

**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 Tuesday 11 April 2017, commencing at 3.01pm

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

In Attendance: Nelson City Council: Councillor S Walker, Chief Executive (C
Hadley), Manager Organisational Assurance and Emergency
Management (R Ball), Administration Adviser (S Burgess)

Tasman District Council: Chief Executive (L McKenzie),
Corporate Services Manager (M Drummond), Governance
Services Officer (H Simpson)

Ministry of Civil Defence Emergency Management (J Lovell)

Apology: Tasman District Councillor T King

Attendance: The meeting adjourned from 3.01pm to 3.17pm.

1. Apologies

Resolved CDEM/2017/001

***That the Civil Defence Emergency Management
Group***

***Receives and accepts the apology from Tasman
District Councillor 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. Report of the Emergency Management Office

Document number R7486, agenda pages 4 - 26 refer.

Manager Organisational Assurance and Emergency Management, Roger Ball, presented the report and highlighted key points. Mr Ball responded to questions regarding fire evacuation planning and truck replacement.

Resolved CDEM/2017/002

That the Civil Defence Emergency Management Group

Receives the Report of the Emergency Management Office (R7486) and its attachments (A1685134, A1682798 and A1701746); and

Agrees that \$55,000 allocated to the replacement of the NZ-RT2 truck be carried over from financial year 2016/17 to financial year 2017/18.

Her Worship Mayor Reese/Matheson

Carried

4. Implications of Civil Defence Emergency Management Amendment Act 2016

Document number R7275, agenda pages 27 - 31 refer.

Manager Organisational Assurance and Emergency Management, Roger Ball, and John Lovell of the Ministry of Civil Defence Emergency Management, presented the report and highlighted key points.

Resolved CDEM/2017/003

*That the Civil Defence Emergency Management Group**

Receives the report Implications of Civil Defence Emergency Management Amendment Act 2016 (R7275); and

Approves the appointment of Richard Kirby as Nelson Tasman Group Recovery Manager; and

Approves the following as Alternate Group Recovery Managers: Clare Barton, Adrian Humphries, and Peter Anderson; and

Agrees that the following local authority elected representatives from Nelson City Council and Tasman District Council are authorised, in the following order of precedence, to give notice of a local transition period under s.25 of the Civil Defence Emergency

Management Act 2002 (as amended):

- *Mayor of the district most affected by an emergency*
- *Mayor of the other district*
- *Deputy Mayor of the district most affected by an emergency*
- *Deputy Mayor of the other district*
- *Any elected local authority representative of Nelson City Council or Tasman District Council**

** Please note this resolution was amended at a later point in the meeting.*

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

5. Forum with Minister of CDEM - Feedback from Mayors

Her Worship Mayor Reese provided feedback from her attendance at a recent forum with the Minister of Civil Defence Emergency Management. She explained the focus on clarifying lines of emergency declaration, and spoke about the role of key representatives in setting terms of reference for the review of response planning. Mayor Reese noted that response coordination across the country was critical, and added that broader discussions would be taking place around risk and assurance.

His Worship Mayor Kempthorne also provided feedback on the forum with the Minister, noting that several areas of response planning needed clarification.

The Group noted the importance of, and reliance on, staff and community efforts in emergency response, and the value of those relationships.

It was agreed that this feedback would be reported to each council.

Attendance: The meeting adjourned from 3.52pm to 3.59pm.

6. Implications of Civil Defence Emergency Management Amendment Act 2016 (continued)

It was drawn to Groups' attention that the final line of the resolution passed earlier in the meeting:

'Any elected local authority representative of Nelson City Council or Tasman District Council'

was based on the concept that 'local authority representative' included Community Board members if required. It was advised that upon review

of the legislation, the wording needed clarification to read 'local authority member' to ensure authority stayed at the level of elected members.

According to Standing Orders 3.9.17, all members present agreed that this was fresh information, and that the previous resolution should be amended. Accordingly:

Resolved CDEM/2017/004

That the Civil Defence Emergency Management Group

Receives the report Implications of Civil Defence Emergency Management Amendment Act 2016 (R7275); and

Approves the appointment of Richard Kirby as Nelson Tasman Group Recovery Manager; and

Approves the following as Alternate Group Recovery Managers: Clare Barton, Adrian Humphries, and Peter Anderson; and

Agrees that the following local authority elected representatives from Nelson City Council and Tasman District Council are authorised, in the following order of precedence, to give notice of a local transition period under s.25 of the Civil Defence Emergency Management Act 2002 (as amended):

- ***Mayor of the district most affected by an emergency***
- ***Mayor of the other district***
- ***Deputy Mayor of the district most affected by an emergency***
- ***Deputy Mayor of the other district***
- ***Any elected local authority member of Nelson City Council or Tasman District Council***

Matheson/Kempthorne

Carried

7. Civil Defence Emergency Management Group - Coordinating Executive Group Minutes - 15 February 2017

Document number M2330, agenda pages 32 - 35 refer.

Resolved CDEM/2017/005

That the Civil Defence Emergency Management Group

Receives the unconfirmed minutes of the Civil Defence Emergency Management Group – Coordinating Executive Group, held on 15 February 2017.

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

8. Exclusion of the Public

Resolved CDEM/2017/006

That the Civil Defence Emergency Management Group

Excludes the public 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:

Matheson/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	Civil Defence Emergency Management Group - Coordinating Executive Group Public Excluded Minutes - 15 February 2017	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 4.03pm and resumed in public session at 4.04pm.

9. Re-admittance of the Public

Resolved CDEM/2017/007

That the Civil Defence Emergency Management Group

Re-admits the public to the meeting.

Her Worship Mayor Reese/His Worship Mayor Kempthorne

Carried

There being no further business the meeting ended at 4.04pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date