



AGENDA

Ordinary meeting of the Nelson Tasman Civil Defence Emergency Management Group

**Friday 4 April 2014
Commencing at the conclusion of the meeting of the
Joint Shareholders Committee
Tasman District Council Chamber
189 Queen Street, Richmond**

Membership:

His Worship the Mayor of Tasman R Kempthorne (Chair), Her Worship the Mayor of Nelson R Reese, Deputy Mayor of Tasman Councillor T King, Deputy Mayor of Nelson Councillor P Matheson

Apologies

1. Conflicts of Interest

1.1 Identify any conflicts of interest in the agenda

2. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 12 March 2014

5-9

Document number A1154282

Recommendation

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting, held on 12 March 2014, be received.

2.1 Group Emergency Operations Centre: Update

Recommendation to the Nelson Tasman Civil Defence Emergency Management Group

THAT Section 4.4.1. of the Nelson Tasman CDEM Group Plan 2012 be amended to state:

- ***that the primary Group Emergency Operations Centre will be 28 Oxford St, Richmond;***
- ***that the Nelson City Council and Tasman District Council Chambers are not designated as a Group Emergency Operations Centre or Alternate Group Emergency Operations Centre;***

AND THAT Nelson City Council and Tasman District Council be invited to confirm their willingness to retain their respective Chambers in a state that is operationally ready to support Civil Defence operations, if required.

3. Report of the Emergency Management Office

10-17

Document number A1144592

Recommendation

THAT the report of the Emergency Management Office (A1144592) be received.

PUBLIC EXCLUDED BUSINESS

4. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) – Public Excluded Minutes- 12 March 2014	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons

	These minutes contain information regarding preferred candidates recommended for appointment as Local Controllers	section 7	
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**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Co-ordinating Executive Group (CEG)**

**Held in Nelson Tasman Group Emergency Operations Centre,
Oxford Street, Richmond**

On Wednesday 12 March 2014, commencing at 10.30am

- Present: Lindsay McKenzie (Chairperson), Clare Hadley, Graeme Daikee, James McMeekin, Karen Vaughan, and Ronnie Gibson (for Janine Dowding)
- In Attendance: Jim Frater, Angela Ricker, Roger Ball, Adrian Humphries, Joe Kennedy, Hugh Kettlewell, Dennis Bush-King, Chris Choat, Kim Arnold, Katie Tanner, Debbie de Geus
- Apologies: Janine Dowding, Harvey Ruru, Steve Greally, Alec Louverdis, Peter Thomson, Susan Coleman, John Lovell

1. Acknowledgement of Jim Frater

The Chairperson congratulated Jim Frater on the Civil Defence Emergency Management 2013 silver award he recently received for his outstanding leadership and ability as a controller in managing numerous responses.

Attendance: The meeting adjourned from 10.37am to 10.45am for a tour of the new Group Emergency Operations Centre (EOC) premises.

2. Apologies

The apologies were noted.

3. Confirmation of Minutes – 6 November 2013

Document number A754394, agenda pages 5-10 refer.

Resolved

THAT the minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group, held on 6 November 2013, be confirmed as a true and correct record.

Hadley/Gibson

Carried

4. Group Emergency Operations Centre: Update

Document number A1146078, agenda pages 11-13 refer.

Resolved

THAT the report Group Emergency Operations Centre: Update (A1146078) be received.

Daikee/Vaughan

Carried

Recommendation to the Nelson Tasman Civil Defence Emergency Management Group

THAT Section 4.4.1. of the Nelson Tasman CDEM Group Plan 2012 be amended to state:

- ***that the primary Group Emergency Operations Centre will be 28 Oxford St, Richmond;***
- ***that the Nelson City Council and Tasman District Council Chambers are not designated as a Group Emergency Operations Centre or Alternate Group Emergency Operations Centre;***

AND THAT Nelson City Council and Tasman District Council be invited to confirm their willingness to retain their respective Chambers in a state that is operationally ready to support Civil Defence operations, if required.

Daikee/Vaughan

Carried

5. Appointment of Local Controllers

The meeting considered this item in public excluded session.

6. Capability Assessment Review: Progress Check

Document number A1137649, agenda pages 30-39 refer.

Mr Ball presented the report and tabled the Nelson Tasman Civil Defence Emergency Management Capability Assessment Report (A290436). He explained that the Ministry of Civil Defence & Emergency Management (MCDEM) had advised its intention to undertake another capability assessment.

