



MINUTES OF A MEETING OF THE HB CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Date: Monday 26 August 2019

Time: 1.30pm

Venue: Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER

Present: Mayor A Walker (Chair)
Chairman R Graham
Mayor C Little
Mayor S Hazlehurst
Councillor G Taylor (*Proxy for Faye White*)

In Attendance: S Bayley – MCDEM
N Bickle – Hastings District Council
M Davidson – Chief Executive, Central Hawke's Bay District Council
A Hickey – MCDEM
S May – Chief Executive, Wairoa District Council
M Meads – Emergency Management Consultant
A Henderson – Acting Chief Executive, NCC (*Proxy for Wayne Jack*)
I Macdonald – Group Manager/Controller
J Palmer - Chief Executive, HBRC
A Roets – Governance Administration Assistant

1. Welcome/Apologies/Notices

The Chair, Mayor Alex Walker welcomed everyone to the meeting, specifically Councillor Graham Taylor from Napier City Council who is temporarily replacing Acting Mayor Faye White.

Councillor Rex Graham advised that he has to leave at 2.45pm.

2. Conflict of Interest Declarations

There were no Conflict of Interest Declarations.

3. Confirmation of Minutes of the HB Civil Defence Emergency Management Group Joint Committee meeting held on 27 May 2019

The Chair noted that a quorum was not met at the previous meeting and that no decisions were made, and that the minutes noted the discussions held only.

CDE1/19 Resolution

Notes on discussions of the HB Civil Defence Emergency Management Group Joint Committee meeting held on Monday, 27 May 2019, a copy having been circulated prior to the meeting, were taken as read and confirmed as a correct and true record.

Hazlehurst/Graham
CARRIED

Secretarial note: As there are no provisions under Standing Orders for "Matters arising from Minutes" these are recorded in the Follow-ups from previous HB CDEM Group Joint Committee meetings.

4. Action Items from Previous HB CDEM Group Joint Committee Meetings

With regards to the Group Work Programme Outline on Earth quake prone buildings – Ian Macdonald will coordinate a report for the 11 November 2019 meeting.

Group Plan Review: An outline of work program (timeline) processes will be discuss in more detail at the next meeting.

Risk Reduction: to have a discussion paper to the next Joint Committee meeting on developing a combined plan for all TAs and Agencies around natural hazards and risks – report to outline immediate steps/actions and what the mechanisms are available. Advice received from MCDEM noted that Councils are responsible for identifying hazards and risks which will collectively be managed. There is national guidance on how to do a risk assessments and the CDEM Group Plan has the same status as the Regional Policy Statement.

It is proposed that the next meeting be held at the new CDEM facility building in Hastings. There is an opportunity for Councillors to see the new facility on 6 September and an invitation will be send out shortly.

The item was not resolved

5. Call for Minor Items not on the Agenda

There were no items raised for discussion.

6. Hawke's Bay Capability Assessment Report 2019

Ian Macdonald introduced the item, noting that there have been discussions this morning in the workshop around this item. Further discussions traversed:

- A monitoring and evaluation process was undertaken in May 2019 using the

- same assessment tool used in 2010 and 2015.
- The Hawke's Bay Capability Assessment Report 2019 was produced in June 2019.
 - The CDEM CEG have effectively identified four areas they considered to be a priority over the life of the next Group Plan which includes Operational readiness, Group and partner organisational resilience, Lifelines and Recovery.
 - The existing Operational readiness programme is progressing well with regular training and exercising. A Regional level exercise is planned for 17 October 2019.
 - Organisational resilience, Lifelines and recovery are all interrelated.
 - Organisational resilience – the biggest issue identified is the variable approach to business continuance planning by councils and partner agencies.
 - Lifelines – more challenging as other Councils and essential service providers (like NZTA, power companies, telecommunications, Napier Port and HB Airport) are all identified as Lifeline Utilities and are required to function to the fullest possible extent. Oliver Postings has recently taken up a new position within NZTA and has resigned from his Lifelines role. The Lifelines Group was not able to find a Chairperson and currently being run by a committee of core members.
 - It is noted that Napier Port and HB Airport are not currently well represented and the intention is to have them involved in the Lifelines Group activities.
 - Recovery – substantial progress has been made since the last CAR in 2015.
 - Recovery has been identified as an area needing further work.
 - The Committee were asked to give direction on the priorities identified and to identify any other areas for priority with potential actions to be developed.
 - Further work needs to be done in how to engage staff better in what their roles and responsibilities are.
 - Lifelines and Recovery will need to be considered for needing additional resourcing.

CDE2/19 Resolutions

That the HB Civil Defence Emergency Management 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. Endorses the priorities identified by the Coordinating Executives Group, being:
 - 2.1. Operational Readiness
 - 2.2. Group and Partner Organisational Resilience
 - 2.3. Lifelines
 - 2.4. Recovery.

**Hazlehurst/Little
CARRIED**

7. Amendments to the Group Plan: Controllers

The item was taken as read.

