



## Meeting of the HB Civil Defence Emergency Management Group Joint Committee

**Date:** Monday 23 November 2020  
**Time:** 1.30pm  
**Venue:** Council Chamber  
 Hawke's Bay Regional Council  
 159 Dalton Street  
 NAPIER

### Agenda

ITEM	TITLE	PAGE
1.	Karakia/Welcome/Notices/Apologies	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the HB Civil Defence Emergency Management Group held on 31 August 2020	
4.	Action Items from Previous HB CDEM Group Joint Committee Meetings	3
5.	Call for Minor Items Not on the Agenda	7
<b>Decision Items</b>		
6.	Hawke's Bay CDEM Group Annual Report 2019-20	9
<b>Information or Performance Monitoring</b>		
7.	Regional Drought Relief Fund	29
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9.	Discussion of Minor Items not on the Agenda	37





## HB CDEM GROUP JOINT COMMITTEE

Monday 23 November 2020

### 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 Approved by:

**Ian Macdonald**  
**GROUP MANAGER/CONTROLLER**

#### Attachment/s

- [1](#) Action Items for November 2020 meeting



## Hawke's Bay CDEM Group Joint Committee

Monday, 23 November 2020

## Action Items from Previous Meetings

## 31 August 2020 meeting

		Action	Responsible	Status/Comment
1	2019-20 Hawke's Bay CDEM Group financial report	Budget forecasts to be provided to the November 2020 Committee meeting for consideration.	I Macdonald	Next meeting
2	Hikurangi Response Plan Project Completion	Proposed that the CDEM Group undertake a practice to encourage local businesses in Napier tsunami zones to practice evacuation routes	I Macdonald	Completed as part of national earthquake drill October
3	Hikurangi Response Plan Project Completion	Provide link to the Hikurangi Response Plan Toolbox to the Committee members	A Roets	Link provided in the Minutes of 31 August 2020 and following <a href="https://www.eastcoastlab.org.nz/assets/Reports/HRPlanning-Toolbox.pdf">https://www.eastcoastlab.org.nz/assets/Reports/HRPlanning-Toolbox.pdf</a>

## Previous meetings

4	Group Plan Review – Outline Process And Key Dates	Set new objectives for the Group for the next 5 years	I Macdonald	On hold due to COVID-19 response
5	Follow-ups: Risk Reduction	Possibly having a discussion paper to the next JC on developing a combined plan for all TAs and Agencies around natural hazards and risks.	I Macdonald	On hold due to COVID-19 response. However some initial consultation with HBRC strategic planners on the review of the regional policy statement and plans.
6	2018-19 Annual and Financial Report	<ul style="list-style-type: none"> <li>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.</li> <li>The Annual report 2018-19 will be circulated to all five councils for consideration.</li> </ul>	Mayor A Walker / I Macdonald	Annual Report on this agenda





## HB CDEM GROUP JOINT COMMITTEE

Monday 23 November 2020

### Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

#### Reason for Report

1. Standing order 9.12 states:

*"A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:*

- (a) the reason the item is not on the agenda; and*
- (b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.*

*Items not on the agenda may be brought before the meeting through a report from either the Chief Executive or the Chairperson.*

*Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision making."*

2. In addition, standing order 9.13 allows *"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

1. That the HB CDEM Group Joint Committee accepts the following "Items of Business Not on the Agenda" for discussion as Item 9:

Topic	Raised by

**Annelie Roets**  
GOVERNANCE ADMINISTRATION  
ASSISTANT

**Ian Macdonald**  
GROUP MANAGER/CONTROLLER







## HB CDEM GROUP JOINT COMMITTEE

Monday 23 November 2020

### Subject: HAWKE'S BAY CDEM GROUP ANNUAL REPORT 2019-20

#### Reason for Report

1. The purpose of this report is to provide a draft of the Hawke's Bay CDEM Group Annual Report for 2019-20 for the Committee to comment on and approve.

#### Officers' Recommendation

2. That the Committee adopt the Hawke's Bay CDEM Group Annual Report for 2019-20 with any amendments, as attached to this report.

#### Background /Discussion

3. In the last few years the Group has produced an annual report. The main purpose of this report is to help facilitate the governance and management of the Hawke's Bay CDEM Group as a shared service arrangement between the five Hawke's Bay councils and partner agencies.
4. The report attached to this paper is a slimmed down version of previous years due to ongoing response to the COVID-19 pandemic. Once the Committee is happy with the content further work will be done on formatting the final version.
5. Should the Committee adopt the 2019-20 Annual Report, this will be distributed to the Group's member councils for inclusion on a suitable council meeting and be available online to the public.

#### Options Assessment

6. The committee may decide to:
  - 6.1. Adopt the report as recommended
  - 6.2. Adopt the report with amendments; or
  - 6.3. Not adopt the report.

#### Strategic Fit

7. The recommendations are consistent with the Group Plan in that they help provide for the effective governance of the Group in seeking to achieve its vision of "A Resilient Hawke's Bay".

#### Financial and Resource Implications

8. There are no significant resource implications from the recommended decisions in this report.

#### Decision Making Process

9. 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:
  - 9.1. The decision does not significantly alter the service provision or affect a strategic asset.
  - 9.2. The use of the special consultative procedure is not prescribed by legislation.