Mr Ball said he had assessed the MCDEM report's recommendations for each capability goal and recommended actions to address these.

5.1 Recommended Action 1

It was agreed that the Coordinating Executive Group (CEG) would prioritise the order in which community response plans should be developed, based on where hazards were most pronounced.

5.2 Recommended Action 2

Mr Ball suggested that it would be useful to identify the processes by which risk reduction was managed by, and shared between, the two councils, and an agreed definition of acceptable risk. It was agreed that the Risk Reduction Committee could undertake this work in order to demonstrate improvements since the 2010 review.

It was noted that there was a need to update the information in the two councils' Long Term Plans relating to the coordination of lifelines. It was agreed that this would be covered in the report back under recommended action 2.

5.3 Recommended Action 3

Mr Ball explained his recommendation that training funding be sought from MCDEM and if this was unsuccessful, from the two Councils via their Long Term Plans. It was agreed that the timeframe should be altered to June to allow time to incorporate the item in the Long Term Plans if necessary.

5.4 Recommended Action 4 - Agreed

5.5 Recommended Action 5

The recommended action was amended to add 'working with the corrective action plan changes that have been proposed'.

5.6 Recommended Action 6 – Agreed.

5.7 Recommended Action 7

Mr Ball noted that the action should read 'for consideration in the Long Term Plans 2015-2025 of both Councils'.

5.8 Recommended Action 8 – Agreed.

5.9 Recommended Action 9

It was suggested that each sub-group report back to Mr Ball on their business continuity management planning and how it linked with other sub-groups.

The recommended action was amended to add 'before the next meeting of CEG (28 May)'.

Resolved

THAT the recommendations set out in the Manager's report, as amended at the meeting, be approved.

McKenzie/Daikee

Carried

7. Report of the Emergency Management Office

Document number A1144592, agenda pages 22-29 refer.

In response to questions, Mr Ball advised that the group exercise proposed for August was included in the budget. He added that the proposed budgets for 2014/15 were currently with both councils for their consideration.

It was requested that Mr Ball provide a report outlining the budget requirement for 2015-25 to the next meeting of CEG.

Resolved

THAT the Report of the Emergency Management Office (A1144592) be received;

AND THAT a Group Exercise in the week of 18 or 25 August 2014 be approved.

Daikee/Hadley

Carried

Attendance: Clare Hadley left the meeting at 11.40am

8. Reports from Committees

7.1 Welfare Coordination Group – 27 February 2014

Document number A1141201, agenda page 40 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Coordination Group meeting, held on 27 February 2014, be received.

Gibson/McKenzie

Carried

7.1.1 Alternate Welfare Manager

Resolved

THAT it be a recommendation to the Coordinating Executive Group that Mike Tasman Jones be appointed to the role of Alternate Group Welfare Manager.

Gibson/McKenzie

Carried

9. Correspondence

Document number A1146495 and A1148015, agenda pages 41-49 refer.

10. Updates from Agencies

9.2 Ministry of Social Development

Ronnie Gibson advised that representatives from Nelson would be attending the upcoming Welfare Conference, which would focus on gaps in welfare as identified in the corrective action plan from Canterbury.

9.3 New Zealand Fire Service

Graeme Daikee advised that Des Irving would be commencing in the role of assistant area manager on 3 June. He added that, for Tasman Nelson the operational audits had been completed with good results, and the Fire Service was currently updating its station emergency plans and working on business continuity.

9.4 District Health Board (DHB)

Karen Vaughan advised that the DHB had recently tested its emergency plan in the case of a crash of the PABX system, and had identified some faults. She said these had now been addressed.

9.5 St John

James McMeekin advised that St John was considering the informal and formal MCI kits stashed around Nelson Tasman. He added that the organisation was currently undergoing pre-audit work for external audits due later this year.

There being no further business the meeting ended at 11.45am.

Report of the Emergency Management Office

1. Purpose for Report

- 1.1. To provide an update for the Coordinating Executive Group (CEG) on recent activity of the Emergency Management Office.

2. Recommendation

THAT the Report of the Emergency Management Office (A1144592) be received;

AND THAT a Group Exercise in the week of 18 or 25 August 2014 be approved.

