



AGENDA

Ordinary meeting of the Nelson Tasman Civil Defence Emergency Management Group

**Tuesday 27 July 2021
Commencing at 9.30a.m.
Nelson City Council Chamber**

**Floor 2A, Civic House
110 Trafalgar Street, Nelson**

Civil Defence Emergency Management Group

The Civil Defence Emergency Management Group is a joint committee of Nelson City and Tasman District Councils.

Areas of Responsibility:

- Under the Civil Defence Emergency Management Act 2002, the functions of a Civil Defence Emergency Management Group, and of each member, are to
 - in relation to relevant hazards and risks:
 - ❖ identify, assess, and manage those hazards and risks
 - ❖ consult and communicate about risks
 - ❖ identify and implement cost-effective risk reduction
 - take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area
 - take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area
 - respond to and manage the adverse effects of emergencies in its area
 - plan and carry out recovery activities
 - when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups)
 - within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act
 - monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act
 - develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan
 - participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan
 - promote civil defence emergency management in its area that is consistent with the purpose of this Act.
- The Civil Defence Emergency Management Group also has any other functions that are conferred or imposed by or under this Act or any other enactment.

Powers to Decide:

- The Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.
- Without limiting the generality of section 5.9.1. above, the Group may:
 - recruit and train volunteers for civil defence emergency management tasks
 - conduct civil defence emergency management training exercises, practices, and rehearsals
 - issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan
 - provide, maintain, control, and operate warning systems
 - provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency
 - exercise any other powers that are necessary to give effect to any civil defence emergency management plan or in response to a civil defence emergency

Karakia

Page No.

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 30 March 2021

7 - 12

Document number M16524

Recommendation

That the Civil Defence Emergency Management Group

- 1. Confirms the minutes of the meeting of the Civil Defence Emergency Management Group, held on 30 March 2021, as a true and correct record.***

4. CDEM Coordinating Executive Group Minutes - 28 June 2021

13 - 22

Document number R26035

Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report CDEM Coordinating Executive Group Minutes - 28 June 2021 (R26035) and its attachment (A2703734), for information.***

5. Verbal Update from NEMA and Manager Emergency Management Report to CDEM – CEG 28 June 2021 23 - 35

Document number R26036

Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report Manager Emergency Management Report (R26036) and its attachments A2703737 and A2506160.**

6. Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group 36 - 43

Document number R26032

Recommendation

That the Civil Defence Emergency Management Group

- 1. *Receives the report Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group (R26032); and***
- 2. *agrees that iwi representatives should be invited to attend all future meetings of the Nelson Tasman CDEM Group to assist and advise the members of that Group;***
- 3. *invites iwi to nominate a representative to attend the meetings of the Nelson Tasman CDEM Group;***
- 4. *approves the provision of a koha for an iwi representative at Nelson Tasman CDEM Group meetings in line with existing arrangements for iwi representatives to the Coordinating Executive Group and Welfare Coordination Group;***
- 5. *endorses the Emergency Management office to advocate in support of iwi representatives as voting members of CDEM Group to the National Emergency Management Agency (NEMA);***
- 6. *instructs Emergency Management Office staff to work with iwi to give effect to recommendations 2 – 5; and***
- 7. *instructs Emergency Management Office staff to work with the Tasman District Council and Nelson City Council to agree an amendment to the terms of reference for the***

Nelson Tasman CDEM Group to better enable recommendations 2 – 4.

7. Terms of Reference for Civil Defence Emergency Management Group (CDEM Group) 44 - 51

Document number R26038

Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report Terms of Reference for Civil Defence Emergency Management Group (CDEM Group) (R26038) and its attachment A2704187, for information.***

CONFIDENTIAL BUSINESS

8. Exclusion of the Public

Recommendation

That the Civil Defence Emergency Management Group

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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	Civil Defence Emergency Management Group Meeting - Confidential	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of	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

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
	Minutes - 30 March 2021	information for which good reason exists under section 7.	
2	CDEM Coordinating Executive Group In-Committee Minutes - 28 June 2021	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

Karakia



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

Held in the Nelson City Council Chamber, Floor 2A, Civic House, 110 Trafalgar Street, Nelson

On Tuesday 30 March 2021, commencing at 9.30 a.m.

Present: His Worship the Mayor of Tasman T King (by audio-visual link),
Her Worship the Mayor of Nelson R Reese (Chairperson) and
Councillor J Edgar

In Attendance: Nelson City Council: Group Manager Corporate Services
(N Harrison) and Governance Adviser (K Redgrove)
Civil Defence Emergency Management (CDEM): J Kennedy,
K Solly, M Griffiths, K Anderson, L Swatton, R Gibson,
R Pettersson
National Emergency Management Agency (NEMA): S James
(by audio-visual link)

Apologies : Cr S Bryant (Tasman District Council)

1. Opening, Welcome and Apologies

Her Worship the Mayor opened the meeting with a whakatauākī and thanked S James of NEMA for joining the meeting via audio-visual link.

The meeting adjourned at 9.41 am due to audio-visual issues and reconvened at 9.45 am.

Resolved CDEM/2021/001

That the Civil Defence Emergency Management Group

- 1. Receives and accepts the apologies from Councillor Bryant for attendance and Mayor King for lateness.***

Her Worship the Mayor/Edgar

Carried

1. Interests

Nil.

2. Confirmation of Minutes

Recommendation

That the Civil Defence Emergency Management Group

- 1. Confirms the minutes of the meeting of the Civil Defence Emergency Management Group, held on 17 November 2020 , (A2598690) as a true and correct record.***

Her Worship the Mayor/Edgar

4. Manager Emergency Management Report to CDEM - CEG 1 March 2021

At the request of Her Worship the Mayor, the attendees from CDEM introduced themselves.

Verbal updates were given on the following key topics.

Covid-19 Resurgence

S James outlined progress on the rollout of Covid-19 vaccinations to their workforce. Her organisation were aware Covid-19 outbreaks were likely to occur over the coming 12-24 months and measures would be in place to move up response levels if required. The focus was on areas where there were managed isolation/quarantine facilities, based on physical boundaries in those specific regions. Assistance from groups in those regions was being sought and workshops would be facilitated.

She said that NEMA accepted not all regions will need in depth planning but would still be keen to receive information from CDEM groups that could assist with iwi considerations, information about potentially isolated communities and any other local issues they may not be aware of.

In response to a question raised, J Kennedy confirmed that there had been informal engagement with iwi around what their involvement may be.

It was suggested that Council staff, particularly those connected with the provision of essential utilities such as water supply, should be included as 'essential workers' for the purpose of vaccination rollout. S James confirmed she would raise this with her peers.

J Kennedy confirmed that CDEM had a resurgence plan in place, which had in mind the location and functioning of community based assessment centres should Nelson Tasman have a resurgence.

Her Worship the Mayor commented on the recent issue concerning the booking of a community function room to host those who had strong anti-vaccination views. She said the potential for misinformation is on the rise and that both CDEM and NEMA would need to be mindful of this. Mayor King mentioned that Golden Bay in the Tasman District was one of the highest non-vaccination areas nationally. J Kennedy anticipated there would be other such 'hotspots' and that consultation through the Nelson Marlborough District Health Board (NMDHB) led multi-agency meetings would be a good forum to raise these issues.

Tsunami Event – 5 March 2021

S James provided an update from R Ball, National Operations Manager who recognised that the multiple text alert systems that were deployed had created some issues that CDEM would need to learn from and was flagged to be discussed at the forthcoming Emergency Management meeting in May.

She said the debrief and review process was underway and would ultimately report to the Minister. Once this information had been considered, the Minister would publish a press release.

J Kennedy advised CDEM had carried out a debrief of the event, identified actions arising and that relevant parts would be communicated to NEMA. He said the event developed quickly and response agencies were reliant to some extent on the media for updates. They had elected not to deploy an emergency mobile alerts for the region.

Brief Introduction to the Emergency Management Team

Attendees from CDEM, who had introduced themselves earlier in the meeting, expanded on the portfolios connected with their respective roles.

Her Worship the Mayor referenced her recent visit to the Emergency Operations Centre in Richmond and said this had been very useful.

S James reported that NEMA were embarking on their regulatory framework review and she described the workstreams and programmes flowing from that. An information pack would be developed and circulated. She said the leadership structure is now fully in place and that two fixed term Deputy Chief Executive roles would focus on emergency management and strategic enablement respectively.

In response to a question raised by Her Worship the Mayor, S James advised she anticipated the new draft Bill would be introduced to Parliament in October and confirmed there would be engagement with interested parties prior to that.

J Kennedy updated the meeting on forthcoming workshops. He said there had been a lot of work with iwi partnerships and that his intention was to report on iwi appointments to the next CDEM meeting.

He went on to confirm that budgets for this financial year were tracking well. A \$1M claim had been submitted to NEMA relating to expenses arising from the Covid-19 pandemic. S James commented she would follow up progress with that claim.

J Kennedy noted comments around key accessibility principles for presentation of emergency management documents to be published and would follow up with the publishers to discuss recommendations.

Resolved CDEM/2021/002

That the Civil Defence Emergency Management Group

- 1. Receives the report Manager Emergency Management Report to CDEM - CEG 1 March 2021 (R23763) and its attachment (A2599912).***

Her Worship the Mayor/Edgar

Carried

5. Exclusion of the Public

Resolved CDEM/2021/003

That the Civil Defence Emergency Management Group

- 1. Confirms that S James of NEMA, will be in attendance for item 1 of the Confidential Agenda.***

Her Worship the Mayor/King

Carried

Resolved CDEM/2021/004

That the Civil Defence Emergency Management Group

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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 the Mayor/King

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 Controllers	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 confidential session at 10.24 am and resumed in public session at 10.25 am.

RESTATEMENTS

It was resolved while the public was excluded:

1	CONFIDENTIAL: Appointment of Alternate Local Controllers
	<p>5. Agrees that Report (R23748) and the decision only be made publicly available once negotiations are concluded; and</p> <p>6. Agrees that Attachment (A2598360) remain confidential at this time.</p>

Her Worship the Mayor closed the meeting with a whakatauāki.

There being no further business the meeting ended at 10.26 am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date



Civil Defence Emergency Management Group

27 July 2021

Report Title: CDEM Coordinating Executive Group Minutes - 28 June 2021

Report Author: Joe Kennedy - Manager Emergency Management

Report Number: R26035

1. Purpose of Report

- 1.1 To update the Group on current emergency management matters as discussed in the most recent meeting of the Coordinating Executive Group on 28 June 2021.

2. Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report CDEM Coordinating Executive Group Minutes - 28 June 2021 (R26035) and its attachment (A2703734), for information.***

Author: Joe Kennedy, Manager Emergency Management

Attachments

Attachment 1: Unconfirmed Minutes of the CDEM Coordinating Executive Group - 28 June 2021 [↓](#)

Nelson Tasman Civil Defence Emergency Management - Coordinating Executive Group
Minutes - 28 June 2021



Minutes of a meeting of the

**Nelson Tasman Civil Defence Emergency Management -
Coordinating Executive Group**

**Held in the Emergency Operations Centre, 28 Oxford Street,
Richmond on Monday 28 June 2021, commencing at 9.00a.m.**

- Present:** R Kirby (Tasman District Council – TDC -Acting Chair), N Harrison (proxy for P Dougherty – Nelson City Council – NCC), A-M Harris (St. John), C Churchill, R Gibson (Ministry of Social Development – MSD), A Greig (Ministry of Health – MOH), P Borrell (NZ Police), P Kara (Nelson Marlborough DHB - NMDHB), R Ball (NEMA),
- By Audio Visual Connection:** Dr L Eade (Te Kotahi o Te Tauihu Charitable Trust), A Lake-Hammond (AF8 Group), R Mason (Iwi Representative)
- In Attendance:** J Kennedy, M Griffiths, K Solly, L Swatton, R Gibson (EOC), P Shattock, K Redgrove (NCC)
- Apologies :** P Dougherty (CEO – NCC, Chair), J Dowding (CEO – TDC), M Tunley(NZ Police), G Heywood (Fire and Emergency NZ – FENZ), N-M Bern-Hippolite (Ngati Koata), S James (National Emergency Management Agency – NEMA), T Casey (NMDHB), A Lindsay (NMDHB),

1. Opening, Welcome and Karakia and Apologies

Resolved CEG/2021/001

That the Coordinating Executive Group

- 1. Accepts apologies from P Dougherty, J Dowding, M Tunley, G Heywood, N-M Bern-Hippolite, S James, T Casey and A Lindsay.***

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Harrison/Kara

Carried

2. Confirmation of Minutes

Resolved CEG/2021/002

That the Coordinating Executive Group

- 1. Confirms the minutes of the meeting of the Coordinating Executive Group, held on 1 March 2021, as a true and correct record.***

Kara/Churchill

Carried

3. PRESENTATIONS AND VERBAL UPDATES

1. Update - COVID-19 Resurgence Planning

P Kara reported on progress for the Covid-19 vaccine rollout and advised that, on a population basis, the Nelson Marlborough Region was ahead of other regions. He said the standby testing clinic at Saxton was ready to be deployed as and when necessary.

He reported that the national campaign will start soon and described how that was to progress. The NMDHB remained reasonably comfortable that the Resurgence Plan was working well. He also commented that the number of vaccinations administered to Māori and Pasifika was pleasing.

2. Update from the National Emergency Management Office

R Ball spoke to a Powerpoint presentation. He said the National Coordination Centre had 'stood up' on Thursday due to concerns around Covid-19 risks but also due to other events around Canterbury and other parts of the country.

He described a degree of nervousness about the potential for the Delta variant of Covid-19 taking hold.

He went on to acknowledge that the last decade has been a challenging time for the emergency management system in New Zealand and this had led to a review of the system. The presentation showed a timeline that demonstrated this. He reported the focus continued to be on implementation of the outcomes from that review. There was a reminder of current Ministry appointments for Emergency Management.

He went on to describe structural changes in staffing due to recent growth within NEMA and said that the organisation recognised its role as steward for the system as a whole. In response to a question, he

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said the Director and National Controller's relationship hadn't changed from the statutory definitions. He went on to clarify the National Controller's focus was on standing up the National Crisis Centre and connecting to regional centres. Key partners were identified, referencing a list of eleven organisations, including CDEM Groups.

He reported the Māori Work Programme was a significant piece of work for NEMA and they were looking to ensure that community remained responsive and inclusive.

He described the Regulatory Framework Review as being NEMA's next largest piece of work. This comprised reviewing the legislation, the National Plan and the National Disaster Resilience Strategy. He confirmed there would be stakeholder engagement around this work and provided anticipated timelines. In response to a question raised, he advised facilitation would include the issue of a consultation document, with subsequent hui and online options available. Further information on this would be disseminated through CDEM.

He reported that additional Government funding was secured in 2021 which would help to strengthen NEMA's strategic goals. A Sector Strategy would be developed to facilitate this.

He acknowledged the high level of activity and commitment from the CDEM Groups.

3. Status Briefing – Project AF8

Ms A Lake-Hammond provided an overview, supported by a Powerpoint presentation, on the Alpine Fault Magnitude 8 work. She explained she was the programme lead for the six South Island CDEM Groups involved. Their work was built on previous evidence and new research had updated the event probability, which had changed. She said this was because the first set of research had been based on data from the Southernmost region. The new research has added available data from further along the fault line. This suggested a 75% probability of the event happening in the next 50 years, with an 82% chance the rupture will be along multiple sections of the fault.

Ms Lake-Hammond reported that the focus of the Project was to share the knowledge and scientific data and that this was being achieved through presentations, roadshows, workshops and meetings, which all helped increase awareness.

