



Meeting of the HB Civil Defence Emergency Management Group Joint Committee

Date: Monday 26 August 2019
Time: 1.30pm
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 27 May 2019 | |
| 4. | Action Items from Previous HB CDEM Group Joint Committee Meetings | 3 |
| 5. | Call for Minor Items Not on the Agenda | 7 |
| Decision Items | | |
| 6. | Hawke's Bay Capability Assessment Report 2019 | 9 |
| 7. | Amendments to the Group Plan: Controllers | 27 |
| 8. | Post-Election Elected Officials Civil Defence Induction | 29 |
| 9. | 2018/19 Annual and Financial Report | 33 |
| 10. | Hawke's Bay Disaster Relief Trust Deed | 37 |
| Information or Performance Monitoring | | |
| 11. | Discussion of Minor Items not on the Agenda | 39 |



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

SUBJECT: ACTION ITEMS FROM PREVIOUS HB CDEM GROUP JOINT COMMITTEE MEETINGS

Reason for Report

1. **Attachment 1** lists items raised at previous meetings that require action, and each item indicates who is responsible, when it is expected to be completed and a brief status comment. Once the items have been reported to the Committee they will be removed from the list.

Decision Making Process

2. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Joint Committee receives the “*Action Items from Previous CDEM Coordinating Executive Group Meetings*” report.

Authored and Authored by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) Action Items for Aug 2019 meeting



Hawke's Bay CDEM Joint Committee
Monday, 26 August 2019
Council Chambers, Hawke's Bay Regional Council

Action Items from previous meetings:

| Item number | Meeting / Agenda Item | Action | Responsible. | Status/Comment |
|-------------|------------------------------|---|-----------------------|--|
| 1. | Group Work Programme Outline | Earth quake prone buildings: <ul style="list-style-type: none"> o Some discussions has been held on how each of the TAs is approaching this legislation from a Risk Reduction perspective. o Suggested that a paper be presented on a snapshot of where in the process the TAs are. | I Macdonald | Discussed at last JC meeting. Is a report required. If so will include on the November 2019 agenda. |
| 2. | Group Plan Review | An outline of work program (timeline) processes will be discussed in more detail at next meeting. | I Macdonald | Confirmation of what was required? |
| 3. | Group Plan Review | After gap analysis has been done, it was suggested the Committee have a brainstorm to determine the strengths and weaknesses of the Group Plan and how the Strategic Plan will look like in the end. To be presented at the August meeting. | I Macdonald | CAR 2019 report and recommendations in this agenda. Further work to be done on Group Plan Review post these decisions. |
| 4. | Group Work Programme Update | A full quarterly expenditure and budget Budget update to be provided with next meeting Agenda | I Macdonald | Included in this agenda. |
| 5. | Risk Reduction | Possibly having a decision paper to the next JC on developing a combined plan for all TAs and Agencies around natural hazards and risks. | I Macdonald | Opportunity for work as part of Group plan review and with new JC. |
| 6. | Minor Items | Discussions around training and induction post election at the next meeting. | I Macdonald / A Roets | Included in this agenda. |



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Reason for Report

1. Hawke's Bay Regional Council standing order 9.13 allows:
 - 1.1. *"A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion."*

Recommendations

2. That HB CDEM Group Joint Committee accepts the following "Minor Items of Business Not on the Agenda" for discussion as Item 11.

| Item | Topic | Raised by |
|------|-------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |

Annelie Roets
GOVERNANCE ADMINISTRATION
ASSISTANT

Ian Macdonald
GROUP MANAGER/CONTROLLER



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: HAWKE'S BAY CAPABILITY ASSESSMENT REPORT 2019

Reason for Report

1. This report asks the Committee to accept the Capability Assessment Report 2019 and identify priority work areas approaches for the Group Plan Review and the next version of the Group Work Programme.

Background

2. The Ministry of Civil Defence Emergency Management (MCDEM) is responsible under the Civil Defence Emergency Management (CDEM) Act 2012 for monitoring the capability of the CDEM groups. MCDEM developed the CDEM Monitoring and Evaluation Programme and the Hawke's Bay Group was assessed under this process in 2010 and 2015.
3. The 2015 score was assessed at 61%. MCDEM have subsequently suspended this programme and they have not advised when this is likely to be resumed. With the review of the group plan commencing this year it was agreed by the Coordinating Executives Group (CEG) to complete a self-initiated capability assessment for the Group.
4. This will allow both for a benchmarking against the Group's previous score and inform the group plan review identifying any areas for further improvement.
5. The monitoring and evaluation process was undertaken in mid May 2019 using the same assessment tool used in 2010 and 2015. The review team consisted of Malinda Meads (Emergency Management Consultant), Andrew Hickey and Ian Wilson (MCDEM Regional Emergency Management Advisors). They interviewed Committee and CEG members; staff from the Group office, local authorities and partner agencies.
6. The subsequent Hawke's Bay Capability Assessment Report (CAR) 2019 was produced in late June and is attached as Attachment 1. This was discussed at the CEG meeting on 27 June and at a telephone conference in mid-July. The minutes of this telephone conference are attached as Attachment 2.
7. The primary author of the report Malinda Meads will be attending the meeting and will be available for questions from the Committee.

Discussion

8. The reporting tool (and therefore report) is based on the former national civil defence emergency management strategy which was superseded in April 2019 by the National Disaster Resilience Strategy. The previous strategy was based on "Goals" and "Enablers". This needs to be kept in mind in considering the response as part of progressing the Group Plan review which will need to reflect the new National Disaster Resilience Strategy.
9. Attachment 3 is an list of the recommendations in the report with some commentary on each one as to the existing situation. A number of the recommendations are either being worked on at the moment or are part of the existing Group work program.
10. In considering priority areas for focus over the next two years, this needs be in the context of the Groups current business as usual activities. These are largely managed

by the Group office, with a number also involving partner agencies and council staff. Generally these are not included in the Group work programme. For example the operational readiness program includes training and exercising plan which is designed to build and maintain the Group's response incident management team (IMT) capability to an appropriate level.

11. If the Committee feels it is appropriate, increased focus could be placed on any of these business as usual activities to increase capability. Conversely we can reduce work in a particular area. Attachment 4 is the current state of the Group Work Programme which will help give some context to this discussion.
12. In considering the CAR 2019, the CEG have effectively identified four areas they consider to be a priority over the life of the next Group Plan (5 years). These are:
 - 12.1. Operational readiness.
 - 12.2. Group and partner organisational resilience.
 - 12.3. Lifelines.
 - 12.4. Recovery.
13. The existing operational readiness programme is progressing well with regular training and exercising at a number of different levels. A significant regional level exercise is planned for October this year. The programme will be reviewed after this exercise to identify any areas that need adjustment. This people capability development is reinforced by improvements in response facilities and equipment and related processes and procedures.
14. Approaches to operational readiness could include placing increased emphasis and seeking more input from councils and partner agencies. This could also include allocating additional resourcing to this activity. Alternatively the existing programme could be allowed to run with a review early in 2020.
15. Organisational resilience, Lifelines and recovery are inter-related. More than any other CDEM activity areas, they involve shared and at times contradictory roles and responsibilities between the Group, member councils, central government agencies and infrastructure providers. It is therefore no surprise that these areas still require further guidance and work.
16. Organisational Resilience. The biggest issue identified in the report is the variable approach to business continuance planning (BCPs) by councils and partner agencies. BCPs are a vehicle for organisations to be able to respond and re-establish essential services in a timely manner. The process of developing a BCP is as important as the physical BCP itself.
17. Organisational resilience is also closely related to functions such as Lifelines and recovery.
18. Lifelines. Group member councils and other essential service providers (e.g. NZTA, power companies, telecommunications companies, Napier Port and Hawke's Bay Airport) are identified as Lifeline Utilities in the CDEM Act and as such are required to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency. Lifelines are also required to participate in CDEM planning and preparedness activities.
19. Until recently the Lifelines Group was chaired for a number of years by Oliver Postings from NZTA. Oliver has recently taken up a new position within NZTA and has resigned from this Lifelines role. The Lifelines Group was not able to find a Chairperson and at the moment is being run by a committee of core members. There is also variable commitment from larger national agencies to regional Lifelines Groups.
20. Recovery. Depending upon the impacts of an event, recovery is primarily driven by local authorities and central government. While the CDEM Group will support these efforts, the primary role of the Group is in coordinating recovery planning and other recovery readiness activities across councils and agencies.

21. While recovery has been identified as an area needing further work, substantial progress has been made since the 2015 CAR.
22. Progress in this area is dictated by the ability of key players in local authorities and partner agencies to commit to work in this area. This requires organisational commitment and utilising other council work in communities to identify what is important to that community, what are the community priorities after an event and the opportunities for change as part of the recovery.

Options

23. At this initial stage of deciding the response to the 2019 CAR, the Committee is asked to consider Attachment 3 and note the actions already identified.
24. It is also asked that the Committee give direction on the priorities identified by the CEG in the context of some possible implementation options. The Committee may also wish to use this opportunity to identify any other areas for priority and potential actions that can be development. The recommendations are outlined in the table below:

Table 1

| Areas of Focus | Actions | Combined Actions |
|---|---|--|
| Operational Readiness | Continue with current work programme. Review post Ex Ruaumoko in 2020. | Targeted communications and engagement plan. Council staff, partner agencies, governance/ political support. |
| Group and Partner Organisational Resilience | Lead the development of a Hawke's Bay BCP programme and expertise. Provide "centre of excellence" support through the Group office. | |
| Lifelines | Partially resource supporting role in the Group office – assist Lifelines to develop work programme and hold to account | Focus on influencing organisations that have roles and responsibilities in these areas – at a governance and management level. |
| Recovery | Partially resource supporting role in the Group office – continue development of recovery tools Incorporate and coordinate recovery planning across council functions and with relevant partner agencies | Increasing accountability and reporting across all organisations. |

Financial and Resource Implications

25. Unless the Committee wishes to consider redirection of resources from other activities, the actions identified for Lifelines and Recovery will need to consider the need for additional resourcing. However given the reserves in the CDEM targeted rate scheme and the fact that we have been able to achieve current outputs well within the existing budget, there is an opportunity to fund the above initiatives from within the existing budget.

Decision Making Process

26. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 26.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 26.2. The use of the special consultative procedure is not prescribed by legislation.
 - 26.3. The decision does not fall within the definition of the Adminstrating Authority's policy on significance.
 - 26.4. There are no persons directly affected by the decisions recommended.
 - 26.5. The decision is not inconsistent with an existing policy or plan.

27. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the HB CDEM Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in Administrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Endorses the priorities identified by the CEG and Table 1 of this report with the following additions or alterations:
 - 2.1.
 - 2.2.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) Capability Assessment Report
- [2](#) Minutes from the Capability Assessment Teleconference held on 19 July '19
- [3](#) Summary of recommendations and actions
- [4](#) Group Work Programme 2018-20 Monitoring and Performance

Under Separate
Cover



MINUTES
CAPABILITY ASSESSMENT REPORT TELECONFERENCE

19 JULY 2019

Attendee's:

Chair: Ian Macdonald – Group Manager/Group Controller

Minutes: Michelle Beedell – EA HBCDEM

Facilitators: Malinda Meads – Contractor Ian Wilson – MCDEM

Steven May – Wairoa District Council

Jim Tetlow – HBCDEM

Ken Foote – HB District Health Board

Monique Davidson – Central HB District Council

Nick Jones – Public Health (dep 1104hrs)

Karl Wairama – HBCDEM

Wayne Jack – Napier City Council (arr 1053hrs)

Overview:

Ian Macdonald

- Report was requested by HBCDEM Group to help understand the gaps and inform the review of the Group Plan
- Report to be presented to Joint Committee on 26 Aug and need clarity on what the priorities are and available options from a CEG perspective
- This is the 3rd report completed. 2010, 2015 and now 2019
- Will inform the Group Work Plan
- All staff interviewed eg: HBCDEM staff, TLAs and key stakeholders
- This process has shown we are now at 72.2% which is a continued improvement from each report
- 2015 there were 82 recommendations, this report has 34.

Malinda Meads

- Firstly Malinda thanked everyone for their time in this process. Also to those that followed up where clarification was required, thank you for the additional time
- It highlighted that we are advancing to a mature capability with the help of the additional resources put into Group over last 4 years
- Areas improved
 - Work with Community
 - Hazard management
 - Response management
 - Positive culture
- Areas needing improving
 - Alignment of documents with Group Plans
 - Community Resilience activities
 - Further align with Recovery
 - Further align with Lifelines
 - Risk Management – BCPs



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- Ian Wilson noted that a lot of this stuff is happening post the report, or programmed in the work programme.

Questions/Comments:

- Ken Foote – DHB
 - Good Progress
- Monique Davidson – CHBDC
 - Keen to look at what requires improving
- Nick Jones – Health
 - Recovery – is there a group we could be learning from who is good in this area? Recent events - Nelson/Tasman seemed very efficient and BoP eg: out of Edgcombe flooding
- Steven May –WDC
 - Agrees to what has already been said
- Jim Tetlow – HBCDEM
 - This is a fair report
 - Recovery and Lifelines - Mike Adye has been working in these areas and has some ideas
- Karl Wairama – HBCDEM
 - Fair report
- Wayne Jack – NCC
 - Also happy with the report
 - Priorities seen as organisational resilience (e.g. BCPs) and operational readiness

Priority Areas:

Ian Macdonald noted he recommended that these priorities are not just for the Group office but the whole Group and partner agencies involved in CDEM.

- Recovery
- Lifelines
- Organisational Readiness and Resilience (BCPs).

Any other areas of priority?

- Monique Davidson commented:
 - Don't want other recommendations to be lost – beyond the priorities that may be set
 - Analysis required on this to priorities the order of priority
 - Outcomes and strategies need to fall out of this
 - Ian Macdonald confirmed that the above three are just recommended priority areas that all other recommendations will also be covered and that he has already started the process of analysing these priorities
- A lot of these recommendations are already in the existing work-plan accept for a focus on BCPs etc
- Also noted that we need to include the requirements of the new National Disaster Resilience Strategy – a change in focus to wellbeing's.
- Ken Foote commented:
 - Has concerns around the setup of ECC/EOCs. How effective these would be in response with staff having to sort priorities at home first
 - Ian Macdonald advised that there is Exercise Ruauumoko in October that should identify the areas of improvement required when responding to an event. Also recently we had conducted Controller Readiness training
- Ian Wilson – MCDEM



- Ian noted that he sensed pace is changing and due to that communication needs enhancement
- Ian Macdonald replied advising that the HBCDEM Group office Leadership team discussed how we can improve. There is a risk of "CDEM fatigue" especially as it had need a quiet 12 months for us response wise. Noted we have done a lot in the past year and that we are an add-on to peoples normal work load. Need to work better in engagement so not to overload but remain with a good appropriate pace of engagement/training with staff.
- Malinda Meads
 - Malinda recommended better documentation, which she is aware is happening
- Ian Macdonald
 - From CEG down the levels of management, at times communication does not appear to get down to the lower levels
 - Wayne as CEG Chair advised that CEG need to organise getting the communication down through their organisations and also continue the focus on staff training
 - Ian Macdonald suggested a monthly newsletter as part of an engagement plan
 - Monique Davidson agreed but don't focus too much on the newsletter, it's about the information
 - Ian Macdonald also advised that the domiciled EMAs be involved more with their councils
 - Wayne would like to know how it works with EMAs getting information back to the HBCDEM Office?

Presentation of Report to Joint Committee:

- Do we need to have a pre Joint Committee workshop prior to Joint Committee? Yes.
- Build this (subject to priorities) into the Group Plan/Work Program/Action plan and continue as part of the Communication Strategy.

Summary of Recommendations and Actions - Hawke's Bay CDEM: Capability

| Serial | Goal | Subject | Recommendation | Action/Comment |
|--------|--------|--|--|---|
| 1 | Goal 1 | Increasing community awareness, understanding, preparedness and participation in CDEM. | Develop the relationships further between the Hawke's Bay CDEM Group PIM and partner agencies for coordination of PIM and Public Education activities and associated consistent messaging. | Prior to the report we had drafted up a new communications strategy. This is in line with the National Disaster resilience strategy and had already re-initiated our intercom meetings. We had also started to work on a joint Tairāwhiti/HBCDEM/MCDEM forum to bring together not only our partner agencies but also inter-region partnerships in the PIM space including Manawatu. Our draft strategy also improves our approach to public education and associated messages including our branding and tone of voice. |
| 2 | Goal 1 | Increasing community awareness, understanding, preparedness and participation in CDEM. | Ensure that all identified communities in the Hawke's Bay region are captured in a work programme for community resilience planning with a coordinated multi-agency approach. | Prior to this report we had begun engagement in multiple communities through the safer communities network. We are actively engaged with multiple agencies to provide community engagement activities. The safer communities framework is a multi-agency approach to building communities. We had also engaged in Te ara o tawhaki - community resilience indicators project funded by the resilience fund. This is an inter-regional approach which includes Waikato and Bay of Plenty. It will also include a multi-agency approach to managing communities and be the first national programme of its type. There is also the community resilience roadmap which exists that clearly identifies the approach to communities and timelines in which we will deliver to the group. |
| 3 | Goal 1 | Increasing community awareness, understanding, preparedness and participation in CDEM. | Ensure alignment and inclusion in all CDEM community engagement activities with associated local authority services (i.e., community development teams) for robust community resilience planning that promotes clear connectedness with communities. | Prior to this report we had begun engagement in community engagement teams from Napier and the Ahuriri resilience plan to the rural/coastal review with Hastings District Council. In the past two years we have completed all of Wairoa except for Wairoa township, Frasertown, Cricklewood/Awamate, Pahauwera. We completed porangahau and have one more rural/coastal region to cover in CHB. This also includes putting in place a review for these areas of the highest risk. The resilience roadmap covers the rest of the region including communities of interest as well as geographical plans intertwined with community development plans of councils. |
| 4 | Goal 1 | Increasing community awareness, understanding, preparedness and participation in CDEM. | Further development of the Hawke's Bay CDEM volunteer capability through the VTAG. | VTAG members to determine how group operates and core functions. ToR's developed and potential work programme to be developed. |
| 5 | Goal 2 | Reducing the risks from hazards | Ensure that all outstanding recommendations outlined in the Joint Hazard Strategy for Local Authority Land Use Planning are actioned or new updated approaches considered. | As the 2012 Joint Hazard Strategy is dated by legislation changes, a decision by Joint Committee 27 May 2019 to refocus efforts into a new updated approach. e.g. a comprehensive Hawke's Bay Hazard Strategy using a risk-based approach, starting with a change to the RPS. |
| 6 | Goal 2 | Reducing the risks from hazards | Implement appropriate work programmes to ensure visibility and alignment to CDEM Group Plan, 10 Year Hazards Research Plan and other work streams in the CDEM Group work programme. | The Hazard Reduction team will use the HBRC project management hub to ensure visibility of its work programmes and alignment with Group documents and work streams. |

| Serial | Goal | Subject | Recommendation | Action/Comment |
|--------|--------|---|--|--|
| 7 | Goal 2 | Reducing the risks from hazards | Ensure that the roles and responsibilities of the Hawke's Bay CDEM Group Office and East Coast LAB are clearly defined. | Intra-team workshop held in July 2019 to clearly define roles. |
| 8 | Goal 2 | Reducing the risks from hazards | Ensure that there is a joint-Hawke's Bay CDEM Group-East Coast LAB approach to the delivery of messaging to the public to reduce brand confusion. | East Coast LAB will ensure its messaging aligns with HBCDEM messaging, as well as its four partner Groups. |
| 9 | Goal 3 | Enhancing capability to manage emergencies | Ensure that effective testing of the Hawke's Bay CDEM Group response framework is conducted as part of the Tier 2 Exercise planned in October 2019. | Exercise planning well underway and on target |
| 10 | Goal 3 | Enhancing capability to manage emergencies | Ensure Hawke's Bay CDEM Group documentation contributing to capability development are aligned to the CDEM Group Plan. | Response Planning framework under development - Draft framework for review developed |
| 11 | Goal 3 | Enhancing capability to manage emergencies | Ensure testing of the operational functionality of GECC and EOC facilities post re-build is conducted as planned. | Tier 2 exercise under development for October 2019 |
| 12 | Goal 3 | Enhancing capability to manage emergencies | Prioritisation for the conduct of Hawke's Bay CDEM Group Office audits of CDEM at the local level which including EOC capability. | EOC audits completed in 2015 and some in 2018. Full programme of EOC Audits programmed in for 2020. |
| 13 | Goal 3 | Enhancing capability to manage emergencies | Review of allocated staff for GECC and EOC operations to ensure that there is sufficient redundancy and clear distinction in staff for GECC and local IMT roles. | Capability Framework to be developed in 2020 to identify requirements and define roles / training requirements |
| 14 | Goal 3 | Enhancing capability to manage emergencies | Immediate review and update of SOPs for both the GECC and EOCs. | Underway for exercise in October 2019 - Activation and facility setup to be completed by Oct 19. Templates to be provided to EMA's for local EOC's |
| 15 | Goal 3 | Enhancing capability to manage emergencies | Prioritisation of training and professional development of Controllers. | Three controllers have been accepted on the national Response and Recovery Leadership Programme Tier 1. A Hawke's Bay controllers forum was held in early July 19. A more formalised process being developed later in 2019/20. |
| 16 | Goal 3 | Enhancing capability to manage emergencies | Ensure that effective testing of the Hawke's Bay CDEM Group Welfare capability is conducted as part of the Tier 2 Exercise in October 2019. | Planned as part of exercise Ruaumoko. Includes GECC component and civil defence centre practical component. |
| 17 | Goal 3 | Enhancing capability to manage emergencies | The Lifelines Group and Lifelines Group Chair investigate how an increased level of support can be developed for carrying out their functions under the CDEM Act. | Further work required on possible options - depends on priority |
| 18 | Goal 3 | Enhancing capability to manage emergencies | Review of the current LUC and Lifelines response capability. | Further work required on possible options - depends on priority |
| 19 | Goal 4 | Enhancing capability to recovery from emergencies | Development of operational recovery arrangements at Group and local level including the development of the recovery toolkit and consideration to other toolkits available for baseline development within other CDEM Groups. | Further work required on possible options - depends on priority |

| Serial | Goal | Subject | Recommendation | Action/Comment |
|--------|-----------|---|--|--|
| 20 | Goal 4 | Enhancing capability to recovery from emergencies | Inclusion of Recovery Managers (Group and local) on all CDEM CIMS and ITF training; consideration for other CDEM professional development and training opportunities including the Response and Recovery Leadership programme. | Recovery managers are invited to attend CIMS and ITF training. Current focus for Response and Recovery Leadership programme is controllers. Possibly could include recovery managers later next year |
| 21 | Goal 4 | Enhancing capability to recovery from emergencies | Ensure that effective testing of the Hawke's Bay CDEM Group recovery arrangements are conducted as part of the Tier 2 Exercise in October 2019. | Recovery will be included as part of Ex Ruaumoko |
| 22 | Goal 4 | Enhancing capability to recovery from emergencies | Development of a Hawke's Bay CDEM Group Debrief Policy for consistency and standardisation of post-event and exercise debriefing. | Project plan developed and initial work undertaken. Draft to be completed by Dec 19 |
| 23 | Goal 4 | Enhancing capability to recovery from emergencies | Development of a centralised Hawke's Bay CDEM Group corrective actions database to ensure that all post-event or exercise corrective actions are captured and tracked. | To be developed as part of above and through re-development of 385 / SharePoint during 19/20 |
| 24 | Enabler 1 | Governance and management arrangements | Review of all Hawke's Bay CDEM Group documentation (strategies and plans) to ensure clear alignment to the Hawke's Bay CDEM Group Plan. | Ongoing as part of Group Plan review and as other documents/strategies are developed or reviewed. |
| 25 | Enabler 1 | Governance and management arrangements | Ensure that positive CDEM culture is maintained through leadership and the maintenance of agency relationships. | Ongoing. Consideration to be given to develop Emergency Management Engagement Plan - depending on priorities |
| 26 | Enabler 1 | Governance and management arrangements | Ensure alignment of the Hawke's Bay CDEM Group work programme with the CDEM Group Plan objectives which is then linked to work stream and CDEM Group Office team work programmes. | Current work programme shows alignment to Group Plan outcomes. Further work in this areas as part of the next alliteration of the Group Work Programme |
| 27 | Enabler 1 | Governance and management arrangements | Development of CDEM work programmes at the local level with alignment to other CDEM Group Work Programmes and clear direction on CDEM Group Office resourcing. | More emphasis to be placed on this in the next version of the Group work programme |
| 28 | Enabler 1 | Governance and management arrangements | Review of Joint Committee and CEG meeting structures and agendas with consideration for appropriate content related to the forum with a multi-agency approach. | To be considered in the next triennium |
| 29 | Enabler 1 | Governance and management arrangements | Review and allocation of appropriate CDEM budget at local authority level. | Further discussion needed to clarify what this means |
| 30 | Enabler 2 | Organisational resilience | Ensure that positive CDEM culture is maintained through leadership and the maintenance and further development of agency relationships (See recommendations in Enabler 1) | Ongoing with some existing work to help this as a conscious effort rather than ad hoc. e.g. more formal induction and on-boarding of new personnel in partner agencies. |
| 31 | Enabler 2 | Organisational resilience | Prioritisation and collective support to risk management capability. | Further work required on possible options - depends on priority |

Attachment 3

| Serial | Goal | Subject | Recommendation | Action/Comment |
|--------|-----------|---------------------------|---|---|
| 32 | Enabler 2 | Organisational resilience | Group level commitment, prioritisation and collective support with a formalised Group-level approach to BCP capability. | Further work required on possible options - depends on priority |
| 33 | Enabler 2 | Organisational resilience | Development of a Hawke's Bay CDEM Group Debrief Policy for consistency and standardisation of post-event and exercise debriefing (See recommendation in Goal 4). | See Goal 4 - Serial 22 |
| 34 | Enabler 2 | Organisational resilience | Development of a centralised Hawke's Bay CDEM Group corrective actions database to ensure that all post-event or exercise corrective actions are captured and tracked (See recommendation in Goal 4). | See Goal 4 - Serial 23 |

Item 6

Group Work Programme 2018/20: Monitoring and Performance

| Work Stream Count | |
|-------------------|-------------------------|
| 5 | Risk Reduction |
| 5 | Community Engagement |
| 8 | Operational Readiness |
| 3 | Recovery |
| 3 | Governance & Management |

| Status Key: | | Status Count |
|--|---|--------------|
| Project Being Reviewed (but not at risk) (1) |  | 2 |
| Not On Track (achieving outcomes at risk) (2) |  | 0 |
| At Risk (but outcomes can still be achieved) (3) |  | 4 |
| On Track (4) |  | 18 |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|----------------|----------------------------------|-----|--|--------------------|--------------------|--|---|
| 1 | Risk Reduction | Hawke's Bay Risk Profile Review | 1 | Review of hazard impact and risk for Hawke's Bay. Include identification of top hazards. | 75% | 5% | Agreed to prolong review, to take the opportunity with MCDEM to pilot their new methodology for CDEM Group risk assessment. Commenced evaluation of the draft risk assessment process, mindful MCDEM structure changes may cause delays. To be completed 2019/20. |  |
| 2 | Risk Reduction | Tsunami Risk Reduction Programme | 1 | An existing programme comprising a wide range of initiatives including education, signage, the "Know Your Zone" project, vertical evacuation guidance and targeted organisation-specific tsunami resilience workshops. | 30% | 30% | Tsunami preparedness priorities include; evacuation signage with ongoing installations; horizontal evacuation & designated evacuation buildings - awaiting national guidance; regular evacuation drills promoted through Tsunami Hiko week and Shakeout week, as well as ongoing awareness education supported at ECLAB. Hosted Napier Tsunami resilience workshop Sept 2018. A MCDEM resilience fund application for <i>Know your Zone</i> was recently approved to commence 1 July 2019. |  |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|----------------------|---|-----|---|--------------------|--------------------|--|--------|
| 3 | Risk Reduction | Hikurangi Response Plan | 1 | A collaborative East Coast LAB project between five lower North Island CDEM Groups, funded by the MCDEM Resilience Fund. This three-year project will develop an inter-agency initial response plan for a credible and realistic Hikurangi subduction zone earthquake and tsunami scenario. | 35% | 30% | Series of stakeholder workshops across five CDEM Groups held February/ March to raise awareness regarding the risk posed by the Hikurangi Subduction Zone. Inter-regional workshop held 20 June to identify response priorities and actions of CDEM Groups and responding agencies. Work now progressing on a draft framework to be provided to project members by 30 Aug. A series of Hikurangi Response Plan educational videos has been released, aimed at our stakeholders and the public, covering what the HRP is, the risk posed by the subduction zone and preparedness messaging - these have been well received. | ● |
| 4 | Risk Reduction | Local Government Long Term Risk Reduction | 1 | Develop a long-term strategy to identify and implement long-term region-wide strategies across the various roles and responsibilities of the regional and territorial councils. | 20% | 5% | Joint Committee considered risk reduction options in May 2019, and agreed to consider a possible new cooperative & coordinated Approach. Further scoping of project continuing. Input also made into NCC initial consultation on review of their City Plan. | ● |
| 5 | Risk Reduction | Hazard Research (Landslide) | 2 | In conjunction with the National Landslide Database, proposed research will further assess the level of risk to life and property/businesses from rock fall and cliff collapse hazards in a pilot area, to determine risk and future research requirements. | 20% | 10% | Two projects commenced including regional mapping of earthquake induced landslide probabilities for 500/1000/2500 shaking intensities to be completed 13 September 2019. Also a pilot study on Napier Hill using an earthquake-induced landslide (EIL) hazard model to be completed by 30 August 2019. | ● |
| 6 | Community Engagement | Develop Community Resilience Indicators and Surveys | 1 | Develop resilience indicators and measurement methodology. Using community participatory approaches and social marketing to engage with communities. | 90% | | Community resilience funding in place. Project brief developed and project management hub established. Set to start officially July 2019 - to coincide with MCDEM Resilience funding. First project to utilise kaupapa Maori principles and develop resilience indicators nationally. | ● |
| 7 | Community Engagement | Rural Coastal Communities' Resilience Plans | 1 | Complete community resilience plans, mapping and tsunami signage for all rural coastal communities. | 70% | 70% | Clive community resilience plan underway. Already looking at a review schedule for plans previously done i.e. Haumoana. Delay with Pourere discussed with CHB to coincide with other community projects. | ● |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|-----------------------|--|-----|---|--------------------|--------------------|--|--------|
| 8 | Community Engagement | Ahuriri Resilience Plan | 1 | The Ahuriri Resilience Plan will include several workstreams including geographical communities, business, schools, cultural/inter faith communities, elderly & mobility difficulties across Ahuriri (Napier). | 20% | 10% | Project brief complete. The plan is set to start in July 2019 through to December 2023. NCC engaged in planning and community engagement processes (Hill is the first discussion). Will also look to utilise the suite of resilience indicators as a measurement of achievement. | ● |
| 9 | Community Engagement | Participatory Technology and Science | 2 | We will collaborate with East Coast LAB to trial three forms of technology – drones, video games and Lego modelling – to see whether they increase participation in the community resilience planning process. | 100% | 100% | Completed. | ● |
| 10 | Community Engagement | Review and Maintain the Public Education Programme | 2 | Review the wide variety of public engagement and education work currently undertaken. This includes programmes such as: | 30% | 10% | Near end of review phase. New communication strategy written to highlight our work programme and the importance of digital first and face to face as the most effective form of communication. | ● |
| 11 | Operational Readiness | Rapid Relief Projects | 1 | These projects will scope out the issues and likely need for guidance on rapid relief planning in New Zealand. The second part of this project will take this guidance to provide rapid relief planning into the Hukurangi Response Plan. | 70% | 70% | Successful stakeholder workshop. Final report due end of June. Academic paper is also being written due end of December. | ● |
| 12 | Operational Readiness | Implementation of Volunteer Strategy | 2 | Work to implement the Hawke's Bay Volunteer Strategy including the Volunteer Management Plan, team SOPs and policies. | 100% | 80% | Volunteer plan developed and approved by CEG. HB Emergency Response Team currently developing SOP's in conjunction with the EMA Volunteer Management Training and exercising plan for the volunteers currently being implemented. Additional work to be conducted during 19/20 to develop initial response volunteer capability in CHB and Wairoa. | ● |
| 13 | Operational Readiness | Group Emergency Coordination Centre (GECC) Redevelopment | 1 | This project is to rebuild the existing GECC to new earthquake standards and use the opportunity to reorganise the facility's internal layout and fit-out with up-to-date technology. The Group office will reoccupy the building, confirm technology and develop procedures once complete. | 100% | 80% | Work Commenced Feb 2019. Hastings District Council project manager advises building on track to be completed by July 2019. This is a delay of about two months. It is expected that the building will be reoccupied and fully operational by Sep 2019. | ● |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|-----------------------|--|-----|--|--------------------|--------------------|--|--------|
| 14 | Operational Readiness | Response Management Systems Review and Development | 1 | This work stream includes several interrelated projects that will review and implement changes to our response support systems. These include (but not exclusively): regional warning systems, mass public alerting systems, incident management team activation systems, response management systems. | 50% | 50% | Changes in personnel have resulted in some delays, however this is still on target to have completed some goals by the end of the 18/19 financial year, including the initial testing of the replacement system for EMIS. Work also conducted around the use of ARC GIS for response and how this could be implemented across the Group. <i>Whispir</i> has been implemented as the <i>Regional Warning System</i> and has now been developed to enable activation of staff. This will be rolled out before the end of this current financial year. | ● |
| 15 | Operational Readiness | Incident Management Teams Capability Development | 1 | The review and establishment of a programme that provides for the personnel capability that supports our response needs. This includes a training needs assessment, course development, training and exercising. | 40% | 40% | An extensive exercise and training program has been implemented across the Group during the 18/19 financial year, including Tier 1 IMT exercises with all TLA's and at the GECC level. Training development continues in conjunction with the MCDem ITF programme and where require bespoke training is developed for individual functions. | ● |
| 16 | Operational Readiness | Operational Plans and Processes | 1 | This comprises several projects including: finalising the Group Response Framework, Continuing to develop a Group Initial Response Plan with hazard-specific sub-plans, Develop and review Group and local SOPs, Development of a Group Fuel Contingency Plan with Hawke's Bay Lifelines Group. | 40% | 40% | The HB CDEM Group Initial Response Plan and Response Framework have both been completed and are being implemented and socialised through exercising and response. The HB CDEM Group Planning Framework is in development to establish what plans we require and where the priorities are. Supporting hazard specific information is being developed to support plans with tsunami now prioritised as a result of the Hikurangi Framework project. Work has begun on redeveloping the GECC SOP's, including activation. The Group Fuel Contingency Plan has been on hold until the national plan is released, however, some initial scoping work has already been conducted and this will be incorporated into a wider Lifelines Management Plan. | ● |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|-------------------------|--|-----|--|--------------------|--------------------|--|--------|
| 17 | Operational Readiness | Civil Defence Centres (CDCs) | 2 | This project will develop a strategic approach to the identification, use and public messaging for CDCs. | 60% | 20% | Project outcomes understood by project contributors. National skype meeting convened to understand perspective of different regions and MCDEM. Hawke's Bay approach is consistent. Specific challenges identified across regions and loose plan to address these agreed. Phase one of project on track to complete end of Nov 2019. | ● |
| 18 | Operational Readiness | Welfare Small Events Exercise and Guidance Development | 2 | Exercise a small event scenario with the Welfare Coordination Group and Rural Liaison to practice their procedures and understand the unique implications of small-scale response. Where appropriate we will develop plans for small event welfare delivery. | 100% | 100% | Completed and evaluated report completed. Informed 'impact of scale' section in response framework document. Agencies have actions to follow up. | ● |
| 19 | Recovery | Hawke's Bay Recovery Tool Box | 1 | Confirm roles and responsibilities, and develop structured tools for recovery in Hawke's Bay. | 50% | 40% | Development of Toolbox in progress. Recovery Group (Group Recovery Manager, Alternates, and Local Recovery Managers) have discussed Toolbox content at October 2018 and March 2019 meetings. Feedback on some aspects sought from CEG at their March 2019 meeting. | ● |
| 20 | Recovery | Building Hawke's Bay's Recovery Capacity | 1 | Develop task groups (environmental, economic, built and social) and individual TLA capability. | 50% | 20% | Environmental Group - on hold until there is clarity on issues for preplanning. Economic Group - discussions commenced with Business HB. Built Group - Lifelines have completed infrastructure vulnerability assessment, next phase is to link findings into preplanning for recovery. Lifelines also considering long term work plan. Further work required with TLAs over their post disaster BCPs. Social Group - Recovery conversations linked into Welfare Advisory Group. Meetings with individual TLAs planned for July 2019. | ● |
| 21 | Recovery | Review Hawke's Bay's Recovery Strategy | 2 | The existing Hawke's Bay Recovery Strategy was completed in 2014 and is due for review in 2019. | | | Not programmed to commence until 2019/20. | ● |
| 22 | Governance & Management | Capability Assessment Review | 1 | Undertake a self-initiated Capability Assessment Review for the Hawke's Bay Group, using the MCDEM assessment tools. | 40% | 80% | Review team established and independent consultant engaged. Programed for completion July 2019 and draft reported to 24 Jun 2019 CEG meeting. | ● |

