

MINUTES



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MEMBERSHIP: Mayor Meng Foon, Deputy Mayor Rehette Stolta
Meredith Akuhata-Brown, Bill Burdett, Andy Cranston, Shannon Dowsing, Amber Dunn, Karen Fenn, Larry Foster, Malcolm MacLean, Pat Seymour, Graeme Thomson, Josh Wharehinga, Brian Wilson.

MINUTES of the CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Held in Te Ruma Kaunihera (Council Chambers), Awarua, Fitzherbert Street, Gisborne on Thursday 9 May 2019 at 1:00pm.

PRESENT:

Mayor Meng Foon (Chair), Deputy Mayor Rehette Stoltz, Councillors Meredith Akuhata-Brown, Bill Burdett, Andy Cranston, Larry Foster, Malcolm MacLean, Pat Seymour, Josh Wharehinga and Brian Wilson.

IN ATTENDANCE:

Chief Executive Nedine Thatcher Swann, Director Internal Partnerships James Baty, Transformation & Relationships Keita Kohere, Civil Defence and Emergency Manager Wiremu Tamati, Principal Officer – Integrated Strategy Yvette Kinsella, Democracy & Support Services Manager Heather Kohn and Committee Secretary Coral Dunn.

The meeting commenced with a prayer.

1. Apologies

MOVED by Mayor Foon, seconded by Cr MacLean

That the apologies from Cr Dowsing and Cr Fenn be accepted.

CARRIED

2. Declarations of Interest

There were no interests declared.

3. Confirmation of non-confidential Minutes

MOVED by Cr Stoltz, seconded by Cr Wilson

That the Minutes of 12 December 2018 be accepted.

CARRIED

MOVED by Cr Stoltz, seconded by Cr Wilson

That the Minutes of 12 December 2018 be accepted.

CARRIED

3.2 Action Sheet Placeholder

3.3 Governance Work Plan Placeholder

4. Leave of Absence

Cr Fenn was granted a leave of absence.

5. Acknowledgements and Tributes

There were no acknowledgements and tributes.

6. Public Input and Petitions

6.1 Pop Milner - former Community Link Area Coordinator - Acknowledgement of Service.

7. Extraordinary Business

There was no extraordinary business.

8. Notices of Motion

There were no notices of motion.

9. Adjourned Business

There was no adjourned business.

10. Reports of the Chief Executive and Staff for DECISION

10.1 19-164 Co-ordinating Executive Group Recommendation to Civil Defence Emergency Management Group

Discussion concerned the importance of civil defence in the community and the need to provide necessary information.

Council was advised the website would be checked to identify whether the summary of the recommendations had been published.

Yvette Kinsella advised the 2018 Review had identified:

- 40 recommendations which were structured into short and medium priorities.
- Potential liabilities of the Civil Defence Emergency Management (CDEM) Group.
- The role of both Group Controllers and Recovery Managers and their powers.
- CDEM Group interaction with Group Controllers and Recovery Managers.
- CDEM group interaction at a national level and the national group's power to direct both Council and the CDEM group.
- The lack of strategic planning by the CDEM group.
- A key issue was the lack of planning for additional planning or training costs.

Response to questions and comments were as follows:

- Training was important to ensure the difference between roles and associated powers and potential liability was fully understood.
- The training timeframe would depend on the Ministry's resources.
- Council had approved vacancies resulting from retirements to be brought into Council because of its good resources.
- In the interim, John Clark would fill the existing Controller vacancy, and James Baty the Recovery Manager vacancy whilst appointed staff attended training in Wellington.

- The community link workshops update would be included the Chief Executive's Activity Report and the Manager's Activity reports would provide training updates.
- Any event occurring whilst training was being undertaken, would be managed by John Clarke, the Group Controller.

Secretarial Note: Councillor Akuhata-Brown joined the meeting and apologised for her lateness.

- There was a mechanism in place to cover the community links while strategy was being considered.

