



## Unconfirmed

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

**Date:** Monday 11 November 2019

**Time:** 12.00pm

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

**Present:** W Jack – Temporary Chairman  
R Graham – Elected Chairman  
S Hazlehurst – Mayor, Hastings District Council  
C Little – Mayor, Wairoa District Council  
A Walker – Mayor, Central Hawke's Bay District Council  
K Wise – Mayor, Napier City Council

**In Attendance:** N Bickle – CE, Hastings District Council  
M Davidson – CE, Central Hawke's Bay District Council  
A Hickey – MCDEM  
I Macdonald –  
S May – CE, Wairoa District Council  
J Palmer – CE, Hawke's Bay Regional Council  
L Lambert – Group Manager Regulation  
R Ngaia – Emergency Management Advisor - Community Engagement  
L Pearse – Team Leader Hazard Reduction HBCDEM  
R Schiker - Group Public Information Manager  
J Tetlow – Emergency Management Advisor - Readiness and Response  
A Roets – Governance Administration Assistant

**1. Welcome/Apologies/Notices**

The Chairman, Wayne Jack welcomed everyone to the meeting and advised that he will be chairing the meeting until such time a Chairman being elected. There were no apologies received.

**2. Conflict of Interest Declarations**

There were no Conflict of Interest Declarations.

**3. ACTION ITEMS FROM PREVIOUS HB CDEM GROUP JOINT COMMITTEE MEETINGS**

The item was taken as read.

**Recommendation**

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

**4. CALL FOR MINOR ITEMS NOT ON THE AGENDA**

**Recommendations**

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

Topic	Raised by
Update from Ministry of Civil Defence on transition to new agency	Andrew Hickey, MCDEM

**5. ELECTION OF CHAIR**

The item was taken as read.

- Mayor Craig Little nominated Cr Rex Graham as Chairman of the HB CDEM Joint Committee, seconded by Mayor Sandra Hazlehurst.
- There being no further nominations, Cr Rex Graham was elected.
- The Committee agreed to use voting System A as provided in Schedule 7, Part 1, Section 25 of the Local Government Act 2002.

**CDE6/19 Resolution:**

1. The Committee **agrees** that the decisions to be made are not significant under the criteria contained in Council’s adopted Significance and Engagement Policy, and that Council 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. The HB Civil Defence Emergency Management Group Committee **receives** and notes the *Election of Chair* report.
3. That the Committee **agrees** to use voting System A as provided in Schedule 7, Part 1, Section 25 of the Local Government Act 2002.

**Walker/Hazlehurst  
CARRIED**

Wayne Jack stepped down from the Chair at 1.39pm and Chairman Rex Graham assumed the Chair at 1.40pm.

## 6. COMMITTEE TERMS OF REFERENCE REVIEW AND CONFIRMATION

The paper was taken as read.

- There were only minor changes to the Terms of Reference.
- Question was raised whether the Terms of Reference be signed with the Common seal.
- It was proposed that when a Mayor/Deputy is unavailable to attend, an alternate representative, who has been given the authority to act for the Mayor/Deputy Mayor may be allowed to attend. This must be clearly communicated with the Chair and Committee before the meeting commence.
- Paragraph 6.1 in the Terms of Reference be changed to reflect the changes.
- Need to have a clear and transparent process for elected members to understand their full functions, powers and duties of Members under the Act within approved Group budgets. (Par 7.1 in the TOR).

### CDE7/19 Resolution:

1. The Committee **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. The Committee **receives** and notes the "*Committee Terms of Reference Review and Confirmation*" report.
3. The Committee **adopts** the Terms of Reference attached to this report including the changes annotated.

**Walker/Wise  
CARRIED**

## 7. GROUP PLAN REVIEW – OUTLINE PROCESS AND KEY DATES

Ian Macdonald highlighted that the Group Plan review has commenced. Further discussions traversed:

- Still awaiting the Emergency Management Reforms to be implemented. A draft bill was originally due in August 2019, but will now occur end of 2020.
- The National Plan also due for review, but due to Emergency Management Reforms not yet completed, this has been placed on hold.
- Both the Emergency Management Reform and the National Plan may have an impact on structure, roles and responsibilities for CDEM.
- However given the review has commenced it was recommended this now be moved forward.
- Lisa Pearse gave an overview of the Risk Review and recommends that the Group undertake a risk profiling to determine which risks should be managed.
- The Ministry is currently reviewing the "Director's Risk Assessment Guidance nationally. A draft document has been completed and would like Hawke's Bay to trial this.
- The CDEM Group have achieved most of their objectives being set 5 years ago and need to set new objectives for the following years to come.

### CDE8/19 Resolution:

That the 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 to the process for the Hawke's Bay risk review as outlined in this report.
3. Agrees in principle to the outline Group Plan review process in Table 1 of this report subject to changes possible under the Government's Emergency Management Reforms.

**Hazlehurst/Walker  
CARRIED**

## **8. EXERCISE RUAUMOKO EXERCISE REPORT**

Jim Tetlow gave an overview of the exercise Ruaumoko held from 17-21 October. Discussions traversed:

- The exercise included establishing an operation from the new GECC premises and involved local authority incident management teams, volunteer activities and post event recovery discussions.
- Key outcomes and objectives from the exercise have been discussed.
- All exercises ran well and enhanced the existing understanding of capability across responding agencies within the region.
- A full evaluation of the exercise is currently being conducted and a post-exercise report will be produced at the next CEG meeting in December.

CDE9/19

### **Resolution:**

That the HB CDEM Joint Committee receives the "*Exercise Ruaumoko Exercise Report*".

**Wise/Little  
CARRIED**

## **10. EARTHQUAKE-PRONE BUILDINGS POLICY IMPLEMENTATION UPDATE**

Ian Macdonald gave an overview of the paper with relating to the implementations on the provisions under the Building Act 2004 and earthquake-prone buildings. Discussions traversed:

- This committee (under the CDEM Act) is partially responsible for matters around life safety risk and emergency response.
- A summary of the relevant information on councils' responsibility under the Act have been reported to in the paper.
- Government introduced new provisions post Kaikoura earthquake in relation to managing earthquake-prone buildings.
- Once an earthquake –prone building has been identified, the owner must carry out an engineering assessment within 12 months subsequently the council will decide whether it is earthquake-prone building.
- The Territorial Authorities are all working to identify earthquake-prone buildings to consider those buildings posing a higher risk to life safety of buildings critical to the response and recovery in an emergency.

CDE10/19

### **Resolution:**

That the HB CDEM Group Joint Committee receives the "*Earthquake-prone buildings Policy implementation update*" report.

**Walker/Hazlehurst  
CARRIED**

**11. DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA**

<b>Topic</b>	<b>Raised by</b>
Update from Ministry of Civil Defence: <ul style="list-style-type: none"><li>• A meeting will be held on Thursday, 14 Nov between CDEM, Earthquake Managers and Group Chairs to give an update on the new National Emergency Management Agency (Ministry being replaced by this Agency).</li><li>• Transferring from Ministry to the National Emergency Management Agency.</li><li>• Phase 1 will be appointing a new Chief Executive</li><li>• Phase 2 will have a consultation on how the structure may look like.</li><li>• Testing of the mobile alerting system will be on 24 November at 7pm.</li></ul>	Andrew Hickey, MCDEM

**Closure:**

There being no further business the Chairman declared the meeting closed at 2.15pm on Monday, 11 November 2019.

Signed as a true and correct record.

**DATE:** .....

**CHAIRMAN:** .....