| Ser | Work Stream | Project Name | Pri | Project Description | 2018/19 Target (%) | Current Status (%) | Current Actions and Status Commentary | Status |
|-----|-------------------------|---|-----|--|--------------------|--------------------|---|---|
| 23 | Governance & Management | Review of Group Plan | 1 | Five-yearly review of the Hawke's Bay CDEM Group Plan, our CDEM strategy for Hawke's Bay. | 20% | 5% | Paper to 25 Mar 2019 CEG meeting. Capability Assessment Report Commenced. Initial scoping of Risk Profile review completed. Some sequencing issues with new MCDEM Risk Analysis Guidelines and EM Reforms being progressed by DPMC. |  |
| 24 | Governance & Management | Review of Service Level Agreement with Councils | 2 | Review and agreement of the CDEM roles and responsibilities between the CDEM Group and individual council members. | 100% | | Not yet commenced. Scheduled for after end of financial year. |  |



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: AMENDMENTS TO THE GROUP PLAN: CONTROLLERS

Reason for Report

1. Under the Civil Defence Emergency Management Act 2002 (CDEM Act) the Civil Defence Emergency Management Group Joint Committee makes appointments to the positions of Group and Local Controller. These appointments and associated delegations are contained in the Group Plan and as such represent a minor change to this Plan.
2. This paper seeks confirmation of proposed changes to Local Controller appointments and as a result, proposes resulting changes to the Hawke's Bay CDEM Group Plan.

Confirmation of the Appointment of Local Hawke's Bay Controllers

3. Early last year the Committee agreed to appoint Group Controllers and two Hawke's Bay Local Controllers per Council. This allowed for the rationalisation of controllers while at the same time focusing on developing the selected individuals.
4. The Territorial Local Authorities have confirmed resignations or changes to their local controller appointments. The following changes are therefore recommended to *Appendix 5: Key Appointments* to the Hawke's Bay CDEM Group Plan 2014-19:
 - 4.1. Add the following to the Hawke's Bay Local Controllers list:
 - 4.1.1. Libby Young (Wairoa District Council)
 - 4.2. Remove the following from the Hawke's Bay Local Controllers list:
 - 4.2.1. Helen Montgomery (Wairoa District Council)
5. Libby is the Roading Assets Manager at the Wairoa District Council. Libby will be attending a two day Controllers Toolbox training run by MCDEM in September.

Financial and Resource Implications

6. There are no significant financial or resource implications that may result from this decision.

Decision Making Process

7. Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 7.1 The decision does not significantly alter the service provision or affect a strategic asset.
 - 7.2 The use of the special consultative procedure is not prescribed by legislation.
 - 7.3 The decision does not fall within the definition of the Adminstrating Authority's (HBRC) policy on significance and meets the requirements of section 57 of the Civil Defence Emergency Management Act 2002 and can be considered as a minor change to Group Plan.
 - 7.4 No persons can be identified who may be affected by this decision.

- 7.5 The decision is not inconsistent with an existing policy or plan.
- 7.6 Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision

Recommendations

That the HB CDEM Group Joint Committee :

1. Agrees that the decisions to be made are not significant under the criteria contained in Administrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Resolves to make a minor amendment to *Appendix 5: Key Appointments* of the *Hawke's Bay CDEM Group Plan* pursuant to section 57 of the Civil Defence Emergency Management Act 2002 and make appointments and changes to the roles of Hawke's Bay Local Controller as follows:

Add the following to the Hawke's Bay Local Controllers list:

- 2.1 Libby Young

Remove the following from the Hawke's Bay Local Controllers list:

- 2.2 Helen Montgomery

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: POST-ELECTION ELECTED OFFICIALS CIVIL DEFENCE INDUCTION

Reason for Report

1. The purpose of this report is to seek the feedback and endorsement of the Committee for the proposed plan for induction of elected officials after the 2019 Local Government Elections.
2. It is requested that the Committee agrees to the induction programme and content outlined in this report, with any amendments.