MOVED by Cr Seymour, seconded by Cr Burdett

That the Civil Defence Emergency Management Group:

1. Notes the contents of this report.
2. Adopts the recommendation from the Co-ordinating Executive Group that the Civil Defence Emergency Management Group:
 - a. Adopt the proposed Implementation Plan in this report.
 - b. Direct the Chief Executive to secure \$20,000 for training from reconfiguration of existing Council budgets.

CARRIED

10.2 19-174 Draft Governance Work Plan

Response to questions was as follows:

- The tsunami inundation maps were being reviewed.
- Both the Council Meeting on 16 May 2019 and the Future Tairāwhiti Meeting on 6 June 2019 would have historic reports included as part of establishing future processes.
- The 2019 Governance Work Plan identified the reports that would be tabled.

MOVED by Cr Seymour, seconded by Cr Stoltz

That the Civil Defence Emergency Management Group:

1. Notes the contents of this report.
2. Adopts the Governance Work Plan for the calendar year 2019.

CARRIED

11. Reports of the Chief Executive and Staff for INFORMATION

11.1 19-115 Emergency Management Quarterly Activity Report

Discussion included tsunami event education programmes, identifying schools with highest risk such as Awapuni School, an overall plan for the population on the south side of the rivers and choke points, emergency events while children were at school, information and readiness for events and community links.

Response to questions and comments was as follows:

- Good contact had occurred with Awapuni School regarding zones and their action plan was in place.
- Choke points had been identified. Schools and organisations were responsible for developing their plans and Council staff were more than happy to peruse these and make recommendations.
- The review highlighted where Council was at and where it needed to be. Necessary work was underway and Council would be kept informed as progress was made.
- Page 28 outlined the update regarding community link, training, etc.
- Preparedness plans set out standard emergency operating procedures however the range of existing plans needed to be reviewed to ensure procedures were correct.
- The Chief Executive was confident contingencies and expertise were in place should an event occur.
- The operational plan addressed community links for the next 24 months.
- The Chief Executive report provided updates four times a year.

MOVED by Cr Burdett, seconded by Cr Akuhata-Brown

That the Civil Defence Emergency Management Group Committee:

1. Notes the contents of this report.

CARRIED

11.2. 19-121 Civil Defence Emergency Management Group Report

MOVED by Mayor Foon, seconded by Cr Burdett

That the Civil Defence Emergency Management Group Committee:

1. Notes the contents of this report.

CARRIED

11.3. 19-182 Ministry of Civil Defence and Emergency Management Update

Andrew Hickey provided a national update:

- The Technical Advisory Group review of the Emergency Management System Reform had resulted in proposed legislative changes which would go out for consultation.
- The National Disaster Event Strategy provided risk management, effective response and enabling and empowering communities guidance and direction for all New Zealander for next 10 years.
- The Fly-in teams, who would provide emergency assistance when required, had been selected and were undergoing training.
- The review of the structure of the Coordinated Incident Management System might affect training requirements.
- The effectiveness of Emergency Mobile Alert (one of several tools) would improve as phones improved.

- New Zealand's preparedness for events was improving.
- Gisborne District Council, a unitary authority with no other Council's to rely on, was doing well regarding preparedness and training, however staff changes had an impact.
- The Ministry was very aware that some families would struggle to put sufficient food aside for three days.

MOVED by Mayor Foon, seconded by Cr Stoltz

That the Civil Defence Emergency Management Group:

1. Notes the contents of this report.

CARRIED

12. Public Excluded Business

Secretarial Note: These Minutes include a public excluded section. They have been separated for receipt in Section 13 Public Excluded Business of Council.

RE-ADMITTANCE OF THE PUBLIC

MOVED by Mayor Foon, seconded by Cr Burdett

That the Council re-admits the public.

CARRIED

14. Close of Meeting

There being no further business, the meeting closed at 2.04pm.

Meng Foon
Mayor