



AGENDA

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

**Friday 20 November 2015
Commencing at the conclusion of 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. Confirmation of Order of Business

3. Interests

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Confirmation of Minutes

4.1 2 September 2015

4 - 5

Document number M1429

Recommendation

THAT the minutes of the meeting of the Civil Defence Emergency Management Group, held on 2 September 2015, be confirmed as a true and correct record.

REPORTS FROM COMMITTEES

5. Nelson Tasman Civil Defence Coordinating Executive Group - 28 October 2015

6 - 13

Document number M1557

Recommendation

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Coordinating Executive Group, held on 28 October 2015, be received.

PUBLIC EXCLUDED BUSINESS

6. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	CDEM CEG (Coordinating Executive Group) Meeting - Public Excluded - 28 October 2015 These minutes contain a recommendation regarding appointment of an alternate local controller	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person.

7. Re-admittance of the public

Recommendation

THAT the public be re-admitted to the meeting.

**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 Wednesday 2 September 2015, commencing at 10.54am

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

In Attendance: Chief Executive Nelson City Council (C Hadley), Chief Executive
Tasman District Council (L McKenzie), Manager Emergency
Management (R Ball), Corporate Services Manager (M
Drummond), and Administration Adviser (G Brown)

Apology: Deputy Mayor of Tasman T King

1. Apology

Resolved CDEM/2015/001

***THAT an apology be received and accepted from
Deputy Mayor of Tasman T King.***

Her Worship the Mayor of Nelson/Matheson

Carried

2. Interests

No interests with items on the agenda were declared.

3. Confirmation of Minutes

3.1 17 April 2015

Document number M1416, agenda pages 4 - 5 refer.

Resolved CDEM/2015/002

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

Matheson/His Worship the Mayor of Tasman

Carried

4. Report of the Emergency Management Office

Document number R4748, agenda pages 6 - 11 refer.

Resolved CDEM/2015/003

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

Her Worship the Mayor of Nelson/His Worship the Mayor of Tasman

Carried

REPORTS FROM COMMITTEES

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

Document number M1215, agenda pages 12 - 17 refer.

Resolved CDEM/2015/004

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

Her Worship the Mayor of Nelson/His Worship the Mayor of Tasman

Carried

6. Nelson Tasman Civil Defence Emergency Management Coordinating Executive Group - 31 July 2015

Document number M1374, agenda pages 18 - 24 refer.

Resolved CDEM/2015/005

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

Her Worship the Mayor of Nelson/His Worship the Mayor of Tasman

Carried

There being no further business the meeting ended at 10.57am.

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 Management Office, 28 Oxford Street,
Richmond**

On Wednesday 28 October 2015, commencing at 9.05am

Present: Clare Hadley (Nelson City Council, Chairperson), Adrian Humphries (Tasman District Council), Peter Kara (Nelson Marlborough District Health Board), Joe Kennedy (Emergency Management Office), John Lovell (Ministry of Civil Defence and Emergency Management), Karen Vaughan (Nelson Marlborough District Health Board), Paul Shattock (Nelson City Council), Dennis Bush-King (Tasman District Council), Blair Hall (New Zealand Police), Harvey Ruru (Iwi Representative), Graeme Daikee (New Zealand Fire Service), Michelle Griffiths (Emergency Management Office), Roger Ball (Emergency Management Office), Chris Ward (Nelson City Council), Lindsay McKenzie (Tasman District Council) and Ronnie Gibson (Ministry of Social Development)

In Attendance: Sarah Stuart-Black (Director, Civil Defence and Emergency Management) and Julie Young (Administration Adviser)

Apologies: Jim Frater (Tasman District Council) and Mat Arnold-Kelly, (New Zealand Police)

1. Apologies

Resolved CEG/2015/009

***THAT apologies be received and accepted from
Jim Frater and Mat Arnold-Kelly.***

Hadley/McKenzie

Carried

2. Confirmation of Minutes

2.1 31 July 2015

Document number M1374, agenda pages 6 - 12 refer.

It was noted that an amendment was required to paragraph two on page nine, substituting 'Coordinating Executive Group' for 'Seddon'.

Resolved CEG/2015/010

THAT the amended minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Coordinating Executive Group, held on 31 July 2015, be confirmed as a true and correct record.

Hadley/Ruru

Carried

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

Ms Stuart-Black said she had been visiting all CDEM groups and working to build strong relationships. She spoke about the Ministry's focus on corrective actions from the February 2011 Christchurch earthquake and said it had resulted in more robust arrangements, new initiatives and a focus on readiness and response. She advised the aim was now to bring risk reduction and recovery back to equal partners.

Ms Stuart-Black explained that the Ministry was looking for an ambitious collaborative effort, in an era of increasing fiscal constraints. She said the new national strategy was to be in place by the end of 2017, and would recognise where we wanted to be in 20, 30 and 40 years. She added that thought would be given to how to engage some of our non-traditional private sector partners and that Jo Horrocks was leading this work.

With respect to an annual national conference, Ms Stuart-Black said the Ministry was looking for gains around risk reduction, particularly in the areas of leadership and governance.

Ms Stuart-Black explained that historically MCDEM had supported Conferenz, but intended in the future to provide leadership in a way that was more accessible to its people. She advised that MCDEM had a conference planned for 1-3 June 2016, which would include key note addresses but be more 'discussion based'.

The recent relocation of the Ministry offices was discussed. Ms Stuart-Black noted how this put MCDEM in a position to influence and persuade and be part of the key conversations around risk management.

It was acknowledged that the recent national ShakeOut exercise had

highlighted new ways of engaging with community through social media. Ms Stuart-Black thanked CDEM for their efforts with this exercise.

Ms Stuart-Black advised that discussions with other CDEM groups around the country brought up consistent challenges. She said the Ministry wished to engage more fully with CDEM, and that the new business plan was 'not quite there yet, but it would outline effort and intent for the next five years, and define where the energy is going.

Mr Bush-King queried a recent message given regarding the seriousness of risk reduction, and Ms Sarah Stuart-Black referred to the speech given by Minister for the Environment, Hon Dr Nick Smith. Mr Ball undertook to distribute a link to this speech.

Ms Stuart-Black tabled a document 'National Resilience Strategy' (A1453536) and invited any feedback regarding it through Mr Lovell.

Mr Ball spoke about the difficulty in coordinating funding from local government, the ministry and the resilience fund. He noted the need to develop alignment and agree ambitions through Council's long term planning.

Mr Kara noted that increased affordability of a CDEM-run conference would allow greater participation by the District Health Board.

Mrs Hadley thanked Ms Stuart-Black for her attendance.

3. Agency Updates

Tasman District Council – Lindsay McKenzie

Mr McKenzie spoke about behaviour of the public presenting at their offices, and noted councils needed to be prepared for problems to be exacerbated in the event of an emergency. He explained that a workshop at the beginning of December 2015 would reflect on the new year's work, and a strategic priority would be dealing with natural disasters, particularly those pertaining to the coastal environment. He commented that this focus should be a part of their 'business as usual' and would become so in the years ahead. He spoke about the community's expectations from councils in regard to provision of hard infrastructure such as rock walls.

New Zealand Fire Service - Graeme Daikee

Mr Daikee said the New Zealand Fire Service (NZFS) was working closely with its rural colleagues in anticipation of another dry 'El Niño' summer. He advised that station operational efficiency audits were complete and summer season camping ground inspections were underway. He noted preparations were being made for the NZFS fireworks programme.

Iwi Representative – Harvey Ruru

Mr Ruru spoke about the strategy to address issues of iwi capacity for the

many committees that Crown had established. He said they were reviewing all such groups, hoping to be able to form one group that looked after the top of the South Island. He spoke about his involvement with the Maori Wardens.

New Zealand Police – Blair Hall

Senior Sergeant Hall spoke about coordination of rural areas and the NZFS in preparation for the predicted dry summer. He highlighted the importance of planning around evacuation of areas such as St Arnaud and Marahau. He said the current focus was on the Royal tour, which involved all the emergency services and Nelson Airport.

Nelson Marlborough District Health Board – Karen Vaughan and Peter Kara

Ms Vaughan advised that after a very busy winter flu season they were experiencing a bit of a lull, but awaiting the summer influx of visitors.

Mr Kara advised that the hospital's emergency response plans were being updated. He said they were taking a detailed approach. He noted that the Royal visit was also on their agenda to ensure they had capacity. He noted that two CIMS4 courses had been run, attended mainly by staff from the community homes.

4. Report of the Emergency Management Office

Document number R5017, agenda pages 13 - 20 refer.

Mr Ball spoke of the successful Shakeout exercise conducted on 15 October. He explained that Exercise Hydra planned for 4 November would run over two Emergency Operations Centre (EOC) shifts.

It was noted that a health and safety report, highlighting main issues, would become a regular item on the Emergency Management Office report.

Mr Ball noted the budget and financial reports contained in Attachment 1 to his report, pages 18-20 of the agenda. He highlighted the increases to the radio communications budget; this work no longer being done on a voluntary basis.

Mrs Hadley drew attention to the level of reserves, and advised it seemed appropriate to leave the outstanding amount in place as this largely represented accumulated depreciation.

Resolved CEG/2015/011

THAT the Report of the Emergency Management Office (R5017) and its attachment (A1446578) be received.

Kara/Daikee

Carried

6. Tsunami Evacuation Maps

Mr Ball introduced the collaborative work between councils on the tsunami evacuation maps. He highlighted the next steps for this project and the challenges involved.

7. Website Upgrade

Document number R5061, agenda pages 21 - 23 refer.

Discussed under CDEM Public Education Public Information report.

REPORTS FROM COMMITTEES

8. Nelson Tasman Civil Defence Emergency Management Group – Reduction Committee - 23 September 2015

Document number M1488, agenda pages 24 - 26 refer.

Resolved CEG/2015/012

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Reduction Committee, held on 23 September 2015, be received.

McKenzie/Hadley

Carried

9. Nelson Tasman Civil Defence Emergency Management Group - Public Education Public Information Committee – 28 September 2015

Document number M1499, agenda pages 27 - 30 refer.

The addition of Ms Dunn's name on page 28 was noted.

Resolved CEG/2015/013

THAT the unconfirmed minutes of a meeting of the Civil Defence Emergency Management Group – Public Education Public Information Committee, held on 28 September 2015, be received.

Vaughan/Ruru

Carried

Website Update

Mr Shattock advised additional costs of \$150 per month for website hosting would apply.

Resolved CEG/2015/014

THAT the proposal to rebuild and develop the Civil Defence Emergency Management website, and revise the website hosting, be approved.

Hadley/Vaughan

Carried

10. Nelson Tasman Civil Defence Emergency Management Group - Welfare Coordination Group - 29 September 2015

Document number M1501, agenda pages 31 - 35 refer.

Mrs Hadley said she was aware recent changes meant that CDEM Welfare Coordinating Group would no longer be led by the Ministry of Social Development (MSD) and she thanked the MSD representatives for the work done in that role. She said she looked forward to continuing the relationship through the Regional Intersectoral Forum (RIF) and through the Coordinating Executive Group.

Ms Gibson advised funding for the Group Welfare Manager was confirmed in council budgets, and recruitment was to commence shortly. She said she had received the resignation of Mark Tregurtha. She spoke about the attendance of the Marlborough Civil Defence Emergency Management group at the last meeting, and the opportunity to brainstorm ideas. It was noted that Mr Ball and Ms Griffiths were to follow up with a visit to Marlborough Civil Defence Emergency Management.

In response to a question, Mr Ball confirmed the close link between the Rural Support Network and the CDEM Welfare Coordination Group.

Resolved CEG/2015/015

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Coordination Group, held on 29 September 2015, be received.

Gibson/Hall

Carried

11. Nelson Tasman Civil Defence Emergency Management Group - Recovery Committee - 2 October 2015

Document number M1500, agenda pages 36 - 40 refer.

Resolved CEG/2015/016

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

McKenzie/Daikee

Carried

Recovery Plan Review

Mr Ball discussed the sequencing of the group review, and advised that the current plan was fit for purpose.

Resolved CEG/2015/017

THAT a formal review of the recovery plan be done after the Civil Defence Emergency Management Group plan due in 2016/17, and that Councils be requested to carry forward the \$20,000 allocated in 2015/16 until 2016/17.

Hadley/Kara

Carried

12. Nelson Tasman Civil Defence Emergency Management Group - Readiness and Response Committee - 13 October 2015

Document number M1521, agenda pages 41 - 44 refer.

Resolved CEG/2015/018

THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group - Readiness and Response Committee, held on 13 October 2015, be received.

Kara/Gibson

Carried

13. Exclusion of the Public

Resolved CEG/2015/019

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Hadley/McKenzie

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Appointment of Alternate Local Controller Golden Bay	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into public excluded session at 10.21am and resumed in public session at 10.30am.

14. Re-admittance of the Public

Resolved CEG/2015/020

THAT the public be re-admitted to the meeting.

McKenzie/Hadley

Carried

15. General Business

Mr Lovell noted he was still to report back on the findings of the North Island weather incidents. He undertook to provide a written summary when all reports were finalised. He said he felt there would be valuable learnings, particularly for the CDEM Readiness and Response Committee.

There being no further business the meeting ended at 10.35am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date