Discussion and Recommendations

3. Joint Committee Induction. The Committee is asked to consider if induction specific to the Joint Committee is needed as part of its first meeting of the new triennium.
4. This has not specifically been run in the past but it would be useful to cover the following matters:
 - 4.1. Committee Terms of Reference (this is an item on the first meeting).
 - 4.2. The role of the Joint Committee in readiness activities.
 - 4.3. Declarations – delegations and considerations.
 - 4.4. Media and spokespersons in a disaster.
 - 4.5. Role of the Joint Committee in a response.
 - 4.6. Hawke's Bay Disaster Relief Trust.
 - 4.7. Distribution/discussion of a "clear view" folder with key documents and information such as media messages, declaration forms and guidance, key contacts and delegations.
5. It is recommended that this induction training be completed as soon as possible after the elections.
6. All Councillors Induction. Post the October 2016 Elections the CDEM Group office, with the support of local EMOs, CEG members and controllers, delivered CDEM induction for all councillors across the Groups five local authorities.
7. It is recommended that this should also occur as soon as possible after the 2019 elections. It is also recommended that the Civil Defence Emergency Management (CDEM) Group Office would deliver this in Waipawa, Wairoa, Napier and Hastings with the support of local Controllers, CEG members and resident emergency management advisors.
8. Officers have commenced a review of the existing package that involves the following.
 - 8.1. A revised booklet based on the existing Handbook for Elected officials and Council Managers approved by the Committee prior to the last election.
 - 8.2. A two hour (including a break) forum including a short desk top exercise to be delivered at each Council. To an extent this will be dependent on discussion and questions from the councillors.

9. The forum will cover the following topics:
 - 9.1. Introduction to CDEM in Hawke's Bay. While there is a need to discuss a little legislation, the main focus of this topic is how CDEM in Hawke's Bay works and who is responsible for what. This will include a brief overview of the national structure.
 - 9.2. Elected Officials role in CDEM during business-as-usual. The focus of this topic is making the connections between what Councils do every day and readiness for an emergency. This will include linkages with Council functions such as asset management, planning and community development. How elected officials can become involved with their communities in preparing for an emergency will also be explored.
 - 9.3. Elected Officials role in CDEM during response. This topic will outline the different roles during an emergency and what a state of emergency means and who has the power to declare. The best way that elected officials can help their communities in an emergency will also be examined. This topic will also include lines of communication and how they might be communicated with during an event so they can feed community information back into the response, are aware of the situation and the key CDEM messages to be given to the community.
 - 9.4. Personal Preparedness. This will focus on the fact that if they and their families are not prepared then their usefulness to their communities will be greatly reduced during an event. Some practicable advice will be available. The main aim of this topic is to increase their individual resilience during an emergency but also to give them some basic tools that they can pass on to members of their community before an event.
10. There will also be a scenario-based desktop activity to bring out roles and responsibilities, but also how elected officials might support the response during an event.
11. It is intended the forums will be as interactive as possible and not involve large amounts of PowerPoint. To an extent each forum will be tailored to the relevant Council.
12. It is requested that the Committee agree to the above forum outline and provide any feedback as to the content.
13. There may be other matters which Committee members wish to see covered in either the councillor or Joint Committee inductions.

Financial and Resource Implications

14. The decision recommended in this paper has no significant financial or resource implications.

Decision Making Process

15. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 15.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 15.2. The use of the special consultative procedure is not prescribed by legislation.
 - 15.3. The decision does not fall within the definition of the Adminstrating Authority's policy on significance.
 - 15.4. There are no individual persons affected by this decision.
 - 15.5. Options that have been considered include doing nothing.
 - 15.6. The decision is not inconsistent with an existing policy or plan.
 - 15.7. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made,

the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the HB CDEM Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Administrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Agrees with the proposal to deliver post Elections 2019 Civil Defence Emergency Management induction for elected officials through forums as outlined in the Discussion and Recommendations section of this report.
3. Agrees that an induction package for the incoming Joint Committee be developed as outlined in this report and be delivered at its first meeting of the triennium.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: 2018/19 ANNUAL AND FINANCIAL REPORT

Reason for Report

1. The purpose of this report is to request the Committee adopt the attached 2018/19 Annual Report (Attachment 1) and note the financial reports (Attachment 2) and commentary.

Discussion and Options Assessment

2. Hawke's Bay CDEM Group Annual Report 2018/19. This report follows on from the first ever Group annual report completed for 2017/18. The draft report outlines the activities of the Group over the last financial year.
3. The report needs to be considered in conjunction with the Group work program and Capability Assessment Report which is discussed in other papers on this agenda.
4. In particular the report outlines progress being made in community engagement activities, community resilience plans, and improving operational readiness particularly in incident management teams training and exercising.
5. Overall the Group achieved most of the objectives set for the year through the work programme and has done so within budget. This has been in the face of a couple of challenges including the need to temporarily relocate staff and response facilities at the start of the year and the expansion of the Community Engagement team with new staff and leadership.
6. The Committee should note that given the timing of meetings, this report has not been considered by the CEG. This report will be placed on the next CEG agenda in early December.
7. Financial Report 2018/19. The financial report is based on the existing budgets for the Group. These budgets are based on the funding received through the region wide CDEM target rate and on current HBRC accounting practices. The budgets are currently focused on four programmes as follows:
 - 7.1. 711 – risk reduction including hazard research
 - 7.2. 712 – operational readiness and response
 - 7.3. 713 – Group governance, coordination and recovery
 - 7.4. 714 – local emergency management
8. There is one other programme administered by the Group for East Coast Lab. However this project is entirely funded by external funding from agencies such as Crown Research Agencies (e.g. GNS), tertiary education research funds and the MCDEM Resilience Fund. This programme also works across a number of East Coast CDEM Groups. As such there is no direct funding from the Hawke's Bay CDEM targeted rate this project has not been included in the Group's financial report.
9. Programmes 711, 712 and 713 were existing Group budgets prior to the new operational and financial structures being put in place at the start of 2018/19. Programme 714 – local emergency management was established at the start of the

2018/19 year to reflect the parts of TLA funding being transferred across as part of the move to the regional CDEM target rate.

10. The current budget structure reflects the previous two tiered operating structure of the Group. After one year of operating under the new structure, a review of budgets and programmes had commenced. However this is currently on hold for a few months while the HBRC implement a new financial management information system.
11. At this stage it is intended that the four budgets will be established covering off the following work programme activities. The existing budget will be spread between them according to the needs of individual projects as part of the approved work programme.
 - 11.1. Hazard research and risk reduction
 - 11.2. Community engagement, education and communications
 - 11.3. Operational readiness, lifelines and recovery
 - 11.4. Group governance and management
12. 2018/19 Financial Summary. Attachment 2 is the detailed financial report for each of the existing budgeted programmes. Less Lifelines contributions and expenditure, overall the Group budgets were underspent by a total of \$354,342. This underspend will be placed within the reserve account for the CDEM targeted rate. The total CDEM reserve will now stand at \$393,000.

| Financial Summary 2018/19 | | | | | |
|--|-------------------------|--------------------|------------------------------|-------------------------|---------------------|
| | CDEM Expenditure | CDEM Income | Lifelines Expenditure | Lifelines Income | Total Result |
| Risk Reduction (711) | 119,234 | (194,345) | | | (75,110) |
| Operational Readiness & Response (712) | 549,911 | (676,057) | | | (126,146) |
| Governance, Coordination & Recovery (713) | 574,474 | (562,597) | 22,323 | (18,500) | 15,700 |
| Local Emergency Management (714) | 534,780 | (699,741) | | | (164,961) |
| Totals | 1,778,398 | (2,132,740) | 22,323 | (18,500) | (350,519) |

| Reserves 2018/19 | | |
|---|---------------------------|----------------------|
| | Lifelines (\$'000) | CDEM (\$'000) |
| Balance Carried Forward From 17/18 | (46) | (38) |
| Expenditure 18/19 | 22 | 1,778 |
| Revenue 18/19 | (18) | (2,133) |
| Balance | (42) | (393) |

13. The underspend this year was due to a number of matters including:
 - 13.1. The Group was able to source significant external funding to carry out work already catered for in the approved budget (e.g. Community resilience indicators work already in the Group work programme was funded by \$100,000 of contestable funding).
 - 13.2. Risk reduction staff (Programme 711) charging significant amounts of their time to ECLab, which in turn is externally funded.
 - 13.3. Time taken to fill staff vacancies and which also resulted in reduced operational spending.

- 13.4. Some savings continually being realised by taking a shared service approach to the CDEM activity and closer budget management.
- 13.5. A review of volunteer capability and training has resulted in a temporary reduction of costs and expenditure in this area (Programme 714).
14. As mentioned in the previous Committee meetings, there is unbudgeted expenditure in this current financial year as a result of the rebuild and occupation of the Group Coordination Centre (GECC) in Hastings. For example \$25,000 has just been committed to new IT equipment, large screens, projectors and video conferencing equipment for the GECC. There will be further costs in fitting out the new building over the next few months of approximately a \$25,000. All of this expenditure will be within the existing 2019/20 budget.
15. The lease of the building to the Group by Hastings District Council will also need to be reviewed and it is likely to be moved toward a market based rent. This is estimated to be an extra \$50,000 per annum.
16. Despite this the officers are of the view that there is some “headroom” being realised in the existing budgets which could be used to address some of the issues raised in the Capability Assessment Report 2019 also on this agenda.
17. It is also likely that there will be an underspend in this year as the Group has secured almost \$400,000 in external funding already (MCDEM Resilience Fund and ECLab external funding).
18. With regards to the existing healthy reserve (\$393,000), it is recommended this be retained at the moment. The primary reason for this is as an emergency fund to cover the unforeseen costs of a significant event. For example the direct costs to the Nelson-Tasman Group in the response to the Pigeon Valley Fire is approximately \$500,000 and rising. Even in a relatively small event the response costs can escalate rapidly and while some public welfare costs can be claimed from central government, most direct response costs cannot.

Decision Making Process

19. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 19.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 19.2. The use of the special consultative procedure is not prescribed by legislation.
 - 19.3. The decision does not fall within the definition of the Adminstrating Authority’s policy on significance.
 - 19.4. There are no persons directly affected by the decisions recommended.
 - 19.5. The decision is not inconsistent with an existing policy or plan.
 - 19.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the HB CDEM Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in Adminstrating Authority’s adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Adopts the draft Hawke’s Bay CDEM Group Annual Report 2018/19 as attached to this

- report subject to minor editing and formatting.
- Notes the financial report as attached to this paper.

Authored by:

**Ariana Mackay
RESOURCE TECHNICIAN WQE**

Approved by:

**Ian Macdonald
GROUP MANAGER/CONTROLLER**

Attachment/s

- | | | |
|---|--------------------------------|----------------------|
|  1 | HBCDEM Annual report 2018-2019 | Under Separate Cover |
|  2 | Project progress report | Under Separate Cover |



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

Subject: HAWKE'S BAY DISASTER RELIEF TRUST DEED

Reason for Report

1. The purpose of this report is to request the Committee agree to the draft deed for the Hawke's Bay Disaster Relief Trust (attached) and note the outline process for forming the trust and addressing the council controlled organisations requirements of the Local Government Act 2001.

Discussion and Options Assessment

2. As part of the review of the current Group Plan, The Joint Committee of the time requested a disaster relief fund for Hawke's Bay be established. The fund will operate as the single focus for the collection of donations of money made to assist people affected by any civil defence emergency in Hawke's Bay.
3. Similar trusts have been established by some other Groups and is in response to the experiences of the Canterbury earthquakes where international NGOs quickly established funds which gathered substantial donations both locally and internationally. Concerns were raised about the administration and distribution of these funds.
4. Establishing a trust now will enable the Group to put in place the necessary processes to seek donations quickly in an event. It will also allow for donations to be made within the charities construct, and for the funds to be distributed as quickly as possible to alleviate suffering.
5. It is envisaged that funds will be donated to the trust as a whole, but does allow for funds to be tagged to a specific event or area if the donor has a preference to do this.
6. It is not intended that this trust replace existing Mayoral Funds which have a wider mandate. Rather it is intended the two can work alongside each other depending on the event and the nature of the donations made.
7. Legal advice identified the best process to establish the trust is as follows:
 - 7.1. Consult on the establishment of the trust as part of TLAs annual plan or special consultation processes (Just WDC to complete at a council meeting on 3 September).
 - 7.2. Settle the final format of the deed by having the council officers of each Council review the document (completed).
 - 7.3. Joint Committee approves the final draft.
 - 7.4. Once the final draft is agreed to, ask the Charities Commission to pre-validate its form and content.
 - 7.5. Once pre-validation has occurred, have the parties sign after formal approval by resolution of each Council which established the trust and addresses the council controlled organisations provisions of the Local Government Act 2002.
 - 7.6. Apply to the Charities Commission for formal registration.
 - 7.7. Once granted, apply to the Registrar of Charitable trusts for incorporation under the Charitable Trusts Act 1957.

Strategic Fit

8. As mentioned the establishment of the trust is a specific objective in the Group Plan.

Financial and Resource Implications

9. There are not significant financial or resource issues as a result on the decisions recommended in this paper. The Trust operating costs will be minor, especially if it is exempted the council controlled organisations provisions of the Local Government Act 2002. All costs will be within existing Group budgets.
- 10 It is recommended that the Committee consider placing \$10,000 from the CDEM reserves into the fund to allow for a small income stream to cover the bank costs and provide for funds at quick notice if needed.

Decision Making Process

11. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 11.1 The decision does not significantly alter the service provision or affect a strategic asset.
 - 11.2 The use of the special consultative procedure is not prescribed by legislation. The Committee should note that individual councils have already consulted on the trust and this is largely an implementation decision.
 - 11.3 The decision does not fall within the definition of the Administrating Authority's policy on significance.
 - 11.4 There are no persons directly affected by the decisions recommended.
 - 11.5 The decision is not inconsistent with an existing policy or plan.
 - 11.6 Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the HB CDEM Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in Administrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Adopts the draft deed for the Hawke's Bay Disaster Relief Trust as attached to this paper.
3. Agrees to place \$10,000 into the trust funds from the CDEM reserve account once the account has been established.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

-  1 HB Disaster Relief Trust Deed - Aug 2019 Under Separate Cover



HB CDEM GROUP JOINT COMMITTEE

Monday 26 August 2019

SUBJECT: DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA

Introduction

This document has been prepared to assist the HB CDEM Group Joint Committee members to note any Minor Items to be discussed, as determined earlier in the Agenda.

| ITEM | TOPIC | MEMBER/STAFF |
|------|-------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |