



Meeting of the HB Civil Defence Emergency Management Group Joint Committee

Date: Monday 23 September 2013
Time: 10.00 am
Venue: Council Chamber
 Hawke's Bay Regional Council
 159 Dalton Street
 NAPIER

Agenda

ITEM	SUBJECT	PAGE
1.	Welcome/Notices/Apologies	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the HB Civil Defence Emergency Management Group held on 30 April 2012.	
	For Information Draft Minutes of the HB CDEM Coordinating Executive Group held on 3 September 2013	
4.	Matters Arising from Minutes of the HB Civil Defence Emergency Management Group held on 30 April 2012	
5.	Call for General Business	
Decision Items		
6.	HB CDEM Group Appointments - Local Controller	3
7.	Hawke's Bay CDEM Group Plan: Workshop and Consultation Draft Approval	7
Information or Performance Monitoring		
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HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

JOINT COMMITTEE

Monday 23 September 2013

SUBJECT: HB CDEM GROUP APPOINTMENTS - LOCAL CONTROLLER

REASON FOR REPORT

1. Under the Civil Defence Emergency Management Act 2002 (CDEM Act) and within the Hawke's Bay Civil Defence Emergency Management Group Plan the Civil Defence Emergency Management Group (CDEMG) Joint Committee:
 - Makes appointments to the positions of Group Controller and Group Recovery Manager and Local Controllers.
 - Establishes a Co-ordinating Executive Group (CEG)
 - Carries out functions and duties conferred on the CDEM Group
2. This paper proposes changes to the Controller appointments in the Group Plan.

COMMENT:

3. The current Local and Alternate Local Controllers appointments are as follows:

Central Hawke's Bay District Council:

Local Controller *TeArohanui Cook - Regulatory Services Manager*
 Alternate Local Controllers; *Steve Thrush - Technical Services Manager,*
 Shawn McKinley - Land Transport Manager
 Bruce Kitto - Rural Fire/Compliance and Bylaws Officer
 John Freeman - Chief Executive

Hastings District Council:

Local Controller *Mike Maguire - Group Manager: Corporate & Customer Services*
 Alternate Local Controllers; *David Fraser - Group Manager: Asset Management*
 Dennis Morgan - Group Manager: Strategy & Development

Napier City Council:

Local Controller *Alastair Thompson - Planning Manager*
 Alternate Local Controllers; *Fiona Green - Corporate Services Manager*
 Antoinette Campbell - Community Development Manager
 Bill McWatt - Works Asset Manager

Wairoa District Council:

Local Controller *Peter Freeman - Chief Executive Officer*
 Alternate Local Controllers; *Des Jane - Team Leader By-Laws*
 James Baty - Administration Manager

Proposed Appointment of Local and Alternate Local Controllers

4. Under section 27 of the Civil Defence Emergency Management Act 2002 only the HB CDEM Group Joint Committee can make appointments to the role of Local Controller and Alternate Local Controller.
5. Each of the Territorial Local Authorities currently identifies Local Controllers and Alternate Local Controllers.
6. Each Territorial Local Authority was asked to confirm current titles and the names of the appointees so that the Joint Committee can make any appointments and amend the 2005 HB CDEM Group Plan accordingly.
7. Correspondence from the Territorial Local Authorities confirm that:
 - Local Controller appointees, there are no changes in title or role holder.
 - Alternate Local Controller, three new appointees are requested; *Graham Howse [CHBDC]*, *Wayne Jack* and *Marcus Hayes-Jones [NCC]*, *Craig Thew [HDC]* and *Jamie Cox [WDC]*.
 - Alternate Local Controller, three of the appointees have had their business role title changed these changes are incorporated below.
8. Graham Howse is the current CHB Emergency Management Officer. He has held this role for about 18 months and is a former police officer.
9. Wayne Jack is the CEO of NCC. He has experience as an officer in the NZ Navy and has been experience working in the Ministry of Civil Defence and Emergency Management.
10. Marcus Hayes-Jones is the Community Resilience and Communications Manager for NCC. He has experience as an officer in the NZ Army.
11. Craig Thew is a civil engineer and currently holds the position of Principle Advisor Infrastructure at HDC. He has been appointed as Group Manager Asset Management and is due to take up this position latter in the year.
12. Jamie Cox is a civil engineer and the Engineering Manager for WDC.
13. The additional appointments of Local Controller and Alternate Local Controller by name and employment title are proposed as follows:

Central Hawke's Bay District Council:

Alternate Local Controller: Graham Howse - Emergency Management Officer

Napier City Council:

*Alternate Local Controllers: Marcus Hayes-Jones - Community Resilience & Communication Manager
Wayne Jack - Chief Executive*

Hastings District Council:

Alternate Local Controller: Craig Thew – Principle Advisor Infrastructure

Wairoa District Council:

Alternate Local Controllers: Jamie Cox - Engineering Manager

Proposed amendment to the HB CDEM Group Plan section 10.6.2

14. As a consequence of the recommendations received from each Territorial Local Authority it is proposed that section 10.6.2 *Local Controllers* of the 2005 HB CDEM Group Plan be amended to include the appointments outlined in paragraph 13 above.
15. The Joint Committee will need to consider consequences of this proposal when agreeing these appointments.

