr McMeekin reported success in achieving Key Performance Indicators (KPIs) for the past year. He noted that a new process planned for later this year was the implementation of an electronic report form.

Mr McMeekin advised that a new, locally sponsored, four wheel drive Land Rover was currently in use on the West Coast. He explained how the addition of cellphones to all front-line ambulances was helping with radio dead spots. A programme to refit older ambulances in single stretcher format was noted. Mr McMeekin noted that these ambulances would remain in metropolitan areas initially.

Nelson City Council – Clare Hadley

Mrs Hadley noted that Council continued to work on hazard management through the Nelson Resource Management Plan. She advised that a new Health and Safety Manager role had been established, and Council would be working to define the role's contribution to the Emergency Management Office.

4. Report of the Emergency Management Office

Document number R4549, agenda pages 37 - 41 refer.

Mr Ball summarised the main points of his report.

Mr Ball advised that traction was being made with the new Emergency Management Information System (EMIS). He noted that a Group exercise, focused on EMIS, was now planned for 4 November 2015. He noted the importance of testing the system over an entire shift. Mr Arnold-Kelly confirmed that the Police also used the EMIS system.

Mr Ball spoke about the difficulty in finding a suitable local controller for Murchison and two alternate controllers for Golden Bay. It was suggested that CDEM needed to review how it addressed such vacancies, and could consider it a part of NZ-RT2, or staff them from the Emergency Management Office. A further option suggested was the offering of an honorarium.

Action; Mr Ball and Mr Frater to meet and consider options for the next Coordinating Executive Group meeting.

Mr Ball thanked Chris Choat for his year's service in the Public Information Manager role, and smooth handover to Paul Shattock for the year ahead.

Mr Lovell confirmed that the Ministry of Civil Defence and Emergency Management (MCDEM) had agreed to carry over a portion of the funding for the replacement Regional Trainer role, into the 2016/17 financial year.

Mr McKenzie read and tabled a letter thanking Mr Frater for his service as Group Controller and acknowledging his continued efforts in coaching and mentoring (A1396468).

Resolved CEG/2015/003

THAT the Report of the Emergency Management Office (R4549) be received;

AND THAT that Paul Shattock be appointed as Public Information Manager until 30 June 2016;

AND THAT Jim Frater, Alternate Group Controller, continue to chair the Readiness and Response Committee.

Ruru/Chisnall

Carried

5. New Terms of Reference - Recovery Committee

Document number R4606, agenda pages 42 - 44 refer.

Resolved CEG/2015/004

THAT the report New Terms of Reference - Recovery Committee (R4606) and its attachment (A1313195) be received;

AND THAT revised Terms of Reference (A1313195) for the CDEM Group Recovery Committee be adopted.

McKenzie/Hadley

Carried

6. Nelson Tasman Civil Defence Emergency Management Group - Welfare Coordination Group - 23 June 2015

Document number M1296, agenda pages 45 - 49 refer.

Resolved CEG/2015/005

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Welfare Coordination Group, held on 23 June 2015, be received.

Hadley/McMeekin

Carried

7. Nelson Tasman Civil Defence Emergency Management Group - Recovery Committee - 25 June 2015

Document number M1307, agenda pages 50 - 54 refer.

Resolved CEG/2015/006

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Recovery Committee, held on 25 June 2015, be received.

Bush-King/Kara

Carried

8. Nelson Tasman Civil Defence Emergency Management Group – Reduction Committee - 1 July 2015

Document number M1314, agenda pages 55 - 57 refer.

Resolved CEG/2015/007

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group – Reduction Committee, held on 1 July 2015, be received.

Bush-King/Hadley

Carried

9. Nelson Tasman Civil Defence Emergency Management Group - Readiness and Response Committee - 2 July 2015

Document number M1321, agenda pages 58 - 63 refer.

Resolved CEG/2015/008

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Readiness and Response Committee, held on 2 July 2015, be received.

Frater/Daikee

Carried

10. Nelson Tasman Civil Defence Emergency Management Group - Public Education Public Information Committee – 9 July 2015

Document number M1342, agenda pages 64 - 67 refer.

Resolved

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Public Education Public Information Committee, held on 9 July 2015, be received.

Shattock/Arnold-Kelly

There being no further business the meeting ended at 11.55am.