- An update was given on training and development for new Controllers and how it fits into the new professional development list of priorities.
- Question arose as the whether Councils are putting themselves at risk by appointing local controllers who do not have the relevant qualifications, experience and whom has not completed the training. Is there any legal obligations to adhere to?

- Councils are at risk as powers of authority is given to the Controller as being capable to carry out their responsibilities in any given emergency.
- A Controllers Appointments Policy is currently being developed to address this issue.
- A request is made that should amendments be made to the Group Plan: Controllers, to have some commentary around Controllers' professional development plan, how it fits into the wider context and who qualifies as Controller whilst the Controllers are not yet qualified.

CDE3/19 **Resolutions**

That the HB Civil Defence Emergency Management 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:
 - 2.1 Add Libby Young to the Hawke's Bay Local Controllers list
 - 2.2 Remove Helen Montgomery from the Hawke's Bay Local Controllers list

Graham/Little
CARRIED

8. Post-Election Elected Officials Civil Defence Induction

Ian Macdonald introduced the item, noting this item was raised at the last meeting with discussions highlighting:

- The Committee was asked to consider if induction specific to the Joint Committee is needed as part of its first meeting of the new triennium.
- Clarity sought on whether the Committee would like a folder containing relevant information such as media messages, declaration forms and guidance, key contacts and delegations to be distributed to new members.
- Joint Committee Induction training to be completed soon after the elections.
- Councillors inductions for all councillors across the Groups five local authorities to be completed soon after the elections in October.
- Timeframes will be set up and arranged soon after today's meeting.
- It is noted that the CDEM Joint Committee is not dissolved at the end of the triennium.
- A state of emergency declaration can only done by the Minister from the date of dissolution of old council (the day before the election process starts) to the day that elected members are sworn in as elected members. The exception to this are councillors elected unopposed.

CDE4/19 **Resolutions**

That the HB Civil Defence Emergency Management 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 proposed.
3. Agrees that an induction package for the incoming Joint Committee be developed as outlined, and be delivered at the Joint Committee's first meeting of the triennium.

**Walker/Hazlehurst
CARRIED**

9. 2018-19 Annual And Financial Report

Ian Macdonald gave an update on the HB CDEM Group Annual Report 2018-19 including financials. Discussions traversed:

- The Group Annual report outlined the activities of the Group over the last financial year and should be considered in conjunction with the Group Work Program and the Capability Assessment Report.
- Significant progress has been made in community engagement activities, community resilience plans and improving operational readiness.
- The Financial report is based on the existing budgets for the Group.
- These reports have not been considered by the Coordinating Executive Group, but will be as an Agenda item to the December 2019 meeting.
- The Financial summary stipulated an underspent of \$354,342 and will be placed within the reserve account for the CDEM targeted rate. The total CDEM reserve will not stand at \$393,000.
- The Group has secured external funding of almost \$400,000 from MCDEM and ECLab and it is likely that an underspent for the current year will occur.
- Agrees that a letter of recommendation from the Chair of this Committee be sent to the Regional Councillors to accept the Annual and Financial Reports for the year 2018-19 from the CDEM Group and how this money is going to be prioritised to build up a reserve for the Civil Defence Fund.
- The Annual report 2018-19 will be circulated to all five councils for consideration after final formatting and some minor changes.

CDE5/19 Resolutions

That the HB Civil Defence Emergency Management 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 Hawke's Bay CDEM Group 2018-19 Annual Report including financials as presented, subject to minor editing and formatting.
3. Agrees that a letter of recommendation from the Chair of this Committee be sent to the Regional Councillors to accept the Annual and Financial Reports for the year 2018-19 from the CDEM Group.

**Graham/Taylor
CARRIED**

10. Hawke's Bay Disaster Relief Trust Deed

Ian Macdonald introduced the item and outlined the process for forming the trust and addressing the council controlled organisations requirements of the Local

Government Act 2001. Discussions traversed:

- Consultation on the establishment of the trust as part of the TLAs annual plan or special consultation process – Agreement from all Councillors around the wording of the Draft Deed.
- Wairoa District Council to complete at a council meeting on 3 September 2019.
- Seeking the committees approval on the final draft on the Disaster Relief Trust Deed.
- Once approved and agreed, the Charities Commission to pre-validate its form and content.
- The parties will then 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.
- Will then apply to the Charities Commission for formal registration.
- Once granted, apply to the Registrar of Charitable trusts for incorporation under the Charitable Trusts Act 1957.
- In the HB Disaster Relief Trust Deed - that the word “secretary” to the Trust be replaced with “ or Nominee or Delegate”.

CDE6/19 **Resolutions**

That the HB Civil Defence Emergency Management 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 proposed.
3. Agrees to place \$10,000 into the Trust Fund from the CDEM reserve account once the trust account has been established.

**Hazlehurst/Taylor
CARRIED**

11. Discussion of Minor Items not on the Agenda

There were no Minor Items for discussion.

Closure:

There being no further business the Chairman declared the meeting closed at 2.25pm on Monday, 26 August 2019.

Signed as a true and correct record.

DATE:

CHAIRMAN: