



# **AGENDA**

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

**Friday 15 April 2016  
Commencing at the conclusion of Joint Shareholders Committee  
Council Chamber  
Civic House  
110 Trafalgar Street, Nelson**

**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 20 November 2015

**4 - 6**

Document number M1618

Recommendation

***THAT the minutes of the meeting of the Civil Defence Emergency Management Group, held on 20 November 2015, be confirmed as a true and correct record.***

3.2. 20 November 2015

**7 - 8**

Document number M1619

***THAT the minutes of part of the meeting of the Civil Defence Emergency Management Group, held with the public excluded on 20 November 2015, be confirmed as a true and correct record.***

The reason for withholding the public excluded minutes is no longer relevant, and these minutes have been released from public excluded.

**REPORTS FROM COMMITTEES**

**4. Civil Defence Emergency Management Group - Coordinating Executive Group - 30 March 2016**

**9 - 14**

Document number M1805

Recommendation

***THAT the unconfirmed minutes of a meeting of the Civil Defence Emergency Management - Coordinating Executive Group, held on 30 March 2016, 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 20 November 2015, commencing at 1.57pm**

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- Present: Her Worship the Mayor of Nelson R Reese and His Worship the Mayor of Tasman R Kempthorne
- In Attendance: Nelson City Councillors L Acland and B McGurk, Chief Executive of Nelson City Council (C Hadley), Chief Executive of Tasman District Council (L McKenzie), Manager Emergency Management (R Ball) and Administration Adviser (S McLean)
- Apologies: Nelson City Councillor P Matheson and Tasman District Councillor T King

**1. Apologies**

Resolved CDEM/2015/006

***THAT apologies be received and accepted from  
Councillors Matheson and King.***

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

**2. Interests**

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

**3. Confirmation of Minutes**

3.1 2 September 2015

Document number M1429, agenda pages 4 - 5 refer.

Resolved CDEM/2015/007

***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.***

His Worship Mayor Kempthorne/Her Worship Mayor Reese

Carried

## REPORTS FROM COMMITTEES

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

Document number M1557, agenda pages 6 - 13 refer.

In response to a question, Mr Ball agreed to circulate details of the risk reduction speech by Hon Dr Nick Smith to elected members if there was content of interest to the Councils.

Resolved CDEM/2015/008

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

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

### 5. Exclusion of the Public

Resolved CDEM/2015/009

***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:***

Her Worship Mayor Reese/His Worship Mayor Kempthorne

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	<b>Nelson Tasman Civil Defence Coordinating Executive Group Meeting Minutes - Public Excluded - 28 October 2015</b>	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"> <li>Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person.</li> </ul>

The meeting went into public excluded session at 2.00pm and resumed in public session at 2.03pm.

## 6. Re-admittance of the Public

Resolved CDEM/2015/010

***THAT the public be re-admitted to the meeting.***

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

There being no further business the meeting ended at 2.03pm.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date

**PUBLIC EXCLUDED**



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

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

**On Friday 20 November 2015, commencing at 2.00pm**

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- Present: Her Worship the Mayor of Nelson R Reese and His Worship the Mayor of Tasman R Kempthorne
- In Attendance: Nelson City Councillors L Acland and B McGurk, Chief Executive of Nelson City Council (C Hadley), Chief Executive of Tasman District Council (L McKenzie), Manager Emergency Management (R Ball) and Administration Adviser (S McLean)
- Apologies: Nelson City Councillor P Matheson and Tasman District Councillor T King

**REPORTS FROM COMMITTEES**

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

Document number M1567, agenda pages 3 - 4 refer.

Resolved CDEM/2015/006

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

His Worship Mayor Kempthorne/Her Worship Mayor Reese Carried

**1.1 Appointment of Alternate Local Controller Golden Bay**

Manager Emergency Management, Roger Ball, summarised Mr Byrne's experience.

M1619

**1**

Nelson Tasman Civil Defence Emergency Management Group Minutes - 20 November 2015

4. Public Excluded Minutes - 20 November 2015 - Attachment 1 - PE minutes 20 november 2015

**PUBLIC EXCLUDED**

Resolved CDEM/2015/007

***THAT Kelly Byrne is appointed Alternate Local Controller for Golden Bay under the Civil Defence Emergency Management Act 2002, section 27, and in accordance with the Nelson Tasman Civil Defence Emergency Management Group Plan 2012 section 5.6.1***

***AND THAT the appointment is made on the following basis:***

- ***The position is for a term of three years renewable upon successful performance;***
- ***The position is a volunteer role with expenses reimbursed;***
- ***The appointment is subject to a Police check.***

His Worship Mayor Kempthorne/Her Worship Mayor Reese Carried

Mr Ball advised he would be arranging for the Director of Civil Defence and Emergency Management, Sarah Stuart Black, to attend a Civil Defence Emergency Management Group meeting in 2016.

