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**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 17 April 2018, commencing at the conclusion of the  
Joint Shareholders Committee at 3.38pm**

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Present: Her Worship the Mayor R Reese, His Worship the Mayor of  
Tasman R Kempthorne and Councillor T King

In Attendance: Councillor I Barker, Chief Executive (P Dougherty), Acting  
Group Manager Community Services (R Ball), Group Manager  
Corporate Services (N Harrison), Regional Emergency  
Management Advisor (J Lovell), Acting Manager Emergency  
Management (B Marsay) and Governance Adviser (J Brandt)

Apology: Councillor P Matheson

**1. Apologies**

Resolved CDEM/2018/001

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

***Receives and accepts an apology from Councillor  
Matheson.***

Her Worship the Mayor of Nelson/King

Carried

**2. Interests**

No interests were declared.

**3. Confirmation of Minutes**

3.1 14 November 2017

Document number M3115, agenda pages 5 - 8 refer.

Resolved CDEM/2018/002

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

***Confirms the minutes of the meeting of the Civil Defence Emergency Management Group, held on 14 November 2017, as a true and correct record.***

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

Carried

His Worship Mayor R Kempthorne thanked John Lovell, Regional Emergency Management Adviser, for his wonderful contribution over the years, supporting this Group and the region in matters of emergency management, and wished him well for his upcoming retirement. Mr Lovell noted he would continue to be involved with Recovery work for the West Coast and Nelson Tasman after his last day on 27 April 2018.

**4. Adoption of the Nelson Tasman Civil Defence Emergency Management Group Plan 2018**

Document number R9212, agenda pages 9 - 159 refer.

The Acting Manager Emergency Management Becky Marsay spoke to the report and answered questions about the inclusion of images from recent local events in the web based version of the Nelson Tasman Civil Defence Emergency Management Group Plan 2018.

Her Worship Mayor R Reese thanked officers for the good work in developing the Plan.

Resolved CDEM/2018/003

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

***Receives the report Adoption of the Nelson Tasman Civil Defence Emergency Management Group Plan 2018 (R9212) and its attachments (A1891581, A1943673); and***

***Adopts the Nelson Tasman Civil Defence Emergency Management Group Plan 2018 (A1943673).***

King/Her Worship the Mayor of Nelson

Carried

## 5. Declaring Emergencies - Updated National Guidance

John Lovell, Regional Emergency Management Adviser, gave a brief presentation and tabled supporting documents.

The meeting discussed the declaration process during the Gita event. Particular note was given to the question of who should declare an emergency. The Group noted a preference to have the Mayor or Deputy Mayor of the district most affected declare, where practicable. It was noted that the wording in the Nelson Tasman Civil Defence Emergency Management Group Plan had sufficient flexibility to allow for this order.

Mr Lovell undertook to obtain clarification whether the decision to declare could be made during a teleconference and take effect from that point, with the signing of the form taking place later.

### Attachments

- 1 A1953108 - Handouts - Declaring Emergencies - Updated National Guidance

## 6. Copy of the Report of the Nelson Tasman Emergency Management Office

Document number R9206, agenda pages 160 - 177 refer.

Acting Manager Emergency Management Becky Marsay spoke to the report.

Resolved CDEM/2018/004

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

***Receives the Copy of the Report of the Nelson Tasman Emergency Management Office (R9206) and its attachment/s (A193537, A1935362, A1935756 and A1935817); and***

***Expresses its appreciation and thanks to the many organisations and individuals who have supported the emergency response and ongoing recovery arising from ex-Cyclones Fehi and Gita, in particular:***

***- the many volunteers including those from NZ response teams, CDEM Welfare teams, Fire and Emergency NZ, Red Cross, Police Swift Water Rescue Team, Amateur Radio and Rotary; and***

**- the Golden Bay CDEM team led by Local Controller Sara Chapman.**

King/Her Worship the Mayor of Nelson

Carried

## REPORTS FROM COMMITTEES

### 7. CDEM CEG (Coordinating Executive Group) - 28 March 2018

Document number M3366, agenda pages 178 - 187 refer.

Resolved CDEM/2018/005

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

***Receives the unconfirmed minutes of a meeting of the CDEM CEG (Coordinating Executive Group), held on 28 March 2018.***

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

Carried

### 8. Confirmation of Public Excluded Minutes

8.1 14 November 2017

Document number M3116, agenda pages 3 - 4 refer.

His Worship the Mayor R Kempthorne advised that as no reason for confidentiality still existed, the confidential minutes would be confirmed in the open meeting.

Resolved CDEM/2018/006

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

***Confirms the minutes of part of the meeting of the Civil Defence Emergency Management Group, held with the public excluded on 14 November 2017, as a true and correct record.***

King/Her Worship the Mayor of Nelson

Carried

There being no further business the meeting ended at 4.20pm.

Confirmed as a correct record of proceedings:

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

Unconfirmed