- 9.3. The decision does not fall within the definition of significance the Adminstrating Authority's (HBRC) policy on significance and engagement
- 9.4. No persons can be identified who may be affected by this decision.
- 9.5. The decision is not inconsistent with an existing policy or plan.
- 9.6. 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 Committee:

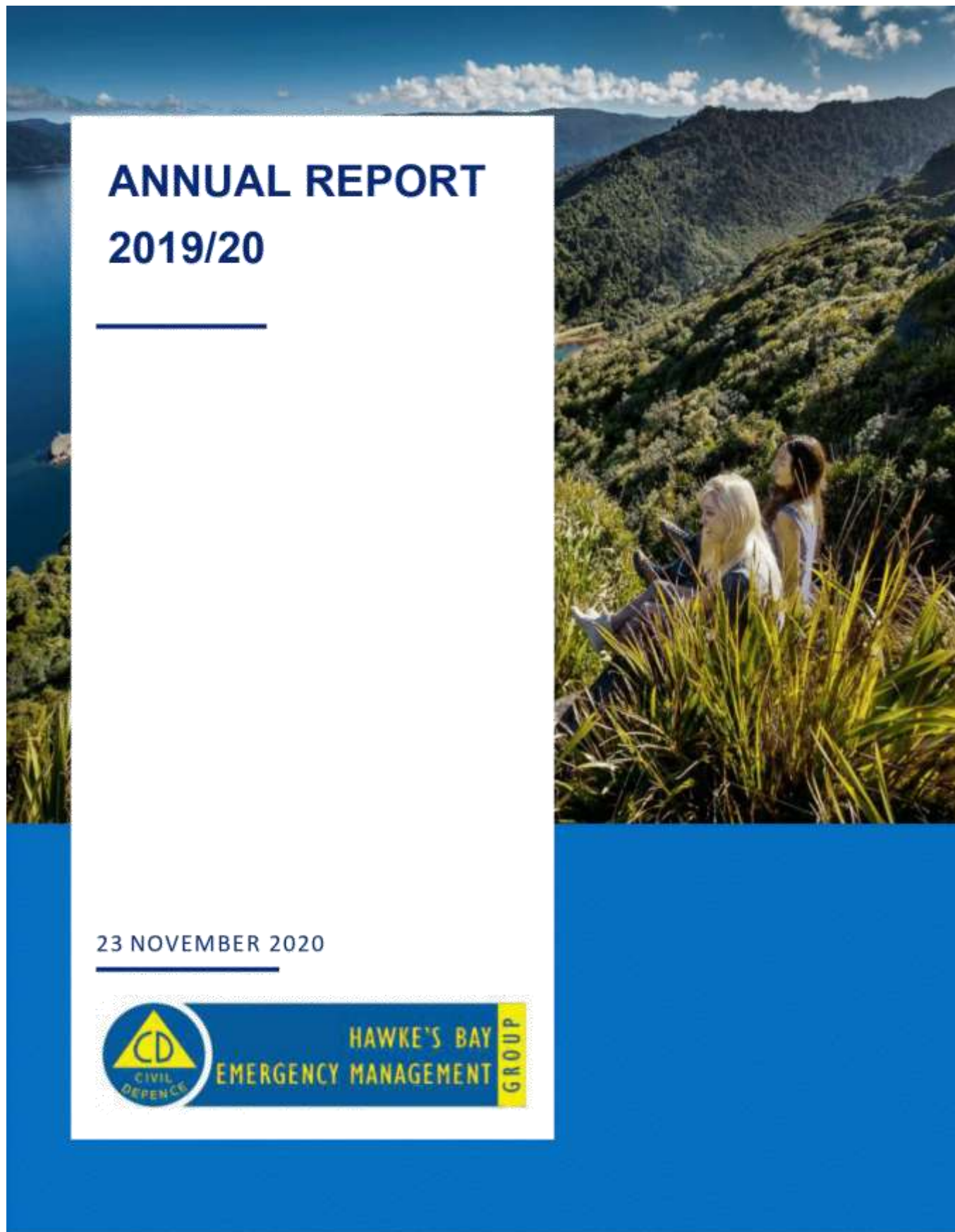
1. Receives and considers the "Hawke's Bay CDEM Group Annual Report 2019-20" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Adopts the Hawke's Bay CDEM Group Annual Report 2019-20 as attached to this report (or with amendments).

### **Authored and Approved by:**

**Ian Macdonald**  
**GROUP MANAGER/CONTROLLER**

### **Attachment/s**

[↓](#) 1 HBCDEM Annual Report 2020



Item 6

Attachment 1

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## *Foreword*

A message from the Chair of the Joint Committee and Coordinating Executive Group

This year has been unprecedented in terms of a once-in-a-generation global, national and local emergency response to the COVID-19 pandemic. A national state of emergency was in place in New Zealand for more than a month, while in Hawke's Bay our regional and local coordination centres were activated for more than 70 days. The CDEM Group role in the response was to support the Hawke's Bay District Health Board in the clinical response, while leading the coordination across agencies and communities to provide for the welfare needs of our people.