She went on to describe the success of recent Project AF8 Roadshows, these being key events tailored to local context. She had observed at those roadshows a good appetite for the information presented, even in areas of lower risk. Follow up roadshows were rolled out in some areas, educating on earthquake engineering and how seismic strength is monitored and measured. She described the on-line

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resources that were publicly available and other forums that had been facilitated by the Group.

4. Presentation Dr Lorraine Eade - Te Kotahi o Te Tauihu Charitable Trust - Draft Crisis Response Strategy

Dr L Eade referenced the 2011 earthquakes when the iwi Māori response was coordinated and described the work of the group Māori Emergency Action Network who assisted with the response. She explained how the relationships had progressed through those events and beyond and was keen to continue to build on these further.

She said that, ahead of the pandemic, a series of iwi Māori workshops took place. When lockdown was announced, a response team comprising members of this group, was deployed, having received a mandate to do so from the respective iwi.

Dr Eade went on to detail the number of ways the group had been involved in the response alongside the Civil Defence team.

She advised that Te Pātaka was the legal entity established in July 2020 for the response group and that the Te Kotahi o Te Tauihu Charitable Trust was formed in February 2021 to focus on recovery efforts.

She described the organisation's relationship with Nelson Tasman CDEM as being 'strong' compared to other regions and outlined its responsibilities, aspirations and goals for the future, including integration with CDEM operations.

Funding was discussed and J Kennedy commented there was currently a Joint Resilience Funding application being processed through NEMA.

Dr Eade advised there was a lot of work yet to be done and that a Project Leader would be a crucial resource to achieve the range of mahi.

R Ball wished to acknowledge the excellent work by iwi Māori which he considered provided the right amount of expectation and engagement at the right level. The supporting mandate given by iwi Chairs had been noted as clear and strong.

5. Update - Whanaū, Hapū, Iwi

R Mason commented that much of the iwi update had been covered by the previous presentation. She wanted to acknowledge the support Dr Eade was providing to the group.

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6. Update – Key Findings from Exercise Rū Whenua

It was agreed this would be postponed to the next meeting of this Committee, due to time constraints.

A Greig left the meeting at 10.13 am.

4. Report of the Nelson Tasman Emergency Management Office

J Kennedy spoke to the report highlighted work around the Hazard Risk Assessment as well as staff support provided to the recent Canterbury flooding events.

He explained variances in the financial information and sought approval to carry over funds for satellite communications to the next financial year.

Resolved CEG/2021/003

That the Coordinating Executive Group

- 1. Receives the report Report of the Nelson Tasman Emergency Management Office (R25963) and its attachment (A2506160); and***
- 2. Approves capital funding of \$20,000 for communications be carried forward from the 2020/21 financial year to the 2021/22 financial year;***

Harrison/Churchill

Carried

5. NTCDEM Work Programme 2021/2022

J Kennedy explained the purpose and content of the Work Programme and said this was to provide a summation of all projects to ensure overall visibility and assist with prioritisation.

In response to questions raised, J Kennedy confirmed the Work Programme would continue to evolve and would be used as a reporting tool at future meetings of this Committee.

He acknowledged that the iwi Māori work should be integrated within the various workstreams.

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Resolved CEG/2021/004

That the Coordinating Executive Group

- 1. Receives the report NTCDEM Work Programme 2021/2022 (R25968); and***
- 2. Approves the NTCDEM work programme for the 2021/2022 financial year***

Harrison/Mason

Carried

6. NTCDEM SUBSIDIARY COMMITTEES

J Kennedy spoke to this report and highlighted the request from PEPI.

He advised his intention to provide an executive summary for each of these committees' work in future reporting.

Resolved CEG/2021/005

That the Coordinating Executive Group

- 1. Receives the report NTCDEM SUBSIDIARY COMMITTEES (R25961) and its attachment/s (); and its attachments; and***
- 2. Receives the notes from the following subsidiary committees:***
 - a) Lifelines Committee – 31 May 2021 (A2683285)***
 - b) Recovery Committee – 1 June 2021 (A2683286)***
 - c) Readiness and Response Committee – 2 June 2021 (A2683287)***
 - d) Reduction Committee – 2 June 2021 (A2683288)***
 - e) Welfare Coordination Group – 3 June 2021 (A2683289)***
 - f) Public Education Public Information (PEPI) – 4 June 2021 (A2683290); and***
 - g) Endorses the Nelson Tasman CDEM PEPI committee to invite iwi to nominate a representative to attend meetings of the PEPI Committee.***

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Kara/Churchill

Carried

8. Around the Table Partnership Verbal Updates

Item 8 was brought forward.

NZ Police

P Borrell reported on recent road safety statistics and commented that he was seeing a noticeable increase in injury and serious injury accidents. Organised crime was noted as being quite topical in the media and, although there was an increase in gang activity nationwide, local activity remained relatively low. He advised there had been no significant increase of methamphetamine levels in wastewater overall.

Ministry of Social Development

C Churchill reported that Covid-19 had had a noticeable impact on emergency housing and some tourist accommodation had been repurposed to ease the pressure. There had been an increase in people being moved off benefits and into some form of employment across the top of the South and West Coast.

The organisation were resetting their own teams following the Covid-19 pandemic. He said that regional public service priorities were to endorsed and housing, employment low income, young people and the impact of drugs continued to be key workstreams for the organisation, with ongoing community engagement.

St. John

A-M Harris reported that traffic congestion was an issue for the service and had observed an increase in having to cross intersections with sirens and lights in use. They are monitoring whether there has been any change in the number of vehicles that fail to pull over. She reported new vehicles and resources had been deployed recently, including a Critical Care Team and a LUCAS device that performs manual CPR. She described financial changes which would drive a management restructure.

NMDHB

P Kara reported there had been a higher age population moving into the District and that the delay in the transfer of notes from previous medical practices had challenging impacts on funding allocations. He referred to the recent stabbing event in Blenheim and said this and other incidents had affected health resources.

He reported forward planning for the peak season, including the Bay Dreams event. He said that road traffic accident numbers remained steady and the impact of the crashes had been less, largely due to a reduction in speed limits. The NMDHB had been working with St. John at a national level on a 'ramping' policy. This system would work to reduce the numbers

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of lower acuity patients taken to hospital and refer them instead to their GP at times when the DHB have reached capacity.

7. Exclusion of the Public

Resolved CEG/2021/006

That the CDEM Coordinating Executive Group

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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:***

N Harrison/A-M Harris

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	CDEM Coordinating Executive Group Meeting - Confidential Minutes - 1 March 2021	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.	
2	Nelson Tasman Regional Fuel Study 2020	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)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

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The meeting went into confidential session at 10.45 am and resumed in public session. There being no further business the meeting ended at 11.05 am.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date



Civil Defence Emergency Management Group

27 July 2021

Report Title: Manager Emergency Management Report
Report Author: Joe Kennedy - Manager Emergency Management
Report Number: R26036

1. Purpose of Report

- 1.1 To update the Group on current emergency management matters, to include a verbal update from NEMA.

2. Recommendation

That the Civil Defence Emergency Management Group

1. *Receives the report Manager Emergency Management Report (R26036) and its attachments A2703737 and A2506160.*

Author: Joe Kennedy, Manager Emergency Management

Attachments

Attachment 1: Report of the Nelson Tasman Emergency Management Office R25963 [↓](#)

Attachment 2: 2020.21 Civil Defence Monthly Accounts A2506160 [↓](#)

Item 4: Report of the Nelson Tasman Emergency Management Office



Coordinating Executive Group

28 June 2021

Report Title: Report of the Nelson Tasman Emergency Management Office

Report Author: Joe Kennedy - Manager Emergency Management

Report Number: R25963

1. Purpose of Report
 - 1.1 To provide an update from the Emergency Management (EM) Office on activity since the meeting of the Nelson Tasman CDEM Coordinating Executive Group held on 1 March 2021.
 - 1.2 And to request the Coordinating Executive Group consider the recommendations contained within.