16. To formally complete this process the Joint Committee must agree to an amendment to the Hawke's Bay Civil Defence Emergency Management Group Plan as proposed above.

DECISION-MAKING PROCESS:

17. The CDEM Group, as a joint committee operating in accordance with Schedule 7 of the Local Government Act 2002 (the Act), is required to make every decision in accordance with the provisions of Part 6 subpart 1 of the Act. Staff have assessed the requirements contained within these sections of the Act in relation to this briefing paper and have concluded the following:
- Section 97 (decisions that can only be made as part of an LTP) of the Act do not apply.
 - The CDEM Group has adopted the CDEM Group Plan after a process of consultation in accordance with the CDEM Act 2002 and has a responsibility to ensure that it is implemented. The decisions to be made on this agenda item are associated with the implementation of the Group Plan.
 - The decisions will have no significant adverse impact on any member of the public or public interest group.
 - The proposed decisions are not inconsistent with any existing Hawke's Bay CDEM Group policy or plan.

Recommendations

That the Joint Committee:

1. Pursuant to Section 27 of the Civil Defence Emergency Management Act 2002 the Hawke's Bay CDEM Joint Committee make the following appointments as Alternate Local Controllers:

Central Hawke's Bay District Council:

Alternate Local Controller: Graham Howse - Emergency Management Officer

Napier City Council:

*Alternate Local Controllers: Marcus Hayes-Jones - Community Resilience & Communication Manager
Wayne Jack - Chief Executive*

Hastings District Council:

Alternate Local Controller: Craig Thew – Principle Advisor Infrastructure

Wairoa District Council:

Alternate Local Controllers: Jamie Cox - Engineering Manager

2. Agree to amend section 10.6.2 of the Hawke's Bay Civil Defence Emergency Management Group Plan 2005 to reflect the above resolution.

Ian Macdonald
GROUP MANAGER HB CIVIL DEFENCE
EMERGENCY MANAGEMENT

Attachment/s

There are no attachments for this report.

HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

JOINT COMMITTEE

Monday 23 September 2013

SUBJECT: HAWKE'S BAY CDEM GROUP PLAN: WORKSHOP AND CONSULTATION DRAFT APPROVAL

Reason for Report

1. The purpose of this report is to provide material for a workshop on the review Hawke's Bay CDEM Group Plan. The workshop is intended to seek guidance on any changes to the draft attached to this paper.
2. At the end of the workshop, the Committee will be asked to consider this paper and approve the consultation draft for public notification.

BACKGROUND

3. The Group Plan review has progressed over 2013 with a number of working parties defining particular aspects and activities, with confirmation workshops involving all interested members and partners of the Hawke's Bay CDEM Group.
4. This process is at the point where an unformatted consultation draft has been completed by the project team and has been reviewed by the Coordinating Executives Group (CEG). This draft would now benefit from further contributions from the Committee and if appropriate, be approved for public notification.
5. Assuming the Committee approve the consultation draft of the plan, this will be publically notified for submissions in early November 2013.
6. The final part of the process is the Joint Committee hearing any submissions made, followed by the plan being sent to the Minister for comment.
7. Once the Minister's comments have been considered the plan may be finally approved and published. The current project plan has this occurring in early May 2014.

DISCUSSION

8. On 3 September 2013 the CEG held a workshop on the draft Plan and passed the following resolution:

That the Co-ordinating Executive Group recommends that the Hawke's Bay CDEM Joint Committee approve the attached draft Group Plan as amended, for consultation and public notification.
9. Since this meeting amendments as requested by CEG have been incorporated and some initial feedback from MCDEM considered and where appropriate included.
10. The draft of the plan to be discussed at this meeting represents a significant step forward for the Hawke's Bay CDEM Group. The review has comprehensively looked at the activities carried out by the Group within the context of the 4Rs.
11. The process has been well supported by Group members and partner agencies.
12. At the workshop there will be a brief introduction to the draft, in particular focusing on the Activity Sections as a previous Joint Committee/CEG workshop has been held on the Hawke's Bay Risk Analysis and strategic 4Rs overview.
13. There will be an opportunity to discuss specific areas and make amendments to the draft.
14. A high level work programme to implement the plan is also included for discussion.

15. Should the Committee agree to the attached consultation draft, it needs to be noted that there could be some further minor refinement. This will only be to improve the readability and format of the draft and will not be substantive changes.

RECOMMENDED OPTION

16. Subject to the discussion and changes by the Committee at the workshop, the following resolution is recommended.

Recommendations

1. That the Hawke's Bay CDEM Joint Committee approve the attached draft Group Plan for consultation and public notification pursuant to Sections 83 and 87(2)(a) of the Local Government Act 2002.

Ian Macdonald
GROUP MANAGER HB CIVIL DEFENCE
EMERGENCY MANAGEMENT

Attachment/s

- 1 Appendix A - Draft Hawke's Bay CDEM Group Plan Under Separate Cover



HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

JOINT COMMITTEE

Monday 23 September 2013

SUBJECT: GENERAL BUSINESS

INTRODUCTION

This document has been prepared to assist the Joint Committee to note any General Business Items to be discussed, as determined earlier in the Agenda.

ITEM	TOPIC	MEMBER/STAFF
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