This was also a year of neighbors helping neighbors, strangers helping strangers, and Hawke's Bay communities working together on response and recovery efforts. As regional leaders, we said back in March that Hawke's Bay's sense of community and trust would give us a very strong foundation to carry us through these troubled times. We're proud to say this was the case.

Our communities responded to the impacts of the lockdown by caring and providing for our most vulnerable. At this level, the response was led by individual communities with the support of our Civil Defence Emergency Management structures, emergency services, local government, central government agencies and various non-government organisations. The community-led response reinforced the value of the work we've been doing as part of our community engagement programme.

The CDEM Group also supported the drought response, led by the Civil Defence Rural Advisory Group (RAG), in partnership with the Hawke's Bay Regional Council, Central Hawke's Bay District Council and Hastings District Council. CDEM provided planning, welfare and public information management services, to help Hawke's Bay farmers get through some of the harshest drought conditions in living memory.

These responses had a big impact on the rest of the work programme. We're still involved in planning for COVID-19 resurgence with government agencies, as well as working

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through the significant backlog of projects we put on hold while we were responding to these events.

The Hikurangi Response Planning Project was a substantial piece of work completed this year, and has provided Hawke's Bay's with a suite of resources to aid our future response planning to manage the impacts of such an event.

Our next year will be busy implementing the recommendations from the COVID-19 response review, focusing on how we can enhance our support to our communities to build their resilience in a shared responsibility manner. We will also continue to focus on enhancing our own capability and capacity to respond on behalf of our communities during emergencies, to ensure that our coordinated efforts with our partners can more effectively meet the needs of communities and individuals who may be affected. We will also continue our efforts to understand how we can enhance the resilience of our communities given the stresses that are being placed upon them through climate adaptation.



## Highlights over the year

### Our reduction highlights

**Reducing risk is one of the most important things we can do to protect people, property and the environment.**

We keep communities safe by helping people identify and reduce their risk of emergencies at home, at work and in their community.

### Ongoing research

Our ongoing research this year focused on landslide risk, and we commissioned this research in accordance with the 10-Year Hazard Research Plan. The findings from the GNS region-wide earthquake-induced landslides risk assessment report and GNS Bluff Hill earthquake-induced landslide forecast and hazard assessment are available on the Hawke's Bay Hazard Portal: <https://hbmaps.hbrc.govt.nz/hazards/>

### Hikurangi Response Planning Project

The two-year Hikurangi Response Planning Project concluded in 2019-20 with the launch of a toolbox designed to support regional and national planning for a Hikurangi subduction zone earthquake and tsunami. The Hawke's Bay CDEM Group led this project.

The toolbox, developed by East Coast Life at the Boundary in collaboration with five Civil Defence Emergency Management groups from across the North Island's east coast, includes a credible magnitude-8.9 earthquake and tsunami scenario developed by GNS Science, to be used as a planning tool to identify the consequences of a large Hikurangi subduction zone earthquake and tsunami. This work has provided Hawke's Bay's with a suite of resources to aid our future response planning to manage the impacts of such an event.

*"There's no avoiding the fact that all of Aotearoa New Zealand is at risk of earthquakes, and all of our coasts are at risk of tsunami. We need to be aware of this risk, and we need to plan how to best get our communities through such an event." – Hikurangi Response Planning Project Leader Natasha Blunden*

## Our readiness highlights

**Resilience in readiness means people and communities are ready and prepared to react when an event occurs.**

We build greater resilience within our diverse communities, particularly those most vulnerable, by helping them identify their own strengths, risks and needs, and supporting them to plan for emergencies.

### Community preparedness events

In 2019-20, we took part in two nationwide events designed to remind people of the right actions to take during an earthquake and potential tsunami – the Tsunami Hīkoi in March, and the ShakeOut earthquake drill in October.



### Partnering with communities

During 2019-20, one of our focuses was stronger engagement with communities. We completed our community resilience programme 2019–2026, and worked with several rural coastal communities to develop resilience plans.

We completed the Clive and Cape Coast community resilience plans, and our community engagement team is looking to review existing plans to ensure they are up to date and relevant. This includes a digital approach to resilience plans using Storymaps, so the hazard data in the plans is always up to date. Our community engagement team is also focusing on developing community resilience plans for specific communities of interest, including Māori (including marae), Pasifika and multicultural communities.

### Exercise Rūaumoko

In October 2019, we ran Exercise Rūaumoko, a full-scale activation of Hawke's Bay Civil Defence Emergency Management Group and its regional partners, to test Hawke's Bay's arrangements for preparing for, responding to, and recovering from a major emergency based on an earthquake. The exercise took place over five days immediately following New Zealand ShakeOut at 1.30pm on 17 October, and involved emergency services, local government, utility providers and volunteer organisations.



The exercise was a chance to test emergency processes at a local and regional level, and the new emergency coordination facility in Hastings. It also tested our region's volunteer emergency response teams, including their response facilities and communication channels, shift handover arrangements, and recovery management.