2. Recommendation

That the Coordinating Executive Group

1. ***Receives the report Report of the Nelson Tasman Emergency Management Office (R25963) and its attachment (A2506160); and***
2. ***Approves capital funding of \$20,000 for communications be carried forward from the 2020/21 financial year to the 2021/22 financial year;***

Item 4: Report of the Nelson Tasman Emergency Management Office

3. National Emergency Management Developments

New funding for a safer, more disaster-resilient Aotearoa

- 3.1 A significant funding boost from the Government is an investment in making Aotearoa's communities safer and more resilient to natural disasters and other emergencies.
- 3.2 The Government has announced an investment of \$46.6 million in the National Emergency Management Agency (NEMA), to be distributed over four years. The funding will be used to strengthen and lift the performance of NEMA and the wider emergency management system, at both local and national levels. This will include:
- delivery of a responsive and inclusive emergency management system to empower communities to increase their resilience to natural disasters and other emergencies
 - recognising and enabling the valuable role Māori play in emergency management, for example, by facilitating meaningful partnerships with iwi Māori and the integration of te ao Māori in the emergency management system
 - enabling a sharper focus on communities who are disproportionately affected in emergencies, such as Māori, Pacific peoples, the culturally and ethnically diverse, those for whom English is not their first language, seniors, children and those experiencing socio- economic deprivation, disability, ill health, or social or geographic isolation
 - creating a stronger, more professional emergency management workforce
 - enabling greater coordination and planning across agencies involved in emergencies
 - introducing a new standards and monitoring regime
 - strengthening the National Exercise Programme
 - developing a new national lessons management system to enable continuous improvement
 - improving hazard risk management expertise.
- 3.3 The funding continues the momentum of earlier Budget decisions, which led to the formation of the National Emergency Management Agency, the establishment of the deployable Emergency Management Assistance Team, and the DART Buoys network of marine tsunami sensors.
- 3.4 NEMA will work with key partners and stakeholders to ensure the implementation plan for the new investment is considered, manageable and designed to benefit the emergency management system and communities.

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Post-Event Report for the March 5 Hikurangi and Kermadec Islands Earthquakes

- 3.5 The Hikurangi Kermadec Islands Earthquakes, 5 March 2021 Post Event Report was released on Tuesday 18 May and is available on www.civildefence.govt.nz. The report provides an overview of the NEMA response to the earthquakes and subsequent tsunami threats generated by a series of large earthquakes off the East Coast of New Zealand and in the Kermadec Islands on 5 March 2021. The response of regional CDEM Groups and wider context of the CDEM framework and its structures were not in scope for the report.
- 3.6 The report highlights aspects of the response that both worked well and may be improved upon. In particular, the report focused on lessons for effective communication in future events, with the intention of providing clear and timely advice, mitigating confusion, and ultimately, preserving life safety.
- 3.7 There were many positives for NEMA including the prompt evacuation actions by the public, the performance of the National Warning System, the use of Emergency Mobile Alert, and the proactive engagement with the media throughout the response.
- 3.8 The report reflects that this was a complex series of events, and highlights the improvements introduced over the last five years to speed up and improve the delivery of tsunami warning messages. These include the use of Emergency Mobile Alert by both NEMA and the regional CDEM Groups, improvements to the National Warning System, the development of the 24/7 capability of the National Geohazards Monitoring Centre (NGMC) at GNS Science, and the focus on the development of the relationship between the NEMA and GNS Science Duty Teams.
- 3.9 The positive evacuation actions taken by the public showed the value and take up of the "Long or Strong, Get Gone" messaging and the importance of ongoing tsunami public education engagement. There was also demonstrated value in the proactive engagement NEMA has undertaken with the media to help improve tsunami warning understanding, and to bolster media arrangements during an emergency.

Drought Relief Funding: Te Hiku Project

- 3.10 In March 2020 the Government approved a \$10 million fund, administered by NEMA, to maintain water supply in periods of drought. This was intended to help those who needed access to water but were unable to meet costs. Generally, support was not expected to be provided to those able to meet such costs themselves. There has only been modest drawdown of the fund since it was established. This in part reflects the uncertainty in estimating demand at the time the fund was approved

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combined with the unpredictability of the drought itself and the need to ensure sufficient funding was available to those who needed it.

- 3.11 A portion of the remaining funding will be used to support a sustainable long-term community based project to improve water security through an initiative developed by the Te Hiku iwi. Up to 1000 water tanks will be installed in Te Hiku for homes and community facilities. The far North is expected to suffer more frequent and severe droughts, making it increasingly important that steps are taken now to increase the resilience of these communities to future droughts. This has been supported by Ministers.

Hazard Risk Board (HRB) Meeting 6 May 2021

- 3.12 HRB is a Board of the Officials' Committee for Domestic and External Security Coordination (ODESC). The purpose of HRB is to build a high performing and resilient National Security System able to manage civil contingencies and hazards risks through appropriate governance, alignment and prioritisation of investment, policy and activity.
- 3.13 HRB is chaired by the Deputy Chief Executive Security and Intelligence of DPMC. Its membership includes Chief Executives (or their alternates) of DPMC, NZ Police, the Ministries of Health, Primary Industries, Transport, Foreign Affairs and Trade, Internal Affairs and Environment, the New Zealand Defence Force, New Zealand Fire and Emergency, and the National Emergency Management Agency.
- 3.14 The latest HRB meeting HRB took place on Thursday 6 May 2021, at which the Board considered a paper that highlighted significant impacts of earthquake and volcanic hazard risks, and key issues, gaps and opportunities to improve system resilience. As risk-coordinating agency for these risks, NEMA played a lead role in this process, working closely with DPMC's National Intelligence and Risk Coordination Directorate, GNS Science, EQC, MBIE and others. We consider the meeting to have been a success, with a good discussion generated by a thoughtful paper.
- 3.15 A number of significant and shared consequences were identified across the earthquake and volcano hazard risks, including impacts on public health (physical and psychosocial); the built environment; lifeline utility services and critical infrastructure; the economy; and national-level governance. The effect on system resources (i.e. for response) and our ability to manage concurrent/cascading events, were also identified.
- 3.16 Under the umbrella of consequence management of volcano and earthquake hazards, the main focus of the paper and subsequent discussion was on three key risk management issues considered by the paper's authors to be the most important and actionable risk issues that HRB could address. They were:

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- The need for a sustainably funded hazard risk management system that is fit-for-purpose for New Zealand's hazardscape,
 - The need to understand and articulate risk tolerance and appetite across New Zealand's nationally significant risks, and
 - The fact that recovery continues to be overlooked and under prioritised across the system.
- 3.17 NEMA agreed to progress actions related to all of these findings. In the short term, NEMA's priority focus is on the question of sustainable funding for science platforms. This links closely to work underway across the system, including in relation to the Review of Crown Research Institutes *Te Pae Kahurangi* completed in 2020. NEMA will engage closely with all parts of the system as this work progresses, to ensure alignment between emergency management elements of science funding and the broader questions of the sustainable funding of science and science platforms.

Trifecta Programme Updates

- 3.18 Currently, the Bill is scheduled to be introduced to the House by the end of 2021. The Bill will then be referred to Select Committee for consideration.
- 3.19 The outcome of the Bill process may mean that CDEM Groups will need to undertake a full review of their CDEM Group Plan after the new Act has come into force, even if the existing plan is less than five years old. We are working to ensure CDEM Groups will have sufficient time to undertake this review.
- 3.20 The Trifecta Programme team, in conjunction with the REMAs, will consult with CDEM Group Managers and provide updates on the direction of change over the course of the Programme.

