



**Minutes of a meeting of the
Nelson Tasman Civil Defence Emergency Management Group
*Te Rōpū Ohotata***

Held via Zoom on Tuesday 22 March 2022, commencing at 8.30a.m.

Present: His Worship the Mayor of Tasman T King (Chairperson) and Cr S Bryant, Her Worship the Mayor of Nelson R Reese and Cr J Edgar

In Attendance: Acting Chief Executive (L Rae, Tasman District Council), Chief Executive (P Dougherty, Nelson City Council - NCC), Group Manager Corporate Services (N Harrison, NCC), Manager Emergency Management (J Kennedy), National Emergency Management Agency (NEMA) Representative (K Biggs), Team Leader Governance Services (R Byrne), Governance Adviser (K Redgrove)

Emergency Management Staff: K Solly, L Swatton, K Anderson, K King, R Gibson

Apologies : Nil

1. Apologies

There were no apologies.

2. Interests

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

3. Confirmation of Minutes

3.1 29 November 2021

Document number M19094, agenda pages 6 - 9 refer.

Resolved CDEM/2022/001

That the Civil Defence Emergency Management Group

- 1. Confirms the minutes of the meeting of the Civil Defence Emergency Management Group, held on 29 November 2021, as a true and correct record.***

Mayor Reese/Bryant

Carried

4. Verbal Updates: Manager Emergency Management and NEMA: 1. Trifecta Programme

Document number R26721

Mr Joe Kennedy, Manager Emergency Management, reported that the Minister of Emergency Management had arranged a roadshow to visit Mayors and Chief Executives.

Ms Kathrine Biggs, NEMA representative, reminded the meeting that the Trifecta Programme comprised three parts of the Emergency Management system that were being updated concurrently – the Emergency Management Bill, the National Plan and accompanying Guide and the Emergency Management Roadmap.

Ms Biggs acknowledged the concern expressed by this Committee at their last meeting that the timeline for these reviews was too challenging. She confirmed the Minister of Emergency Management had responded by extending the timing of the introduction of the new Bill into Parliament, which she anticipated would now take place late 2022, allowing for local government elections in October 2022. She advised the Cabinet paper on the Emergency Management Bill had been proactively released and was available on the NEMA website.

Ms Biggs described the extent to which consultation would take place on the balance of the Trifecta documents, advising that once this had been properly assessed, the timeframes may also need to be adjusted. She would report back to this Committee in that regard.

Ms Biggs confirmed that the Minister of Emergency Management was due to visit Nelson Tasman Emergency Management Mayors and Chief Executives this coming Thursday. She said the Minister was particularly keen to discuss proposed Group authority responsibilities.

In response to a question raised, Ms Biggs clarified that all other review work in the Local Government sector would be taken into consideration when working on the Trifecta Programme. She was unable to specifically comment whether this would cover memberships being affected by proposed amalgamations but believed wording would be structured in such a way so that it would not preclude any changes

of this nature. It was noted that questions relating to this and in particular, the impact of Three Waters reforms, would be raised at the meeting with the Minister on Thursday.

5. Manager Emergency Management Report

Document number R26722, agenda pages 10 - 54 refer.

Mr Kennedy wished to formally welcome Kathy King, Group Welfare Manager at the Emergency Operations Centre, who had started in her role in December 2021. He went on to highlight a number of points in his report, which was otherwise taken as read.

The meeting noted there was a risk in terms of the lack of trained Emergency Management staff and Mr Kennedy provided clarity on how this was to be managed. He said there could no longer be any firm reliance on assistance from external agencies during an emergency event, especially in the current Covid-19 Omicron environment. He said that on-line training was being undertaken and that it was hoped other scheduled training could be brought forward to help mitigate the position.

The CDEM Coordinating Executive Group had noted the challenge and would be contacting other agencies to explore opportunities for additional resources. There was also some scope for past members of Emergency Management staff to assist.

Mr Kennedy acknowledged that the prolonged Covid-19 environment had impacted on the CDEM scheduled work programme. He confirmed he would review and report on the impacts of this at the next meeting of this Committee.

The meeting noted the retirement of Mr Dennis Bush-King, Alternate Group Controller and Sara Chapman, Local Controller, Golden Bay. Mr Kennedy confirmed arrangements would be made to formally recognise their significant contributions to Emergency Management.

Resolved CDEM/2022/002

That the Civil Defence Emergency Management Group

- 1. Receives the report Manager Emergency Management Report (R26641) and its attachments (A2848169, A2848176, A2848177, A2848180 and A2844981); and***
- 2. Retrospectively Approves the Nelson Tasman Civil Defence Emergency Management feedback regarding the Modernising of the Emergency Management Framework document distributed by the National***

***Emergency Management Agency on 14 January 2022;
and***

- 3. Notes the draft minutes of the CDEM Coordinating Executive Group Meeting on 9 March 2022 (A2857981).***

Mayor Reese/Bryant

Carried

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

Document number R26742, agenda pages 55 - 62 refer.

Mr Kennedy advised the Terms of Reference were required to align with statutory requirements under the Emergency Management Act, noting that a draft of this document had previously been tabled.

Resolved CDEM/2022/003

That the Civil Defence Emergency Management Group

- 1. Receives the report Terms of Reference for Civil Defence Emergency Management Group (CDEM Group) (R26742) and its attachment (A2856095); and***
- 2. Approves the Terms of Reference for the Civil Defence Emergency Management Group (A2856095) and recommend that this be presented to Nelson City Council and Tasman District Council for adoption, subject to any minor amendments required; and***
- 3. Delegates authority to the Chair Civil Defence Emergency Management Group and Manager Emergency Management to make any minor amendments required.***

Mayor Reese/Mayor King

Carried

Recommendation to Tasman District Council and Nelson City Council:

Resolved CDEM/2022/004

That the Councils

- 1. Approve the Terms of Reference for the Civil Defence Emergency Management Group (A2856095).***

Mayor Reese/Mayor King

Carried

7. Exclusion of the Public

Resolved CDEM/2022/005

- 1. Confirms, in accordance with sections 48(5) and 48(6) of the Local Government Official Information and Meetings Act 1987, that Kathrine Biggs of NEMA remain after the public has been excluded, for item 1 of the confidential agenda, 'Appointment of External Supplementary Group Controllers', as she has knowledge relating to this item that will assist the meeting.***

Mayor Reese/Mayor King

Carried

Resolved CDEM/2022/006

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:***

Mayor King/Mayor Reese

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)
	Recommendations from Committees		
2	CDEM Coordinating Executive Group - 9 March 2022 Appointment of External Supplementary Group 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 9.11a.m. and resumed in public session at 9.14a.m.

There being no further business the meeting ended with a karakia at 9.15 a.m.

Confirmed as a correct record of proceedings by resolution on 26 July 2022:

Resolved CDEM/2022/010

That the Civil Defence Emergency Management Group

- 1. Confirms the minutes of the meeting of the Civil Defence Emergency Management Group, held on 22 March 2022, as a true and correct record.***

Bryant/Her Worship the Mayor

Carried