As part of the exercise, we stood up a Civil Defence Centre at Pettigrew Green Arena to practise and embed the use of regionally developed Civil Defence Centre Guidelines. This involved volunteers from the Hawke's Bay Emergency Response Team and the Red Cross Disaster Welfare Support Team coming together to share learnings, practise facility set up, and discuss best practice for CDC operations.

### On-all duty system

Our group's 24/7 duty on-call emergency system ensures someone is always available to support the group and initial response activities when national watches and warnings are issued. The group managed 468 after-hours calls, and issued 162 watches and warnings to regional response agencies over the year.



## Our response highlights

Emergencies happen, and we all rely on the people who respond in these events to be well trained to deal with the situation as it unfolds, ensuring lives and property are protected and well looked after.

### Hawke's Bay's COVID-19 response

COVID-19 is the biggest and most complex challenge our global community has encountered in living memory, and prompted the largest ever emergency response in New Zealand.

We activated our Group Emergency Coordination Centre from 16 March to 5 July, after the New Zealand government declared a National State of Emergency in response to the COVID-19 pandemic.

Our objective was to identify and connect our most vulnerable people with essential support services rapidly and safely, ensuring no one fell through the gaps. We provided welfare services to people most at risk to the impacts of COVID-19, and supported the Hawke's Bay District Health Board's clinical response by easing the burden on health services.

*"Our goal in this response was to help people who were most at risk of falling through the gaps – people who did not have ready access to the family and community support that many of us take for granted." – Hawke's Bay Civil Defence Emergency Management Group Controller Ian Macdonald*

Our welfare team quickly set up a regional emergency line in April at the request of the New Zealand Government, to meet the immediate basic needs of people until other services and supports could step in. The line was staffed by workers from Hawke's Bay's five councils and The Development Hub – a local organisation that provides employment, training and education opportunities to people, including young Māori and Pasifika women, sole parents and those returning to the workforce.



Our emergency welfare service mostly helped people who urgently needed basic food items and essential items such as toiletries as a result of the COVID-19 lockdown. We also helped people who didn't have winter clothing and were facing colder nights with no blankets or firewood. Additionally, we worked alongside the homeless network providing emergency accommodation to homeless people and families during the COVID-19 lockdown.



Our group tallied more than 7000 inbound and outbound calls and carried out more than 1600 needs assessment. Many callers just needed information and advice. For the people who needed more help, staff assessed their needs and provided welfare parcels to those who had no other

options. We directly delivered around 1600 welfare parcels, as well as providing funding to foodbanks, which went towards the more than 8400 welfare parcels they distributed over the response period.



A survey of 98 of the more than 7000 people who called our 0800 emergency number shows that around 70 per cent would have struggled without our help, and 15 per cent would have been in crisis.

Our group's welfare service was part of a region-wide, multi-agency and community-led effort that went into getting people the

*"These statistics show us that without our emergency welfare service, many people who were already struggling before the lockdown would have been in even worse positions and faced real hardship." – Ian Macdonald*

help they needed. This is a fundamental part of our response doctrine that communities are best place to respond to their people with our support and assistance if required.



More than 150 community organisations and agencies also joined forces to stop people slipping through the cracks. We formed a significant partnership with the Tihei Mauri Ora Emergency Response Centre, which was kick-started to provide a welfare response to whānau pounamu (the most vulnerable) when New Zealand went into the COVID-19 lockdown.

The Tihei Mauri Ora Emergency Response Centre is a Ngāti Kahungunu and Hawke's Bay District Health Board collaboration in partnership with central and local government. The purpose of the centre was to coordinate delivering food, firewood and blankets to whānau pounamu. The centre spanned an area covered by eight district councils and three district health boards, and provided manakitanga to all within those boundaries: Māori, Pasifika, multicultural communities and Pakeha.

We also worked closely with existing and bespoke foodbanks providing funding so they could maintain their food stocks and support those most in need in the community.





### COVID-19 snapshot



We tallied more than 7000 inbound and outbound calls and carried out more than 1600 needs assessments



62 per cent of callers could self-help after talking to us; 38 per cent needed more help



170 staff worked for the GECC, and 50 people worked as welfare needs assessors



92 per cent of callers got the support they needed



We housed 34 households in temporary accommodation service places, and accommodated 54 homeless people



We established a network of networks around 12 key populations. More than 150 community organisations and agencies also joined forces to stop people slipping through the cracks.



Our Public Information team sent 31 media releases and eight newsletters, arranged six media interviews and responses, and posted on Facebook 213 times.

At the peak of the response, our group's Facebook page reach spiked to 41,618 people – 24 per cent of Hawke's Bay's population, and our Facebook audience grew by more than 1500 over the response period.

### Tangoio fire

On 6 January 2020, a fire started a forestry block on Tangoio Settlement Road. Fire fighters fought the blaze until 12.45pm on 17 January, when the fire was 100 per cent controlled. At its height, the fire had burnt through 350 hectares and involved 55 fire fighters plus support workers and Pan Pac fire staff, four helicopters and 30 vehicles.

We supported Fire and Emergency New Zealand by providing the Group Emergency Coordination Centre to manage the response. We also provided Public Information Management support.