4. Nelson Tasman Civil Defence Emergency Management

Preparing for and Managing Recovery: Workshops for Recovery Leaders

- 4.1 Following the 2020 release of the Recovery Preparedness and Management Director's Guideline for CDEM Groups, NEMA is delivering a series of workshops that assist in the strategic planning for and building of operational capabilities in emergency management recovery.
- 4.2 The objectives of the workshops are to:
- a) Build recovery capability across the emergency management sector
 - b) Contribute towards a more consistent and standardised recovery practitioner skill set across the country
 - c) Foster a more integrated and engaged New Zealand recovery sector, and

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- d) Increase awareness of how CDEM recovery is delivered, it's strategic objectives and roles and responsibilities of the wider sector.
- 4.3 At the time of writing NEMA representatives are scheduled to visit the Nelson Tasman region on the morning of 25 June to deliver one of the half day workshops. Based on the NEMA Recovery Director's Guidelines for CDEM Groups, the topics covered will include roles and responsibilities during a recovery, planning for recovery, transition notice periods, and leading local recovery with numerous and diverse stakeholders.

Public Education and Speaking Engagements

- 4.4 Requests for EM office representatives to speak to various organisations and businesses has increased. In recent times EM office representatives have spoken to Neighbourhood Support and Probus regarding our regional hazardscape, the subsequent potential impacts, and general preparedness. Additional public education talks are booked over the next couple of months.
- 4.5 Additionally, members of the EM team travelled to Golden Bay for two days to support the delivery of AF8 roadshow interactive classroom sessions. More than 200 students at Golden Bay High School and Collingwood Area School took part in the Roadshow. A concurrent evening AF8 public education talk was held in Takaka with approximately 90 residents attending. Geologist Dr Kelvin Berryman and Alice Lake-Hammond spoke on the science behind the next Alpine Fault earthquake and the potential impacts that it could on the South Island and the Nelson Tasman region in particular.

CDEM Training Programme

- 4.6 Unfortunately, due to a change in COVID-19 alert levels, much of the EM training planned for March this year had to be postponed.
- 4.7 As a result, some of the training was rescheduled for June and a Civil Defence Centre workshop, an ITF Intermediate course and a CIMS4 course have now been completed. Approximately 34 people comprised of council staff, partner agency representatives and volunteers took part in the training.
- 4.8 Registrations are now open for the next round of training in September 2021. This will largely be focused on function specific training (logistics, planning, operations etc.).

Emergency Management Office Professional Development Programme

- 4.9 As part of striving for continuous improvement the EM office is progressing with it's Professional Development Programme. The topics outlined in the Table 1 below have been identified by the Emergency Management Team for completion by end of June 2022.

Topic	Description	Status
-------	-------------	--------

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Vehicles	Maintenance	Awaiting confirmation of dates.
	4 x 4 Driving/anti-skid	Awaiting confirmation of dates (NCC H&S).
	Vehicle safety	Completed: Crash Management: What to do in an accident - delivered in-house.
Manual handling	Lifting techniques	Completed: Delivered by Hemisphere Health, Richmond
Wellbeing	Dealing with Anxiety	Awaiting confirmation of dates.
First Aid	Workplace First Aid	Completed: All staff have completed work place first aid
VHF Radio Training	A practical guide for using VHF radios.	Completed: Delivered by Andrew Mackie, Amateur Radio Emergency Communications Volunteer
Leadership	Delivering effective briefings	Awaiting confirmation of dates.
	Delivering effective presentations	Booked: 14 June 2021
	Meeting facilitation & chairing	Awaiting confirmation of dates.
	Accommodating different learning styles	Booked: Whole Brain Thinking workshop – October 2021
	Conflict resolution techniques (business solutions)	Awaiting confirmation of dates.

Table 1 - Nelson Tasman Emergency Management Office Professional Development Programme

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Controller and Recovery Breakfasts

- 4.10 Communication between Controllers/Local Area Controllers, Recovery Managers and the CDEM team has been enhanced because of a new initiative, "Controller and Recovery Breakfasts".
- 4.11 These are proving to be a useful forum for discussion between Emergency Management Duty Officers, Controllers and Recovery Managers about topical issues.
- 4.12 The breakfasts are voluntary and self-funding. The aim is to hold three per annum with the next scheduled for August 2021.

Multipurpose Habitation Unit - Cyril

- 4.13 The deployable multipurpose habitation unit (Cyril) which was allocated to Nelson Tasman Emergency Management Group from the National Emergency Management Agency (NEMA) is stored at the NZRT2 base. Training on the deployment of Cyril was undertaken on Saturday 27 March at the Waimea College gymnasium; delivered by staff from NEMA and the Emergency Management Assistance Team (EMAT). Both Nelson Tasman and Marlborough Emergency Management Groups were present at the training with their respective Response Teams. A total of 25 people attended the training, including partnering agencies. NZRT2 have since trained several times with Cyril to ensure that all team members know how to deploy and maintain Cyril for any future events.
- 4.14 Transportation for Cyril to be deployed is currently being finalised with a purpose-built trailer and supporting equipment being purchased. This transport will mean that Cyril can be deployed safely and efficiently by a small team (six people) to any event requiring emergency shelter across the region.

Satellite Communications

- 4.15 Satellite communication systems are being worked through, three local satellite phones (held by Local Controllers), in Golden Bay, Nelson Lakes and Murchison have had new SIM cards installed, software upgraded, and standard operating procedures reviewed. Training and testing schedules are also being developed for the local satellite phones to increase resilience in communications across the region.
- 4.16 During Exercise Ru Whenua satellite communications were tested using a BGAN on satellite data to hold a Top of the South Island MS Teams meeting. Attendees included West Coast and Marlborough CDEM Groups. The test was successful with a recommendation in place to test this system more regularly. We are working towards a permanent solution (fixed site) voice and data system which would allow for satellite communications to

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be used inside the GEOC giving greater capability when other communication services fail.

Duty Officer Tsunami Standard Operating Procedure (SOP)

- 4.17 On Friday 5 March 2021 three large earthquakes occurred offshore of New Zealand with a M7.3 off East Cape followed by two Kermadec earthquakes a M7.4 and M8.1 later that morning. All three earthquakes produced tsunamis that were recorded around New Zealand. Our Duty Officers responded to the tsunami threat for the Nelson Tasman region which was under a beach and marine threat.
- 4.18 Following the tsunami event, the NTEM team held a debrief of the response alongside the Duty Controller and PIM team. From the debrief came some corrective actions involving the updating of the Duty Officer Handbook SOP for tsunami response. This includes updating Emergency Mobile Alert templates and email templates to alert both the public and key people across the region about tsunami alert levels. This update to the Duty Officer tsunami SOP is currently underway and includes training for the Duty Officers on the new systems and processes.

GEOC Operations Room

- 4.19 Prior to Exercise Ru Whenua changes were made in the Group Emergency Operations Centre (GEOC), including a new layout of the room, new laptops in place for some functions, new guidelines including the CIMS role cards and upgrading of display casting systems. During the exercise several of these changes were tested along with running the GEOC facility for the entire day from back up generator and water supply systems.
- 4.20 In the time since Exercise Ru Whenua several other key items that need to be implement into the GEOC environment have come to the forefront. These include the updating of displays, equipment, further technology upgrades within MS Teams and additional process/systems development.

CDC Welfare boxes

- 4.21 The EM Office is supporting the Kaiteriteri and Bethany Park communities with equipment for their Civil Defence Centres (CDC's).
- 4.22 Welfare boxes have been provided to support CDC volunteers during the initial 48 hours of a response. The boxes contain a supply of essential equipment including, but not limited to, health and safety kit, stationery and welfare needs assessment materials.
- 4.23 Welfare boxes represent a investment of both office time to put them together, but also expenditure on equipment. Similar boxes have recently been provided to Golden Bay and Maungarakau communities.

NTCDem Regional Welfare Advisor/Group Welfare Manager

R25963

9

Item 4: Report of the Nelson Tasman Emergency Management Office

- 4.24 At the time of writing the EM Office is advertising a permanent part-time (20 hours per week) Regional Welfare Advisor position. The position focusses on the coordination and provision of welfare services for the Nelson Tasman region across the 4 R's of reduction, readiness, response and recovery and includes the function of 'Group Welfare Manager' for the Nelson Tasman region.