3. General

- 3.1. There have been no activations of the Group Emergency Operations Centre (EOC) since the CEG last met in November. However it has been a very busy time, with the focus on:
- Unplanned move from the Trafalgar Centre prior to Christmas (earthquake prone);
 - Move into the new Group EOC;
 - Recruitment of Local Controllers;
 - Delivery of EOC II and EMIS training.

4. Exercise Catalyst – 9 April

- 4.1. Planning is now under way for this Exercise, which will involve about 40 staff from the two Councils and various agencies. The Exercise will be a slightly different format than in recent years, aimed at testing basic functionality of the new Group EOC. It will also be an opportunity to help develop our new EOC systems and familiarise staff with the facility.
- 4.2. Agreement is now sought to hold a second Group Exercise in August 2014. (This is our usual format – a smaller Exercise in April and a larger Exercise in August/September.) This is expected to be a larger Exercise aimed at putting two shifts of staff through the EOC over the course of an extended 'event'. The weeks of 18 August 2014 or 25 August 2014 are proposed. Direct costs are covered from within the budget of the Emergency Management Office, with Councils and agencies contributing staff time.

5. Recruitment

- 5.1. Joint CEOs have approved recruitment for an additional staff member for the Emergency Management Office. This new position was previously approved by the CEG and Councils as part of the respective Council Long Term Plans 2012-22. The new position will be an Emergency Management Support Officer, focused on providing operational and administrative support for the Emergency Management team and Group EOC. The role is a two year fixed term contract, funded initially from the reserves of the Emergency Management Office, with the intention that funding be sought again in the next Long Term Plan.

6. Community Planning

Motueka

- 6.1. A positive meeting was held on 12 December 2013 in Motueka attended by staff from the Emergency Management Office, NZ Fire Service, District Health Board, and Council (Police and St Johns were invited but unable to attend). This was a discussion with key 'response' agencies around what the priorities for civil defence planning in Motueka should be. Current regional plans were outlined, and the importance of updating civil defence planning in Motueka was agreed. Discussion was had on a three pronged approach to renewing civil defence arrangements in Motueka:
- Review the emergency Welfare arrangements for the township, including confirmation of a Civil Defence Centre and a trained team of volunteers;
 - Identify a suitable volunteer(s) to act as a liaison point in Motueka for civil defence;
 - When these arrangements have been updated, undertake publicity to inform the public.
- 6.2. The next step is to meet with the management of the Recreation Centre to discuss future use of the facility as a Civil Defence Centre for emergency welfare purposes. A briefing for the Motueka Community Board will be given on 11 March 2014.

Golden Bay

- 6.3. I briefed the Golden Bay Community Board on current plans in Golden Bay on 10 December 2013. The Acting Local Controller, Sara Chapman, organised Golden Bay agencies to meet three times over November/December to discuss planning and lessons from the last Exercise. This is a very positive level of activity.

7. Emergency Management Information System (EMIS)

- 7.1. Smaller 'expert' groups of EMIS users have now been established in Nelson Tasman (8 people) and Marlborough (13 people). Regular training (Fortnightly – Marlborough; Weekly – Nelson Tasman) is being held with these groups so they can be used as EMIS help during an event

within an EOC. The first trial of this training will be with Exercise Catalyst on 9 April.

- 7.2. Training has been completed in the West Coast (including training in Hokitika), which includes 19 introduction, 5 refresher, 4 Welfare, and 6 Super User training sessions, which covers all four West Coast portals. Welfare training has been completed in Nelson Tasman with some of the Welfare EOC team to give them an understanding of how the system works.
- 7.3. Monthly EMIS refresher tasks have continued to be sent out to encourage those trained to practice using EMIS.
- 7.4. The Welfare section of the Quick User Guides has now been completed and is in use.
- 7.5. The EMIS Training Coordinator (Katie Tanner) attended the EMIS User Group meeting in Wellington in November 2013. This was a meeting with all the EMIS trainers nationwide. It was a great opportunity to hear what is happening in other areas and to also discuss issues. It is planned that this meeting will be a regular occurrence. The EMIS Trainer attended EOC II training in November 2013 and will attend EOC III training in late March 2014.
- 7.6. The Director of Civil Defence and Emergency Management, John Hamilton, has written to CDEM Groups on the subject of EMIS and this letter is included in the meeting papers as correspondence.

