



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

- Date:** Monday 23 March 2020
- Time:** 1.30pm
- Venue:** Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER
- Present:** Cr R Barker (Chair)
Cr R Graham (Zoom)
Mayor S Hazlehurst (HDC)
A Hickey (NEMA – Zoom)
Mayor C Little (WDC - Zoom)
I Macdonald (Group Controller)
Mayor A Walker (CHBDC)
Mayor K Wise (NCC)
- In Attendance:** J Palmer – Chief Executive HBRC
Dr N Jones – HB DHB
SM May – Chief Executive WDC
J Lawrence – HBRC Group Manager Office of the CE & Chair
L Hooper – HBRC Governance Lead
L Lambert – HBRC Group Manager Regulation
I Maxwell – HBRC Group Manager Integrated Catchment Management

1. Welcome/Apologies/Notices

The Chair, Rex Graham, welcomed everyone to the meeting, advising he is stepping down as Chair as he has self-isolated.

Rex Graham nominated Regional Council Deputy Chairman Rick Barker to Chair of the HB Civil Defence Emergency Management Group Joint Committee, and Sandra Hazlehurst seconded the nomination.

Resolution

CDE1/20 There being no further nominations, Cr Rick Barker was elected Chair of the HB Civil Defence Emergency Management Group Joint Committee.

**Graham/Hazlehurst
CARRIED**

The following all joined the meeting via audio-visual means:

- Mayor Craig Little
- Cr Rex Graham
- CDEM staff in the GECC
- Andrew Hickey, MCDEM

The meeting adjourned to listen to the Prime Minister's media briefing on Covid-19 at 1.47pm and reconvened at 2.30pm

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 11 November 2019

CDE2/20 Resolution

Minutes of the HB Civil Defence Emergency Management Group Joint Committee meeting held on Monday, 11 November 2019, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Wise/Hazlehurst
CARRIED**

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

The item was taken as read.

CDE3/20 Resolution

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

**Walker/Wise
CARRIED**

5. Call for Minor Items Not on the Agenda

There were no minor items raised.

6. Confirmation of Joint Committee Terms of Reference

The item was taken as read.

CDE4/20 Resolutions

The Hawke's Bay Civil Defence Emergency Management Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Hawke's Bay Regional Council's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
2. Adopts the proposed Terms of References as attached.

**Walker/Wise
CARRIED**

7. Hawke's Bay Disaster Relief Trust Deed

The item was taken as read.

CDE5/20 Resolutions

The Hawke's Bay Civil Defence Emergency Management Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Hawke's Bay Regional Council's adopted Significance and Engagement Policy, and that the Joint Committee can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
2. Adopts the proposed Trust Deed for the Hawke's Bay Disaster Relief Trust as attached.

**Hazlehurst/Walker
CARRIED**

8. Group Manager's Update

The item was taken as read.

CDE6/20 Resolutions

That the Hawke's Bay CDEM Group Joint Committee receives the "Group Manager's Update" report.

**Walker/Wise
CARRIED**

9. Discussion of Minor Items Not on the Agenda

There were no minor items raised.

Dr Nick Jones made a presentation about Coronavirus (Covid-19), how it spreads and current statistics of the NZ and global spread and survival rates

Reactions to PMs announcement included:

- Need to amplify efforts 'on the ground' to spread messages of just how serious this is
- Logistics around how to coordinate welfare assistance – using those in the community wanting to help and a welfare plan is essential
- Plan to keep primary industries and supply chains operating.

Ian Macdonald and CDEM – HB action plan summary, noting:

- Regional messaging from mayors – streamlined through a single channel
- National needs assessment system for people to access and register their needs /requests for assistance
- Alison Prins – emergency coordination centres are operating; awaiting update from Lifelines so can identify gaps and shore up services; standing up own HB needs assessment process as challenges working with the National system; identifying essential services for rural communities

- Zoom to outlying districts to give instructions on operationalising the response, with work already under way in CHB and Wairoa by local controllers
- Rachel Schicker– Local councils to focus local messages on a practical level; regionally echo the PMs messages; need to stick to your lane and reiterate messages; cc Rachel to any local messages; making videos to get messages out; focus on what locals can do, not nationally; Saturday full page in papers was good
- Get messages out now about things people should be doing to prepare; HB Emergency brand is very good and trusted, and across multiple channels
- Capacity to respond to questions and monitor social media
- Comms are managed through the Public Information Management (PIM) CDEM team
- DHB is the lead agency, CDEM coordinates the response
- Go to the Covid-19 web page for all info in the first instance
- welfare@hbemergency.govt.nz copy into emails
- Concern around the pervasiveness and duration of the event – and understanding other things like electricians and plumbers availability as essential service
- Request for Ian Macdonald to provide a daily 'briefing' to HB Leaders

Closure:

There being no further business the Chairman declared the meeting closed at 4.00pm on Monday, 23 March 2020.

Signed as a true and correct record.

DATE:

CHAIRMAN: