

**Minutes of a meeting of the Nelson Tasman Civil Defence  
Emergency Management Group**

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,  
Nelson**

**On Wednesday 17 December 2014, commencing at 12.33pm**

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

In Attendance: Nelson Chief Executive (C Hadley), Tasman Chief Executive  
(L McKenzie), Group Manager Infrastructure (A Louverdis),  
Manager Emergency Management (R Ball), Administration  
Adviser (S McLean)

**1. Apologies**

There were no apologies.

**2. Interests**

No interests with agenda items were declared.

**3. Confirmation of Minutes – 7 October 2014**

Document number A1265545, agenda pages 4-6 refer.

Resolved

***THAT the minutes of the meeting of the Nelson  
Tasman Civil Defence Emergency Management  
Group, held on 7 October 2014, be confirmed as  
a true and correct record.***

His Worship the Mayor of Tasman/King

Carried

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

Document number A1273547, agenda pages 7-14 refer.

Resolved

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

Matheson/King

Carried

4.1 Appointment of Alternate Group Controller

Tasman Chief Executive, Lindsay McKenzie, summarised best practice in the appointment of Group Controller, and provided detail on approaches made to staff. He emphasised that a steer was needed from the Group with regards to expectations for Group Controller transitions.

Resolved

**THAT Roger Ball be appointed as Alternate Group Controller under the Civil Defence Emergency Management Act 2002, Section 26, and in accordance with the Nelson Tasman Civil Defence Emergency Management Group Plan 2012, Section 5.6.1, until 30 June 2015, becoming Group Controller effective 1 July 2015.**

**AND THAT Jim Frater be retained as Group Controller until 30 June 2015, and be Alternate Group Controller from 1 July 2015.**

Her Worship the Mayor of Nelson/King

Carried

It was agreed that a letter would be sent to Jim Frater in appreciation of his efforts, time and commitment as Group Controller.

5. **Report of the Emergency Management Office**

Document number A1266174, agenda pages 15-23 refer.

Manager Emergency Management, Roger Ball, presented the report. He highlighted recent staff appointments and advised that Exercise Kaka in September had been successful.

Resolved

**THAT the Report of the Emergency Management Office (A1266174) and its attachment (A1260526) be received.**

Matheson/King

Carried

**6. Appointment of Alternate Group Controller**

Document number A1269214, agenda pages 24-34 refer.

Resolved

***THAT the Appointment of Alternate Group Controller report (A1269214) and its attachment (A1269216) be received.***

Her Worship the Mayor of Nelson/His Worship the Mayor of Tasman

Carried

Her Worship the Mayor of Nelson, unanimously supported by the Group, conveyed her appreciation to the Group Manager Infrastructure and the Emergency Management Office for their dedication and efforts during events that had occurred in 2014.

There being no further business the meeting ended at 12.44pm.

Confirmed as a correct record of proceedings:

\_\_\_\_\_ Chairperson \_\_\_\_\_ Date