8. Resilience Fund Application for 2014/15

- 8.1. An application to the MCDEM Resilience Fund for 2014/15 has been made for the third and final year of the EMIS Trainer (shared with West Coast and Marlborough).

9. NZ-RT2

- 9.1. The team has held annual elections for its management roles. Paul Blackham has been elected Team Leader, with Tania Jones and Becky Marsay as Deputy Team Leaders. A selection weekend is being planned for June to recruit new members. The team will attend the First Responders public event being organised by Councillor Matt Lawrey for 12 April 2014.

10. Budget Update

- 10.1. Attached for the CEG's information is the budget estimate of the Emergency Management Office that was submitted to Nelson City Council and Tasman District Council in November 2013 as part of the Estimates process for FY 14/15. This budget was prepared before the approval to recruit the additional staff member was received, however there is little change since, as noted above, that position is being funded from reserves.
- 10.2. A Statement of Income and Expenditure for the Emergency Management Office is also attached to this report. This shows a current surplus of \$121,000 for FY 2013/14 as at end of January 2014. A portion of this

under-spend (about \$50K) will be made up through expenditure on EOC furniture and equipment.

11. Upcoming Events

11.1. The CDEM Group will be represented at upcoming meetings as follows:

- Regional CDEM Manager's Forum, 17-18 March 2014, Wellington: Roger Ball
- Coordinating Executive Group Chairs Forum, Wellington 19 March 2014: Lindsay McKenzie.
- National Welfare Forum, Auckland, 19-21 March 2014: Susan Coleman, Ronnie Gibson, Mark Tregurtha, Debbie de Geus.

Roger Ball

Manager Emergency Management

Attachments:

Attachment 1: Draft Statement of Budgeted Income and Expenditure FY 13/14, showing Estimates for FY 14/15

Attachment 2: Statement of Income and Expenditure to January 2014.

Nelson Tasman Emergency Management: Estimates for FY 14/15

Statement of Budgeted Income and Expenditure

As provided to NCC and TDC Nov 2013

		Projection	LTP	Estimate
For Period to	2013/14	2013/14	2014/15	2014/15
Income				
Levy NCC	336058	333835	336,058.00	338,978
Levy TDC	336058	333835	336,058.00	338,978
Recovery MCDEM (EMIS)		110000		110000
Interest	1500	1500	1,500.00	1500
Increased levy NCC			4,070.00	
Increased levy TDC			4,070.00	
Total Income	673616	779170	681,755.00	789456
Less Expenditure				
Staffing Costs				
Salaries	274343	274343	274,343.00	229547
Superannuation	6173	6173	6,173.00	7,860
Staff Training	7500	7500	7,500.00	3000
Travel & Conference	5000	5000	5,000.00	3000
Accident Insurance	6859	6859	6,859.00	5,670
Recruitment	4000	4000	-	1,000
Operational Costs				
Vehicle	8000	8000	8,000.00	10000
Weather Forecasting	2500	2500	2,500.00	3000
Equipment Maintenance	5000	5000	5,000.00	6000
Maintain tsunami signage	1500	1500	3,500.00	1000
Insurance	800	800	800.00	950
Maps	200	200	200.00	100
Public Education/Advertising	13000	13000	13,000.00	13000
Welfare	2500	2500	2,500.00	2500
Tsunami alert/test				1500
Emergency Response	2500	2500	2,500.00	2000
PPE & Uniforms	3000	2500	2,000.00	2500
Training CDEM Group	35000	30000	35,000.00	30000
Training Exercises	5000	5000	5,000.00	4000
General Expenses	2500	2500	2,500.00	2000
EOC Info Tech Maintenance	7000	7000	7,000.00	1000
New EOC Operating	90000	70000	90,000.00	115000
Computer Rental & Records	10000	33005	10,000.00	33005
Host South Is CDEM Conference	0	0	-	0
EMIS				
EMIS - Staff and project Expenses		110000	-	110,000
NZ - RT2				
Training	14000	14000	14,000.00	12000

Repairs, Maintenance, Operational	4000	4000	4,000.00	4000
Response Truck	3000	3000	3,000.00	3000
RT-2 Response		0	-	2000
CDEM Plan	0	0	-	0
Lifelines	8000	5000	8,000.00	3000
Office Costs				
Printing & Stationery	500	800	500.00	800
Photocopying	1000	300	1,000.00	500
Postage	100	50	100.00	50
Audit Fees	2200	3700	2,200.00	3700
Administration Fee	12500	12500	12,500.00	12500
Communication Costs				
Telephones	11500	11500	12,000.00	10000
Radio System	4000	4000	4,000.00	4000
Satellite Comms	2600	2600	2,600.00	2700
Finance Expenses (Int and Loan repayment)	30000	30000	30,000.00	30000
Depreciation	87840	87840	98,480.00	113,574
Total Expenses	673615	779170	681,755.00	789455.5
Net Income (Deficit)	1		-	0
Capital Expenditure				
Equipment	2000	2000	2,000.00	2000
Office Furniture	4000	4000	2,000.00	4000
Refurbish Public Educ Trailer	0	0	5,000.00	2000
Radio Equipment	15000	15000	4,000.00	4000
Satellite Comms	0	0	19,500.00	5000
Phone systems	600	600	1,200.00	900
Tsunami info/signage project	40000	0	-	20000
Generators	10000	10000	10,000.00	5000
Vehicles	0	0	37,500.00	0
NZRT2 Vehicle	0	0	-	0
NZRT2 Equipment	13000	13000	13,000.00	13000
New EOC	300000	300000	-	0
Total Capital Expenditure	384600	344600	94,200.00	55900

Nelson Tasman Emergency Management					
Statement of Income and Expenditure					
For Period to	January-14				
	Current Month		Year to Date		Full Year
	Actual	Budget	Actual	Budget	Budget
Income		-		-	
Levy NCC	28,881	28,005	202,170	196,034	336,058
Levy TDC	28,881	28,005	202,170	196,034	336,058
Grant Internal Affairs	-	-	7,987	-	-
Interest	1,669	125	11,683	875	1,500
Sundry Income	26	-	1,077	-	
	59,458	56,135	425,087	392,943	673,616
Less Expenditure					
Staffing Costs					
Salaries	25,711	22,862	162,195	160,033	274,343
Staff Training	-	625	92	4,375	7,500
Travel & Conference	-	417	173	2,917	5,000
Long Service	-	-	-	-	-
Fringe Benefit tax	-	-	121	-	-
Accident Insurance	453	572	3,173	4,001	6,859
Superannuation	791	514	4,861	3,601	6,173
Recruitment	-	333	-	2,333	4,000
Operational Costs					
Vehicle	258	667	4,390	4,667	8,000
Weather Forecasting	211	208	1,480	1,458	2,500
Equipment Maintenance	-	417	327	2,917	5,000
Mtce Tsunami Signage		125		875	1,500
Insurance	71	67	495	467	800
Maps	-	17	-	117	200
Public Education/Advertising	-	1,083	8,280	7,583	13,000
Training Exercises	-	417	818	2,917	5,000
Info tech Mtce	-	-	-	-	-
New Eoc	15,074	7,500	34,437	52,500	90,000
Electricity	25	583	217	4,083	7,000
General Expenses	90	208	950	1,458	2,500
Computer Rental & Records	833	833	5,833	5,833	10,000
NZ - RT2					
NZRT2 Training	17	1,167	982	8,167	14,000
NZRT2 Repairs & Maintenance	-	333	32	2,333	4,000
NZRT2 Response Vehicle	-	250	1,595	1,750	3,000
Depreciation	-	-	-	-	-
Welfare	129	208	239	1,458	2,500
Emergency Response	-	208	88	1,458	2,500
Uniforms	-	250	1,258	1,750	3,000
Training CDEM Group	652	2,917	5,158	20,417	35,000
CDEM Plan					
Lifelines	-	667	-	4,667	8,000
Office Costs					
Printing & Stationery	-	42	61	292	500
Photocopying	-	83	19	583	1,000

Postage	-	8	-	58	100
Audit Fees	-	183	-	1,283	2,200
Administration Fee	1,067	1,042	7,467	7,292	12,500
Relief Staff Provision	-	-	460	-	-
EMIS	20	-	2,208	-	-
Communication Costs					-
Telephones	837	958	4,519	6,708	11,500
Radio System	-	333	901	2,333	4,000
Satellite Comms	-	217	-	1,517	2,600
Finance Cost	-	2,500	-	17,500	30,000
Depreciation	7,320	7,320	51,240	51,240	87,840
Total Expenses	53,560	56,134	304,073	392,941	673,615
Net Income (Deficit)	5,898	-	121,014	-	-