### Waipawa water mains break

At 9.30am on 10 January 2020, a contractor working on private land hit the main water line that feeds the Waipawa reservoir and the main line to Otane with a digger. By 2.30pm, Waipawa and Otane had come dangerously close to running out of water.



Central Hawke's Bay District Council had no communications staff working that day and the council incident controller requested support. Our group provided support, deploying our Public Information Manager to manage the social media, media releases and media queries, and provide strategic communications advice as the event unfolded. Additionally, the group provided support in the Planning and Response Management areas, deploying an additional two staff to provide expert advice.

The water pipe was repaired by 6.15pm.

### Tikokino fire

On 5 February 2020, a 20-hectare fire just north of Tikokino forced Fire and Emergency New Zealand fire fighters to close State Highway 50.

On request from Fire and Emergency New Zealand, we deployed our Public Information Manager to manage the communications for the event, providing social media, media and stakeholder updates, and managing media queries.



### Summer drought

The Hawke's Bay drought was declared an adverse event in March 2020, following 10 months of very little rain.

The drought, predominately affecting Central Hawke's Bay and rural Hastings was, for many farmers, the worst in living memory. Our farming community faced an enormous feed deficit because of the drought, which brought profound challenges including accessing feed and managing stock, and dealing with the mental hardship of working in those conditions with hungry animals.

These impacts were compounded by COVID-19, which resulted in the freezing works operating at a reduced capacity, trade impacts, and an inability for farmers to meet face-to-face when they needed support.



The Civil Defence Rural Advisory Group (RAG), made up of farmers, rural local councillors, the Hawke's Bay Regional Council, Beef and Lamb New Zealand, the Ministry for Primary Industries, East Coast Rural Support Trust, Fire and Emergency New Zealand and Federated Farmers, led the response in partnership with the Hawke's Bay Regional Council, Central Hawke's Bay District Council and Hastings District Council. The HBCDEM Group supported the response by providing planning, welfare and public information management services, to help Hawke's Bay farmers get through some of the harshest drought conditions in living memory.





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## Our recovery highlights

**Dealing with an emergency can be stressful and exhausting. Recovering from a disaster is a complex process that may take months, even years to overcome. We work to help people get back to acceptable quality of life as soon as possible.**

Local recovery managers from Hawke's Bay's local authorities met three times during the 2019/20 financial year, with a fourth meeting cancelled due to COVID-19.

The group used Exercise Rūaumoko to learn and test the transition from response to recovery, and consider key recovery issues that are likely to arise following such an event. The group held two meetings in the weeks after the exercise to focus on these issues.

We have supported the council and community-led recovery from the COVID-19 response and lockdown.

## Our local highlights

**The Hawke's Bay CDEM Group supports its members in their responsibilities under the CDEM and Local Government Acts in preparing and responding for emergency responsibilities.**

On 30 September 2020, Central Hawke's Bay District Council held an incident management team exercise simulating volcanic activity at Mt Ruapehu, causing significant ash fall in Central Hawke's Bay. This exercise, together with the council's participation in the regional exercise Rūaumoko, primed the council for a coordinated and swift response to the January 2020 Tikikino fire event and the Waipawa-Otane reservoir water main pipe damage. The water main damage had the potential to see Waipawa and Otane without water for days, but the pipe was replaced with 45 minutes of water left in the reservoir.

Napier City Council launched the Hill Hostee project, working with residents on the Napier Hill to promote the role they could play in an event where many people evacuate



to the hill, such as after a large earthquake. Find out out more at: [www.napier.govt.nz/napier/community-development/napier-hill-safe-zone/](http://www.napier.govt.nz/napier/community-development/napier-hill-safe-zone/)

Early in 2020 a Hastings District Council staff member completed the CDEM Controllers Development programme, establishing a total of three people within Hastings District Council that are trained to act as Controller during a Civil Defence activation.

Hastings District Council commissioned a contractor to undertake an independent review of the council's response capability. The review, completed just prior to COVID-19 Level 4 lockdown, and updated after returning to Level 1 to reflect the learnings during that activation, provides the council with a clear action plan to further enhance the preparedness and response capability. The overall assessment showed that the council's response facilities and resources are mature, the response staff and training are advancing and that there is scope to improve plans and procedures. To this end, the council has established a new role due to start early 2021 to focus on addressing the improvement opportunities identified in the report.

Hastings District Council was fully engaged in exercise Rūaumoko including activating a full Incident Management Team (IMT) of 11 people operating within the new Group Emergency Coordination Centre over two days. This tested communication channels between the IMT and business units, which provided valuable information to help support the operation during the COVID-19 activation.

A Wairoa District Council staff member completed the CDEM Controllers Development programme, which with the changing of staff at the council, means now Wairoa has a trained controller. The council's alternate controller is enrolled to complete the course in November 2020.

Wairoa District Council was fully engaged in exercise Rūaumoko including activating a full Incident Management Team (IMT) of 10 people operating within the Alternate Group Emergency Coordination Centre in Wairoa Hospital) over three days. This exercised the Emergency Operations Centre staff, who worked with limited communication (cell phones only) and limited internet connection, whilst maintaining contact with the HBCDEM GECC.

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In September 2019, as part of the Wairoa Township Community Resilience Plan, suggested tsunami evacuation routes were developed and circulated throughout the town. Eighty per cent of local shops put the evacuation maps in their store windows, and the routes were advertised in the Wairoa Star and included in local school newsletters. Wairoa District Council staff practiced the routes during the 2019 October ShakeOut.

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## Finances

**Our response to COVID-19 and the drought had a significant impact on our finances and work programme. However, we absorbed our additional COVID-19 and drought operational response costs through reduced activity in non-response areas such as risk reduction, hazard research, coordination and community engagement, and by using our existing reserve.**

Prior to the COVID-19 response, our budgets were on track for under-expenditure for the 2019-20 financial year, which also helped reduce the response's financial impact.

### COVID-19 costs

As part of the COVID-19 response, our group incurred two additional types of expenses: operational response and emergency welfare support expenditure.

Our provision of emergency welfare support and direct operational response costs resulted in \$1,692,324 additional expenditure in 2019-20. The National Emergency Management Agency (NEMA) has approved \$530,053 in reimbursement for our first welfare cost claim from, and NEMA team is assessing a further three claims totalling \$409,351.

Our operational response costs included:

- short-term contracts for additional welfare staff
- development and operation of the welfare 0800 number and the team of needs assessors
- personnel costs for extra staff hours
- miscellaneous response costs such as food for shifts, extra IT equipment and software licenses

Our emergency welfare costs included:

- grocery items
- household goods such as clothing and blankets
- delivery costs

- emergency accommodation
- reimbursement of food bank costs

#### How we managed these costs

The gross result of the COVID-19 response would have been an approximately \$700,000 overspend.

However, as a result of reduced expenditure in non-response areas, our COVID-19 response resulted in a net overspend of \$374,077 (after Lifelines expenditure has been removed).

We have \$371,515 held in reserves, leaving a deficit of \$2562 in the reserve account. While we had significant unbudgeted expenditure year, our decision to hold under-expenditures in recent years as a reserve meant we have managed this expenditure, with some residual risk from future events, without the need to increase the regional targeted rate.

#### 2020-21 financial year risks

As our reserve account is now depleted, there is a risk that if another significant event was to occur we may incur a large deficit. By far the biggest risk now is any response required as part of a resurgence of COVID-19. Based on our previous experience and ongoing preparation, it is likely that any resurgence will not have as large impact and will be better managed. We're also confident that the demand on our welfare services would not be as high as it was in the first response.

As the 2020-21 rates have now been struck there are no real short-term options available to provide for a reserve. Therefore, any emergency expenditure over the next 12 months may require the reserve account to move further into deficit.



## HB CDEM GROUP JOINT COMMITTEE

Monday 23 November 2020

### Subject: REGIONAL DROUGHT RELIEF FUND

#### Reason for Report

1. This item provides an update on the Regional Drought Relief Fund and discusses recommended next steps.

#### Executive Summary

2. The Regional Drought Relief Fund (RDRF) which totalled \$1,026,302.65, has distributed \$977,614 to assist our rural community with costs related to animal feed transportation and welfare.
3. Applications to the fund closed 30 September 2020, leaving \$48,688.70 remaining in the fund.

#### Background

4. On 12 March 2020, the Ministry for Primary Industries classified the 2019-20 drought as a large-scale adverse event for the entire North Island.
5. The Hawke's Bay Rural Advisory Group (RAG) was the lead group for the drought response working under the Hawke's Bay Civil Defence and Emergency Management Group (HBCDEM) structure. The RAG is made up of representatives from rural and primary sector businesses, agencies and councils.
6. The RAG worked closely with the Hawke's Bay Regional Council and the HBCDEM to co-ordinate activities, information and support for rural people impacted by the drought and national lockdown.

#### Funding

7. On 19 May 2020, the region's mayors and Regional Council chairman launched the RDRF, in response to the critical shortage of feed, as a result of the severe and prolonged drought in Hawke's Bay. The purpose of this fund was to "leave no one behind" and support the stock feed requirements of as many landowners as possible through the winter by offering a payment towards the cost of transporting feed to farm.
8. The fund initially accrued \$1 million including contributions from Ministry for Primary Industries (\$500k), Regional Council (\$200k), Central Hawke's Bay District Council (\$50k), Centralines (\$50k), Hastings District Council (\$200k). The RAG administered the fund held in Trust by the Hawke's Bay Disaster Relief Trust.
9. In addition to this government funding, the fund received a one-off donation of \$191.30, and our community raised \$14,798 through a GiveaLittle campaign, promoted by the 'Digging deep for farmers' drive created by the RAG communications team.
10. A further \$11,560 was added to the RDRF which was remaining from the Hawke's Bay Producers Adverse Event Trust which was de-registered in 2014.
11. The RAG agreed to commit \$10,000 from the RDRF towards the East Coast Rural Support Trust (RST), to support their work in providing 'critical care' personal and financial support to vulnerable farming families. This small amount of funding was available for immediate use to supply feed, for veterinary support or additional on farm labour.