There being no further business this part of the meeting ended at 2.03pm.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date



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**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 Wednesday 30 March 2016, commencing at 10.37am**

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Present: Lindsay McKenzie (Tasman District Council) (Chairperson),  
Graeme Daikee (New Zealand Fire Service), Janine Dowding  
(Ministry of Social Development), Clare Hadley (Nelson City  
Council), Dan Mathieson (NZ Police), Karen Vaughan (Nelson  
Marlborough District Health Board), and Matt Wilkinson (St  
John's)

In Attendance: Roger Ball (Group Controller), Dennis Bush-King (Tasman  
District Council), Jim Frater (Alternate Group Controller),  
Richard Kempthorne (Tasman District Council), Joe Kennedy  
(Emergency Management Office), John Lovell (Ministry of Civil  
Defence and Emergency Management), Paul Shattock (Nelson  
City Council), Martin Doyle (Tasman District Council), John  
Price (NZ Police), Gayle Brown (Administration Adviser)

Apologies: Clare Barton (Nelson City Council), Ronnie Gibson (Ministry of  
Social Development), Peter Thomson (Tasman District  
Council), Harvey Ruru (Iwi Representative), James McMeekin  
(St John's), and Mr Peter Kara (NMDHB)

**1. Apologies**

The apologies were noted.

**2. Confirmation of Minutes**

2.1 28 October 2015

Document number M1557, agenda pages 6 - 13 refer.

Resolved CEG/2016/001

***THAT the minutes of the meeting of the Nelson  
Tasman Civil Defence Emergency Management –  
Coordinating Executive Group, held on 28***

**October 2015, be confirmed as a true and correct record.**

Daikee/Vaughan

Carried

2.2 28 October 2015

Document Number M1567, public excluded agenda pages 3-4 refer.

The Chairperson advised that the reason for withholding the public excluded minutes was no longer relevant as the appointment of Kelly Byrne as Alternate Local Controller for Golden Bay, was now public information. Therefore these minutes were confirmed in public.

Resolved CEG/2016/002

***THAT the minutes of part of the meeting of the Nelson Tasman Civil Defence Emergency Management – Coordinating Executive Group, held with the public excluded on 28 October 2015, be confirmed as a true and correct record.***

Daikee/Vaughan

Carried

### 3. Report of the Emergency Management Office

Document number R5674, agenda pages 14 - 68 refer.

Roger Ball presented the report, and summarised the key points.

Mr Ball advised that he was seeking Police representation for the Tsunami Evacuation maps workshops.

It was highlighted that the knowledge that Jim Frater possessed would be beneficial to share with the new controllers.

Communications regarding Exercise Tangaroa were discussed and it was highlighted that not all agencies had been advised of this exercise, and it was questioned who needed to know about this. In response to a question, Joe Kennedy said that the exercise would be focused on internal management procedures rather than community response plans.

Attendance: Clare Hadley, Richard Kempthorne and Paul Shattock joined the meeting at 10.55am.

Resolved CEG/2016/003

***THAT the Report of the Emergency Management Office (R5674) and its attachments (A1519509, A1519480, A1520212, A1477406 and A1483688) be received;***

**AND THAT the Civil Defence Emergency Management Group participate in national Exercise Tangaroa on 31 August, 14 September and 28 September 2016;**

**AND THAT the Civil Defence Emergency Management Group undertake a half day Group Emergency Operations Centre exercise on 22 June 2016;**

**AND THAT an application to the Resilience Fund on behalf of South Island Civil Defence Emergency Management Groups in support of earthquake planning be supported;**

**AND THAT the use of the Red Cross public alerting app by the Civil Defence Emergency Management Group be supported;**

**AND THAT capital funding of \$20,000 for tsunami signage be carried forward from the 2015/16 financial year to the 2016/17 financial year.**

Daikee/Vaughan

Carried

#### **4. Roundtable: Agency Updates**

Martin Doyle gave a PowerPoint presentation on the recent flooding event of 24 and 25 March 2016(A1525527).

Joe Kennedy provided an overview of the event in relation to the Group Emergency Operations Centre. He advised that standard operating procedures were followed once there was indication that there was a possibility of a rain event. He added that staff monitored the conditions and a duty officer dealt with displaced persons due to the flooding.

Roger Ball said that a total of eight properties still required follow-up assistance after the rain event from civil defence emergency management, but there were most likely a higher number of properties impacted.

There was discussion regarding property owners at Riwaka and Motueka and that follow up communications had been had with most property owners effected by the flooding.

Health and safety issues with freedom campers was raised and this was a growing concern for Police.

In response to a question, Mr Kennedy said Rural Support Trust had a representative at the Emergency Operations Centre in response to any flooding issues that arose in rural areas.

Graeme Daikee advised that there were no operational issues during the rain event, however some volunteers were unable to arrive at the fire station in Takaka due to flooding.

Janine Dowding advised that the only issue in response to the event was that certain individuals were on annual leave at the Ministry of Social Development.

Dennis Bush-King spoke about the stop banks proposed in Takaka to improve flood protection but he advised this was a funding issue.

There was discussion regarding the information provided to Callcare in that the relevant information was not always provided. It was highlighted that it would be useful when referring to flooding whether this was on the grounds of a residence or within the house.

Matt Wilkinson advised that it would be beneficial to receive information on potential road closures early on, as the logistics to certain destinations could at times be complex. It was added that early notification for many service providers would be extremely beneficial.

It was agreed that Joe Kennedy and Martin Doyle would discuss getting early communication to external parties.

There was a discussion about the provision of sandbags and that the message to the public was that a proactive approach by residents was required. It was highlighted this needed to be continually communicated to the public.

#### **Attachments**

1 A1525527 - Riwaka and Takaka Flooding Presentation March 2016

#### **5. Update: Ministry of Civil Defence and Emergency Management**

The update from the Ministry of CDEM was incorporated into Item 4.

#### **REPORTS FROM COMMITTEES**

#### **6. Nelson Tasman Civil Defence Emergency Management – Readiness and Response Committee - 9 March 2016**

Document number M1765, agenda pages 69 - 72 refer.

Attendance: Richard Kempthorne and Martin Doyle left the meeting at 11.42am.

In response to a question, Roger Ball explained that EMIS had a high level of administrative training overheads and that an exercise conducted in November 2015 highlighted that the response became dominated by EMIS rather than having staff focus on the event.

Mr Ball said following the exercise staff reviewed the system and recommended that the system would be utilised more by an administrative support team, in order to free up EOC staff to concentrate on their main roles. He added that EMIS would certainly continue to be used.

In response to a question, Joe Kennedy said that work to link welfare registration with EMIS was still to be conducted, but in the meantime existing registration mechanisms remained in place.

Resolved CEG/2016/005

**THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management - Readiness and Response Committee, held on 9 March 2016, be received.**

McKenzie/Wilkinson

Carried

- 6.1 Readiness and Response Committee - Report of the Emergency Management Office 9 March 2016

Resolved CEG/2016/006

**THAT Nelson Tasman Emergency Management reduces its reliance on the Emergency Management Information System (EMIS), and focuses instead on established processes, and utilising EMIS as a data capture system;**

**AND THAT the Civil Defence Emergency Management Group concept of operations for EMIS be reviewed after Exercise Tangaroa.**

McKenzie/Wilkinson

Carried

7. **Nelson Tasman Civil Defence Emergency Management – Welfare Coordination Group- 3 March 2016**

Document number M1745, agenda pages 73 - 77 refer.

Resolved CEG/2016/007

**THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management - Welfare Coordination Group, held on 3 March 2016, be received.**

Daikee/Wilkinson

Carried

**8. Nelson Tasman Civil Defence Emergency Management - Public Education Public Information Committee - 4 March 2016**

Document number M1752, agenda pages 78 - 81 refer.

Resolved CEG/2016/008

***THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management - Public Education Public Information Committee, held on 4 March 2016, be received.***

McKenzie/Vaughan

Carried

**9. Nelson Tasman Civil Defence Emergency Management - Recovery Committee- 11 March 2016**

Document number M1760, agenda pages 82 - 85 refer.

Resolved CEG/2016/009

***THAT the unconfirmed minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management - Recovery Committee, held on 11 March 2016, be received.***

McKenzie/Daikee

Carried

There being no further business the meeting ended at 11.53am.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date