Hazard Risk Assessment

- 4.25 NEMA are in the process of finalising the Director's Guideline for Risk Assessment. This will provide tools to assist with the updateing of the hazard risk matrix component of the Nelson Tasman CDEM Group Plan. The focus has shifted to developing an understanding of the consequences of hazards, including for key infrastructure.
- 4.26 The intent is to move to long term risk assessment methodology that can be spread over the five year period between Group plan review dates. The Nelson Tasman Group Plan is due to be updated in 2023. As such, we are well positioned to incorporate some of this methodology in the update process. However, the need to operate under an accelerated timeframe will still be apparent.
- 4.27 The pre-mentioned review process will involve running workshops on each hazard. These will involve/require input from specific people and agencies. At the time of writing, work is just beginning to prioritise hazards and get the first workshop underway.

Support/Deployment to Canterbury Flood Response

- 4.28 Members of the EM team (Luci Swatton and Kay Anderson) kindly put their hands up and were deployed to the Canterbury Emergency Coordination Centre (ECC) to assist with the response to the recent Canterbury flooding event. Luci filled the role of Response Manager and Kay, Logistics Manager.
- 4.29 The deployment provided a valuable learning opportunity for both Luci and Kay, gaining further experience in the ECC and the opportunity to observe systems and processes used by another CDEM Group.
- 4.30 Additionally, the Canterbury CDEM Group have provided us with much support in the past. As such, it was great to be able to return the favour and assist Canterbury in their response.

5. Emergency Management Office Financial Reporting

- 5.1 Attachment 1 provides a summary of the Emergency Management Office accounts. Expenditure is tracking below budget by \$50,000 principally due to lower than budget depreciation charge and staff costs. Operational costs are \$15,500 ahead of budget mainly due to an unbudgeted contribution of \$10,000 to the AF8 project.
- 5.2 The Balance Sheet reflects the COVID-19 welfare claim from NEMA that is yet to be settled. The EM office and council finance teams have responded to the 69 queries that NEMA raised in relation to our original claim. The

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majority of these queries have been cleared up and accepted. A bit more detail/evidence has been requested regarding the welfare transition plan that was utilised during the event, in particular the area of transitioning support for members of our homeless community to other agencies. Overall good progress is being made in agreeing the final claim. The intent is to have this finalised by the end of the financial year.

- 5.3 Capital expenditure of \$20,000 has been budgeted in the current financial year for communications, namely satellite communications. Nationwide discussions regarding the appropriate provision of satellite communications amongst satellite communication providers and telecommunication companies in the preceding six months has resulted in diligent expenditure of this budget being not feasible. As a result, the CEG's approval is sought to carry this amount forward to the 2021/22 financial year.

Author: Joe Kennedy, Manager Emergency Management

Attachments

Attachment 1: Civil Defence Monthly Accounts

Nelson Tasman Emergency Management

Statement of Income and Expenditure

For Period to

April-21

	Current Month		Year to Date		Variance	Full Year Budget
	Actual	Budget	Actual	Budget		
Income						
Levies	58,694	58,694	586,938	586,940	2	704,326
Other Income	-	-	11,652	-	(11,652)	-
Interest	-	1,391	-	13,910	13,910	16,687
	58,694	60,085	598,591	600,850	2,259	721,013
					-	
Less Expenditure						
Staffing Costs	43,244	42,481	407,377	424,810	17,433	513,970
Operational Costs	11,548	10,981	125,313	109,810	(15,503)	156,780
Maintenance	620	833	4,728	8,330	3,602	10,000
Public Engagement	139	1,083	4,605	10,830	6,225	13,000
Consultancy	-	1,667	16,687	16,670	(17)	20,000
Conferences	-	-	-	-	0	-
Fixed Overheads	7,314	8,348	75,873	83,480	7,607	100,163
Depreciation	5,649	8,392	56,493	83,920	27,427	100,700
NZRT-2	6,331	2,916	24,238	29,160	4,922	35,000
Event Costs	331	583	5,518	5,830	312	7,000
Total Expenses	75,176	77,284	720,832	772,840	52,008	956,613
Net Income (Deficit)	(16,482)	(17,199)	(122,242)	(171,990)	49,748	(235,600)

Statement of Financial Position

As At

Apr-21

Mar-21

Jun-20

Opening Equity	892,119	892,119	1,089,049
Plus YTD Surplus (deficit)	(122,242)	(105,760)	(196,930)
Equity	769,877	786,360	892,119

Which was invested as follows -

Assets

Prepayments	13,525	13,525	55,216
Accounts Receivable	36,464	36,464	36,464
Accrued Income (TDC & Welfare)	694,891	665,544	753,585
Fixed Assets	268,859	274,383	248,189
Intangibles	6,250	6,375	7,500
NCC Reserve Account	-	-	-
	1,019,989	996,291	1,100,954

Liabilities

NCC Current Account	238,101	197,922	184,013
Income in Advance	-	-	-
Sundry Creditors	12,010	12,010	24,822
	250,112	209,932	208,835
	769,877	786,360	892,119

Item 6: Attendance by iwi representatives at the Nelson Tasman Civil Defence
Emergency Management Group



Civil Defence Emergency Management Group

27 July 2021

Report Title: Attendance by iwi representatives at the Nelson
Tasman Civil Defence Emergency Management Group

Report Author: Joe Kennedy - Manager Emergency Management

Report Number: R26032

1. Purpose of Report

- 1.1 To provide an update from the Emergency Management (EM) Office regarding Iwi representation at future meetings of the Nelson Tasman Civil Defence Emergency Management Group (CDEM Group, and also referred to by the EM sector as the Joint Committee) and seek agreement on the recommendations contained within.

2. Summary

- 2.1 The CDEM Group is committed to further strengthening relationships with iwi. Following our commitment to progress the recommendations arising from the COVID-19 debrief hui in October 2020, we are pleased to advise that the Emergency Management Office has made good progress and continues to work towards building strong and genuine partnerships with iwi. At the time of writing, Emergency Management Office staff have commenced meetings with iwi General Managers and intend to visit all regional marae prior to the end of December 2021.
- 2.2 Discussions have also been held with the Kaihautū at both Councils regarding a cultural review of Nelson Tasman Emergency Management and commitment has been made to a number of other changes, including:
- a) amending structure charts to reflect the inclusion of iwi in Coordinated Incident Management System structures;
 - b) upskilling Emergency Management staff in te reo and tikanga;
 - c) opening and closing hui with a karakia;

Item 6: Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group

- d) including a hapū/iwi update in Coordinating Executive Group (CEG) and Welfare Coordination Group (WCG) hui;
- e) implementing appropriate koha arrangements for iwi representation at CEG and WCG;
- f) progressing reimbursement for iwi services and support during the COVID-19 response;
- g) including iwi representatives in invitations to attend Emergency Operations Centre training, Incident Management Team meetings and exercise activities.

2.3 In addition to the items outlined above we would like to extend the existing iwi CEG and WCG representation arrangements with an invitation to attend meetings of the CDEM Group. Such an invitation would further strengthen the great partnership currently in place; and add another avenue for iwi to engage at a governance level.

3. Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group (R26032); and***
- 2. agrees that iwi representatives should be invited to attend all future meetings of the Nelson Tasman CDEM Group to assist and advise the members of that Group;***
- 3. invites iwi to nominate a representative to attend the meetings of the Nelson Tasman CDEM Group;***
- 4. approves the provision of a koha for an iwi representative at Nelson Tasman CDEM Group meetings in line with existing arrangements for iwi representatives to the Coordinating Executive Group and Welfare Coordination Group;***
- 5. endorses the Emergency Management office to advocate in support of iwi representatives as voting members of CDEM Group to the National Emergency Management Agency (NEMA);***
- 6. instructs Emergency Management Office staff to work with iwi to give effect to recommendations 2 – 5; and***
- 7. instructs Emergency Management Office staff to work with the Tasman District Council and Nelson City Council to agree an amendment to the terms of reference for the***

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***Nelson Tasman CDEM Group to better enable
recommendations 2 – 4.***

4. Background and Discussion

- 4.1 Work to amend national legislation to support greater recognition, understanding and integration of Iwi/Māori perspectives and tikanga in emergency management is ongoing. NEMA has indicated policy approval for this amendment (which is included in tranche two of a series of amendments stemming from the Technical Advisory Group Review in 2018) will be sought in the first half of 2021 and will lead on to a Bill being drafted and presented to the House.
- 4.2 There is no current provision in the CDEM Act 2002 for appointing non-elected members to a CDEM Group. However, attending a CDEM Group and being granted speaking rights (but not voting rights) is not precluded by the CDEM Act 2002. Currently CDEM professionals, NEMA staff, and other local authority members regularly attend CDEM Group meetings on request and participate in discussion.
- 4.3 The current terms of reference for the CDEM Group provide that iwi representatives, along with partner organisations and relevant community groups, can be invited to attend CDEM Group meetings as key stakeholders when required. The terms of reference also make clear that attendees will have speaking rights (with the agreement of the chairperson), but not voting rights.
- 4.4 While the current terms of reference provide a mechanism to invite iwi representatives to attend CDEM Group meetings, it is not entirely fit for purpose in the long term. It would be prudent to amend the terms of reference to make clear that iwi representatives are expected to attend all meetings of the CDEM Group, giving them a status beyond partner organisations and relevant community groups. The terms of reference form part of the joint committee agreement with the Tasman District Council, but can be varied by resolution of both councils.
- 4.5 Such an invitation to iwi representatives to attend meetings will also require an amendment to the Nelson Tasman CDEM Group Plan 2018 at its next iteration, presently scheduled for 2023.

5. National Disaster Resilience Strategy

- 5.1 The potential for greater involvement of iwi in work undertaken by CDEM Groups to build resilience is also highlighted in the National Disaster Resilience Strategy Rautaki ā-Motu Manawaroa Aituā (2019) Page 21:

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Emergency Management Group

- 5.1.1 *"Māori share a holistic and community perspective on resilience, which can be characterised as the social, physical, familial, spiritual and environmental wellbeing of whānau, the unit of cultural capital in Te Ao Māori.*
- 5.1.2 *When a disaster occurs, the responsibility of caring for others and Te Ao Tūroa (the natural world), falls to whānau, hapū and iwi with historical ties to the areas impacted by the disaster. Whakapapa creates a kinship-based form of capital understood by Māori as whanaungatanga (close relationships), that will be drawn on to aid whānau, hapū, and wider communities during times of adversity. Whānau, hapū and iwi respond quickly and collectively to provide support and address the immediate needs of their communities as well as to institute practices that will aid the recovery, and the development of disaster resilience in affected regions.*
- 5.1.3 *This process is considered whakaoranga¹ – the rescue, recovery and restoration of sustainable wellbeing – and may be applied to whānau, hapū, and iwi, tribal homelands as well as all communities and parts of New Zealand impacted by disasters. The whakaoranga process is underpinned by kaupapa Māori (cultural values), informed by mātauranga Māori (cultural knowledge and science) and carried out as tikanga Māori (cultural practices). These cultural attributes interact to co-create community and environmental resilience in the context of disasters.*
- 5.1.4 *Key values that shape Māori inter-generational practices for facilitating whakaoranga include kotahitanga (unity), whānau (family), whakapapa (genealogy), marae (communal and sacred meeting grounds), whakawhanaungatanga (building/maintaining relationships), manaakitanga (respect/ support/hospitality), and kaitiakitanga (guardianship). From a Māori perspective, such values link with a set of practices that must be learnt and enacted through giving time and support for the collective good rather than one's own wellbeing."*

- 5.2 ¹ *Acknowledgement: The concept and application of the term whakaoranga to disaster resilience were developed in the National Science Challenge Resilience to Nature's Challenges' research project: Whakaoranga marae, led by Associate Professor Christine Kenney*

6. Options

- 6.1 The CDEM Group can either approve or reject the recommendations contained within this report.

Option 1: Agree with the recommendations	
Advantages	<ul style="list-style-type: none">• Further strengthen the iwi/CDEM partnership currently in place

Item 6: Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group

	<ul style="list-style-type: none"> Provides an additional avenue for iwi to engage at a governance level Aligns with national intent of the CDEM sector
Risks and Disadvantages	<ul style="list-style-type: none"> None identified
Option 2: Decline to agree with the recommendations	
Advantages	<ul style="list-style-type: none"> None identified
Risks and Disadvantages	<ul style="list-style-type: none"> Potentially weakens the iwi/CDEM partnership currently in place Limits the avenues for iwi to engage at a governance level. Does not align with the national intent of the CDEM sector

Important considerations for decision making

7.1 Fit with Purpose of Local Government and Civil Defence Emergency Management Act 2002

7.2 The recommendations contained within this report comply with the appropriate statutory requirements imposed upon the CDEM Group listed in Section 17(3) of the Civil Defence Emergency Management Act 2002 together with the appropriate statutory requirements imposed upon the Council.

7.3 Consistency with Community Outcomes and Council Policy

7.4 This memorandum and the associated recommendations are consistent with the policy documents and positions adopted by both Nelson City and Tasman District Councils under various legislative frameworks including, but not restricted to, the *Local Government Act 2002*, the *Resource Management Act 1991*, *Local Government Official Information and Meetings Act 1987* and the *Civil Defence Emergency Management Act 2002*.

7.5 Risk

Officers consider the proposal to be very low risk as it does not pertain to adverse consequences in the successful delivery of core territorial authority services; core council functions; the provision of regulatory services; the provision of regional coordination and management of

Item 6: Attendance by iwi representatives at the Nelson Tasman Civil Defence Emergency Management Group

	emergencies, the provision of other community services; the provision of democratic services.
7.6	Financial impact
7.7	The provision of a koha for an iwi representative at Nelson Tasman CDEM Group meetings is in line with existing arrangements for iwi representatives to the Coordinating Executive Group and Welfare Coordination Group and can be accommodated from within existing Emergency Management Office budgets.
7.8	Degree of significance and level of engagement This matter is of low significance as it: <ul style="list-style-type: none"> • Is not associated with a strategic asset; • Does not detrimentally impact on levels of service provided by Council or the way in which services are delivered; • Does not have a significant impact on Council's debt or the level of rates it charges; • Does not have a detrimental impact on the community. Therefore no further consultation is proposed.
7.9	Climate Impact This decision will have no impact on the ability of the Councils to proactively respond to the impacts of climate change now or in the future.
7.10	Inclusion of Māori in the decision making process
7.11	This report and the associated recommendations are consistent with Section 81 of the Local Government Act 2002 which states: 81. Contributions to decision-making processes by Māori (1) A local authority must— <ul style="list-style-type: none"> a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and

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- c) provide relevant information to Māori for the purposes of paragraphs (a) and (b).
- (2) A local authority, in exercising its responsibility to make judgments about the manner in which subsection (1) is to be complied with, must have regard to—
- a) the role of the local authority, as set out in section 11; and
 - b) such other matters as the local authority considers on reasonable grounds to be relevant to those judgments.

7.12 Delegations

7.13 The Civil Defence Emergency Management Group has the following delegation:

Areas of responsibility, under the Civil Defence Emergency Management Act 2002:

- take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area;
- promote civil defence emergency management in its area that is consistent with the purpose of this Act;
- any other functions that are conferred or imposed by or under this Act or any other enactment.

Delegations:

- The Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons

8. Conclusion and Next Steps

- 8.1 If the CDEM Group agrees with the recommendations contained within this report Emergency Management Office staff will work with iwi to give effect to recommendations 2 – 5, and liaise with the Tasman District Council and Nelson City Council to agree an amendment to the terms of reference for the Nelson Tasman CDEM Group to better enable recommendations 2 – 4.

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Emergency Management Group

Author: **Joe Kennedy, Manager Emergency Management**

Attachments

Nil

Item 7: Terms of Reference for Civil Defence Emergency Management Group
(CDEM Group)



Civil Defence Emergency Management Group

27 July 2021

Report Title: Terms of Reference for Civil Defence Emergency Management Group (CDEM Group)

Report Author: Joe Kennedy - Manager Emergency Management

Report Number: R26038

1. Purpose of Report

- 1.1 To inform members of the Nelson Tasman Civil Defence Emergency Management Group (CDEM Group) of the need to review and update the existing CDEM Group terms of reference; and to keep the members apprised regarding the progress of the aforementioned review.

2. Recommendation

That the Civil Defence Emergency Management Group

- 1. Receives the report Terms of Reference for Civil Defence Emergency Management Group (CDEM Group) (R26038) and its attachment A2704187, for information.***

3. Background

- 3.1 In order to ensure that membership of the CDEM Group aligns with the statutory requirements of the Civil Defence Emergency Management Act 2002 there is a need to review and update the existing terms of reference of the CDEM Group.

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- 3.2 A review has been undertaken and is nearing the end of the review process. For members awareness, the amended draft terms of reference as they stand at the time of writing are attached as Attachment 1.
- 3.3 Once finalised, a covering report to both Nelson City Council and Tasman District Council will be prepared to get the updated terms of reference adopted.

Author: Joe Kennedy, Manager Emergency Management

Attachments

Attachment 1: Draft Terms of Reference for CDEM - 2021 [↓](#)



Terms of Reference for Civil Defence Emergency Management Group (CDEM Group)

Adopted [date] 2021



Civil Defence Emergency Management Group

1.0 Overview

- 1.1** The Civil Defence Emergency Management Group (CDEM Group) is a joint committee of the Nelson City and Tasman District Councils, established in accordance with section 12(1)(c) Civil Defence Emergency Management Act 2002 and Schedule 7 clause 30(1)(b) Local Government Act 2002.
- 1.2** This joint committee cannot be discharged under clause 30(5) or (7) of Schedule 7 of the Local Government Act 2002 during a term of local government, or as a consequence of local government election.
- 1.3** The CDEM Group sets the vision, goals and high level arrangements for the Civil Defence Emergency Management Group Plan.

2.0 Functions

- 2.1** Under section 17, Civil Defence Emergency Management Act 2002, the functions of a Civil Defence Emergency Management Group, and of each member, are to:
 - 2.1.1 in relation to relevant hazards and risks:*
 - 2.1.1.1 identify, assess, and manage those hazards and risks*
 - 2.1.1.2 consult and communicate about risks*
 - 2.1.1.3 identify and implement cost-effective risk reduction*
 - 2.1.2 take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area*
 - 2.1.3 take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area*
 - 2.1.4 respond to and manage the adverse effects of emergencies in its area*
 - 2.1.5 plan and carry out recovery activities*
 - 2.1.6 when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups)*
 - 2.1.7 within its area, promote and raise public awareness of, and*

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compliance with, this Act and legislative provisions relevant to the purpose of the Act

2.1.8 *monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of the Act*

2.1.9 *develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan*

2.1.10 *participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan*

2.1.11 *promote civil defence emergency management in its area that is consistent with the purpose of the Act.*

2.2 The Civil Defence Emergency Management Group also has any other functions that are conferred or imposed by or under the CDEM or other Acts.

2.3 A number of legislative provisions apply in relation to points 2.1.7 and 2.1.8 above, including but not limited to provisions outlined in the following Acts:

2.3.1 *Biosecurity Act 1993*

2.3.2 *Building Act 2004*

2.3.3 *Fire and Emergency New Zealand Act 2017*

2.3.4 *Hazardous Substances and New Organisms Act 1996*

2.3.5 *Health Act 1956*

2.3.6 *Health and Safety at Work Act 2015*

2.3.7 *Local Government Act 1974*

2.3.8 *Local Government Act 2002*

2.3.9 *Maritime Transport Act 1994*

2.3.10 *Resource Management Act 1991*

3.0 General Powers

3.1 Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, a Group Controller, or other people as necessary.

3.2 Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group may

3.2.1 *recruit and train volunteers for civil defence emergency management tasks;*

3.2.2 *conduct civil defence emergency management training exercises, practices, and rehearsals;*

3.2.3 *issue and control the use of signs, badges, insignia, and identification passes authorised under the Civil Defence Emergency*

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Management Act 2002, regulations made under this Act, or any civil defence emergency management plan;

3.2.4 *provide, maintain, control, and operate warning systems;*

3.2.5 *provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;*

3.2.6 *exercise any other powers that are necessary to give effect to any civil defence emergency management plan or in response to a civil defence emergency.*

3.3 Under section 20, Civil Defence Emergency Management Act 2002, CDEM Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group (CEG).

3.3.1 The CEG must consist of

3.3.1.1 the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf

3.3.1.2 a senior Police employee who is assigned for the purpose by the Commissioner of Police

3.3.1.3 a senior employee, volunteer, or contractor of Fire and Emergency New Zealand who is assigned for the purpose by the board of Fire and Emergency New Zealand

3.3.1.4 the chief executive or a senior member of a provider of health and disability services operating in the area

3.3.1.5 any other persons that may be co-opted by the Civil Defence Emergency Management Group, which may include a senior ambulance service officer.

4.0 Membership

4.1 The CDEM Group will consist of the following Council Representatives (CDEM Act s13(4):

4.1.1 The Mayor of Nelson City Council

4.1.2 The Mayor of Tasman District Council

4.2 In the event that a Mayor cannot attend, the relevant Deputy Mayor will attend as alternate.

4.3 The power to discharge any individual member and appoint another member in their place must be exercised by the local authority that made the appointment.

4.4 The Chief Executives of each member Council will be in attendance of CDEM Group meetings.

4.5 Iwi representatives, one nominated by each iwi, will be invited to attend all CDEM Group meetings.

4.6 Representatives from partner organisations or relevant community groups may be invited to attend CDEM Group meetings as key stakeholders when required.

4.7 Attendees may have speaking rights with the agreement of the CDEM Group Chair. Attendees will not have voting rights.

5.0 Quorum

5.1 The quorum is set at two members being physically present, unless legislative modifications allow for virtual attendance. Quorum must be formed by one attendee from each council.

5.1.1 In the event that multiple representatives of both councils are able to attend but some are by audio visual link, quorum may be achieved by two members of the same Council being in physical attendance (note that in this instance should the audio-visual link fail, or the second Council's representative no longer be able to attend even by remote means, quorum is lost).

5.2 Members have the right to attend meetings by means of audio visual link, as per the Local Government Act 2002 Schedule 7 clauses 25A and 25B. Members who attend via audio visual link will not be counted as present for the purposes of a quorum, but may vote on matters raised at the meeting.

6.0 Meeting Procedures

6.1 Meetings will be held three times a year, with additional meetings called as required.

6.2 The Standing Orders of the Council providing administration to the CDEM Group will be applied at each meeting.

6.3 Agendas will be prepared in accordance with the Local Government Official Information and Meetings Act 1987, and the relevant Standing Orders.

7.0 Chair

7.1 The Chairperson will alternate annually between the Mayor of Nelson City and Tasman District Council.

7.2 In the absence of the Mayor currently acting as Chairperson, the CDEM Group will elect a chair as its first item of business for that meeting.

7.3 No Deputy Chair will be appointed.

7.4 The Chairperson will not have a casting vote.

7.5 Copies of minutes will be retained by each Council for record keeping purposes.

8.0. Administration and Media

8.1. At the start of each triennium, members will reach an agreement appointing one of the unitary authorities as the administering authority for formal meetings of the CDEM Group (s23(3), CDEM Act)

8.2. Administration will include ensuring appropriate records management for meetings of the CDEM Group to meet the requirements of the Public Records Act.

8.3. Other administrative duties will be undertaken as deemed appropriate.

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- 8.4.** Media contact and announcements will be made by either the Chair or CDEM Group, subject to approval by both.
- 8.5.** These terms of reference may be varied by resolution of both Councils.