### Initial funding criteria

12. The terms of reference for the RDRF were clear from the outset that the funds raised will support the cost of transporting feed to the region.
13. The RAG initially agreed on the following criteria.
  - 13.1 Funding is for transportation of feed
  - 13.2 Invoices must be dated on or after 19 May 2020 (when the RDRF was announced)
  - 13.3 Farm must be in the Hawke's Bay region
  - 13.4 Farm must have feed/plan budget
  - 13.5 Farm size: Between 20ha-150ha, can claim up to \$400
  - 13.6 Farm size: Greater than 150ha, can claim up to \$1,350
  - 13.7 Farms that received free donated feed (via Rural Support Trust) would have to share their portion of the transport costs, at the end of spring
  - 13.8 Funding can only be applied for once.
14. Given the urgency of the feed requirement, the application process was managed as a high trust model of targeted assistance in much the way that the government COVID-19 wage subsidy was applied.

### Obtaining funding

15. People were to apply for funding through the online form on a Regional Council website or drop into any HBRC office to complete an application form. They were asked to attach proof of feed transport cost (a recent invoice), along with a bank deposit slip.
16. For small block owners (less than 20ha), the RAG and Regional Council organised three separate 'lifestyle feed runs' over three consecutive weekends during May. Feed was purchased and transported into Hawke's Bay from all over the country (Christchurch, Gisborne, Tauranga, Inglewood, New Plymouth and Feilding) and sold online to small block owners.
17. We sold out of feed within 48 hours for each run, which showed the level of need. On the pickup days, we relied on volunteers to help load the bales. This included; Napier Tech Rugby, East Coast Young Farmers, Regional Council staff, Civil Defence staff, regional councillor Will Foley, and RAG leaders.
18. Furthermore, the RST organised for donated feed from around the country to be transported into the region and allocated to those in need. The RDRF paid those transportation costs.

### Funding criteria review July 2020

19. Initially, the RAG believed demand was going to exceed supply given the scale of the drought and the estimated number of eligible properties; hence modest limits based on farm size were initially agreed. After five weeks, only 103 applications, totalling \$125,550 had been received. Feedback suggested that the amounts being offered were too small to make a difference and so people were not applying.
20. In July 2020, the RAG met to review its fund criteria given the low uptake of the fund. The feedback at that meeting from RAG participants was that the amounts being offered were too low, many had arranged feed prior to the RDRF being announced (and so missed out on the support payment) and so the RAG made the following adjustments.
  - 21.1 Allow those that organised feed early access to the fund (the eligibility date was shifted to 12 March 20, when the adverse event was declared by MPI)
  - 21.2 Not to on-charge transportation costs to the recipients of donated feed
  - 21.3 Fund transportation of stock to properties outside the region to graze, and then back again
  - 21.4 To increase the limits

- 21.4.1 Farm size: Between 20ha-150ha, could claim up to \$1,000 (up from \$400)
- 21.4.2 Farm size: Greater than 150ha, could claim up to \$5,000 (up from \$1,350)
- 21.5 To automatically top up to the new limits those who had already applied by depositing the difference into their accounts (\$224,980)
- 21.6 To confirm that applications will close end of September 2020.
- 21. These criteria changes, along with new direct marketing initiatives developed to promote the RDRF, via the RAG communications team, increased uptake in the subsequent weeks.

### Funding update, October 20

- 22. At the close of the fund, \$977,614 was dispersed to support our rural community with costs related to animal feed transportation and welfare. The fund totalled \$1,026,302.65, which leaves \$48,688.70 remaining.
- 23. The lifestyle feed runs supported 333 farmers who bought 4,902 bales of feed. The total cost of transportation for the lifestyle feed totalled \$14,798.
- 24. We received 289 online applications from farmers who claimed a total of \$794,650.

Northern HB	Mid-HB	Southern HB
4	173	112

- 25. 33 of these applicants were on farms sized between 20ha-150ha, and 255 were farms sized greater than 150ha.
- 26. The donated feed transportation costs totalled \$149,800. This covered the cost of transport only and note the cost of the actual feed. This change resulted in a greater supply of donated feed being able to come to the region.
- 27. The A&P showgrounds was used as the staging area for incoming donated and lifestyle feed over the past five months. The RDRF contributed approximately \$13,000 for costs associated with this including distribution and collection logistics (labour and forklift diesel costs), and repairs to the showgrounds access road, which was damaged by the feed transport trucks.

### Building resilience in our rural communities

- 28. Recent reporting by NIWA outlines scenarios ahead of the region with a changing climate. The indications are we will have increasing frequency and intensity of volatile weather events including drought, and storms.
- 29. Farmers believe about 65% of New Zealand's agriculture will be moderately or severely impacted by climate change in the next 30 years, according to a survey (MPI, 2019).
- 30. There is a need to help farmers and rural communities prepare for and manage through drought, so they can pursue a prosperous and sustainable future.
- 31. In order to do this, the development of a Regional Drought Resilience Strategy (RDRS), in partnership with the primary sector, MPI, councils and industry is being proposed. HBRC is prepared to facilitate the development of the strategy and would like to utilize the small amount of remaining funding in the RDRF to begin this work.
- 32. This strategy will pull together existing knowledge on managing for drought across a broad range of areas, such as alternate land use options, the use of trees on farms, reticulation, on-farm water storage and ongoing advice to landowners.
- 33. To achieve this, we see this work being split into three phases:

#### *Phase one: Initial scoping to develop a Regional Drought Resilience Strategy*

- 34. Before writing a RDRS we need to better understand:
  - 36.1 the current thinking of those affected by this drought, including the primary sector and other supporting services

- 36.2 what historical resilience efforts have been made and the impact these have had
  - 36.3 what information is available now that would help support drought resilience
  - 36.4 best methods for engaging with our rural communities
35. Council contracted AgFirst Pastoral (HB) Limited to deliver this initial thinking and this has been completed, reported and paid for by HBRC.

*Phase two: Development of a Regional Drought Resilience Strategy*

36. HBRC are currently scoping the work with an industry professional, with the strategy development proposed to occur over the summer months. It is proposed to draft the strategy, run workshops and then issue a final report in Feb 2021. It is proposed to use the remaining RDRF money to run this process, with HBRC project managing the work.

*Phase three: Development of an integrated Drought Resilience Action Plan*

37. After the strategy has been developed and socialised there is a need to create a focused implementation plan or action plan that sets out how we will set about operationalising the strategy and the processes and pathways that will achieve that. This will be the more significant and ongoing body of work that includes things like farmer field days, workshops and monitor farms.

**Next Steps**

38. Hawke's Bay should expect more frequent drought events like 2020, and we need to prepare and support our rural communities by developing a RDRS and an integrated action plan.
39. HBRC are seeking the agreement of the fund contributors and then the Hawke's Bay Disaster Relief Trust to use the remaining \$48,688.70 to fund the development of a Regional Drought Resilience Strategy.

**Decision Making Process**

40. 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 Group Joint Committee receives and notes the "*Regional Drought Relief Fund*" staff report including the proposal to spend the residual funding of \$35,549 on a Regional Drought Resilience Strategy.

**Authored by:**

**Jolene Townshend**  
**SENIOR ADVISOR INTEGRATED**  
**CATCHMENT MANAGEMENT**

**Approved by:**

**Iain Maxwell**  
**GROUP MANAGER INTEGRATED**  
**CATCHMENT MANAGEMENT**

**Attachment/s**

- [1](#) Statement of Financial Performance for the period ending 16 November 2020



**Drought Relief Trust Fund 2020****STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE PERIOD ENDED 16 November 2020**

	April - November
<b>Income</b>	
<b>Donation Income</b>	
MPF Funding	500,000
Hawkes Bay Regional Council	200,000
Hastings District Council	200,000
CHB District Council	50,000
Centralines Ltd	50,000
<b>Total Donated Income</b>	<b>1,000,000</b>
<b>Other Revenue</b>	
Lifestyle Feed Run Monies received from farmers	91,332
Give-a-Little Page	14,551
Residual funds from HB Primary Producers Adverse Event Trust	11,560
Donation - C J & A Rafterly	191
<b>Total Other Income</b>	<b>117,634</b>
<b>Total Income</b>	<b>1,117,634</b>
<b>Expenditure</b>	
<b>Finance Expenses</b>	
Bank Fees	27
<b>Total Finance Expenses</b>	<b>27</b>
<b>Operating Expenses</b>	
Lifestyle Feed Run costs (Feed)	92,557
Lifestyle Feed Run costs (Transport)	14,798
Weekly Drought Payment runs 24.6.20 to 20.10.20	794,650
Donated Feed - Transport Costs	149,800
Trust Costs	11,104
<b>Total Operating Expenses</b>	<b>1,062,909</b>
<b>Total Expenditure</b>	<b>1,062,936</b>
<b>Surplus</b>	<b>54,698</b>
<b>Outstanding Invoices - Ops Group (approx figure)</b>	<b>5,000</b>
<b>Costs to be reimbursed to HBRC</b>	
Transport Costs	127,932
Shortfall in costs collected from Lifestyle Feed Run	1,235
Trust Costs	11,104
Double drought payment refund - Sorensen P'Ship	3,000
	137,270
<b>HB Drought Relief Bank Statement Balance (16.11.20)</b>	<b>198,143</b>





## **HB CDEM GROUP JOINT COMMITTEE**

**Monday 23 November 2020**

### **Subject: COVID-19 RESURGENCE PLANNING AND NAPIER FLOOD RESPONSE AND RECOVERY**

#### **Reason for Report**

1. The purpose of this report is to provide a place holder for a information only verbal update on the following:
  - 1.1. COVID-19 Resurgence planning
  - 1.2. The Response and transition into recovery for the November Napier flood event.

#### **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 Group Joint Committee receives and notes the “COVID-19 Resurgence Planning and Napier Flood Response and Recovery” staff report and associated verbal update.

#### **Authored and Approved by:**

**Ian Macdonald**  
**GROUP MANAGER/CONTROLLER**

#### **Attachment/s**

There are no attachments for this report.





## **HB CDEM GROUP JOINT COMMITTEE**

**Monday 23 November 2020**

### **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.

<b>ITEM</b>	<b>TOPIC</b>	<b>MEMBER/STAFF</b>
1.		
2.		
3.		