



Notice is given that an ordinary meeting of the Nelson Tasman Civil Defence Emergency Management will be held on:

Date: Tuesday 23 July 2024
Time: 9:00 am
Meeting Room: Emergency Operations Centre,
Venue: 28 Oxford Street, Richmond
Microsoft Teams link: [Link here](#)
Meeting ID: 463 766 757 329
Meeting Passcode: PrbB7C

**Nelson Tasman Civil Defence Emergency
Management Group**
Komiti Whakahaerenga Tiwhikete Whakawhanaunga
AGENDA

MEMBERSHIP

(Quorum 2 members)

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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

An apology has been received from Deputy Mayor R O'Neill-Stevens.

Recommendation

That an apology be accepted from Deputy Mayor R O'Neill-Stevens.

3 DECLARATIONS OF INTEREST

4 LATE ITEMS

5 CONFIRMATION OF [MINUTES](#)

That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Wednesday, 10 April 2024, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS AND VERBAL UPDATES

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6.2 Government enquiry into the response to the North Island Severe Weather Events

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8 CONFIDENTIAL SESSION

Nil

9 CLOSING KARAKIA

6 PRESENTATIONS AND VERBAL UPDATES

6.1 NATIONAL EMERGENCY MANAGEMENT AGENCY UPDATE

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	23 July 2024
Report Author:	Mike Gillooly, Senior Regional Emergency Management Advisor, Regional Engagement
Report Number:	REMC24-07-2

1. Update

Mike Gillooly will provide an update regarding National Emergency Management Agency Activity to the Nelson Tasman Civil Defence Emergency Management Group.

2. Attachments / Tuhinga tāpiri

1. [↓](#) NEMA Update

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National Emergency Management Update

Nelson Tasman CDEM Group Joint Committee
23 July 2024

Budget 2024

- The Government announced its 2024/25 budget on 30 May 2024. There were a number of items relevant to NEMA and emergency management.
- NEMA is not subject to the 6.5% public sector funding cuts.
- NEMA will be investing in an assurance function. The Chief Executive has indicated that he intends to advertise soon for this at the Deputy Chief Executive level.
- NEMA staff numbers will grow in areas according to the Govt's priorities (which includes what comes out of the Govt's response to the Govt Inquiry into the NISWE). NEMA currently has approximately 160 staff and will grow to roughly 180.
- The Government is investing \$1 Billion in cyclone relief, resilience and emergency preparedness. Of that \$10.5M has been set aside for the new National Emergency Management Facility in Wellington. (Info on NEMF \$\$\$ is half way down this press release <https://www.beehive.govt.nz/release/more-1-billion-cyclone-relief-resilience-and-emergency-preparedness>)

Emergency Management Reform

- Submissions on the Emergency Management Bill and insights from last year's severe weather events made it clear that the bill would not deliver the integrated, fit-for-purpose emergency management framework that New Zealand needs.
- The Government therefore discharged the bill. The Government intends to introduce a new bill by the end of 2025.
- The Government will be looking at recommendations of the Report of the Government Inquiry into the North Island Severe Weather Events, other reviews of last year's weather events, and submissions on the previous bill, and work through what improvements need to be made.
- Advice will be presented to Cabinet in September 2024 seeking decisions on actions for improving New Zealand's resilience to natural disasters and other emergencies.
- Those decisions will inform the scope, scale, and speed of change in response to the Government Inquiry, including the scope of any future Emergency Management Bill.

CDEM Directors Statement for Tsunami Evacuation Zones

- As a result of the sector-wide desire to have a nationally consistent tsunami evacuation zones, NEMA has worked with CDEM Groups and scientists to develop a more effective national approach that will be included in updated guidance documents.
- NEMA is now recommending one blue tsunami evacuation zone for public facing tsunami evacuation zones. This approach is an evidence-based approach and aligns with best practice. The new approach was announced to CDEM Groups on 15 April 2024, as a statement of intent from the Director, ahead of the formal guideline being updated and published at the end of 2024. This will allow CDEM Groups to progress their work and work planning with the certainty of national direction.
- The Director's Statement can be viewed here: <https://www.civildefence.govt.nz/resources/publications>.



NEMA Internal Operational Lessons Report

- NEMA has published its internal review report of its operational response to the North Island Severe Weather Events of early 2023.
- NEMA's review was internally focused on the functional capacity of the systems, processes, internal policies, people capability and infrastructure used and/or directed by NEMA during the response.
- Some of the key lessons include:
 - Science, intelligence and geospatial capability and capacity need to be enhanced to build situational awareness and support decision making during emergencies.
 - There continues to be a need for a shared, system-wide "single source of the truth" (Common Operating Picture).
 - The NCC/NCMC facility is not fit for purpose especially for a response of this scale. NEMA and NCC/NCMC IT was not reliable.
 - Deployment of emergency management professionals into the regions was vital to support emergency response operations at local and regional levels.
 - NEMA should build on the selection, training and exercising for emergency management sector deployments to grow capability and capacity to meet future demand.
 - NEMA's well-established relationships across the all-of-government network, and internationally, served us well in our lead agency capacity.
- Full report is publicly available online:
<https://www.civildefence.govt.nz/assets/Uploads/documents/publications/May-2024-NISWE-NEMA-Internal-Operational-Lessons-Report-FINAL.pdf>

Review of Reviews

- Review of reviews - NEMA Chief Executive has commissioned the NEMA Continuous Improvement Unit to conduct a review across reports into the emergency management response to the 2023 North Island Severe Weather Events.
- It is expected this will confirm the themes the inquiry has identified. If there are additional themes identified through this work, that will be really good to know as the Government is considering its response to the Government Inquiry.
- This project is expected to deliver an aggregated view of how frequently the same themes have been raised, how many agencies are working to address the same or similar recommendations and enable a comparison with reports on responses to other significant events.
- It is known there are agencies who are wanting to consider learnings from others that may apply to them. Having an aggregated view of these reports will make it easier.
- This work will be a snapshot of reports finalised by the end of April/early May. NEMA intends to engage with agencies in early to mid-May with the next steps in mind.

Exercise Rū Whenua 2024

- Day 2 of the exercise will take place on 26 June, this is a table-top exercise aimed at CE level where possible, across Central and Local Government, iwi Māori, NGOs, industries bodies and commercial businesses. The number of people and organisations that could be invited were restrained by venue capacity.



- Day 3 of Rū Whenua is a tabletop exercise being held on 10 July, focusing on the transition to recovery.

CDEM Resilience Fund

- Internal assessment of applications is complete, NEMA was not able to make any decisions until the release of the Budget.
- It has now been confirmed that there are no changes to the 2024/25 Resilience Fund, and NEMA is in the process of finalising these Resilience Fund assessments.
- All applicants will be advised of the outcomes as soon as practicable to enable successful projects to start in July 2024.

Mike Gillooly | Senior Regional Emergency Management Advisor, Regional Engagement
National Emergency Management Agency Te Rākau Whakamarumarū

7 REPORTS

7.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

Information Only - No Decision Required

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	23 July 2024
Report Author:	Joe Kennedy, Manager Emergency Management
Report Number:	REMC24-07-1

1. Purpose of the Report

- 1.1 To provide an update from the Emergency Management (EM) Office on activity since the last meeting of the Nelson Tasman Civil Defence Emergency Management (CDEM) Group

2. Recommendation/s / Ngā Tūhunga

That the Nelson Tasman Civil Defence Emergency Management Group

1. receives the report of the Nelson Tasman Emergency Management Office; and
2. receives the Nelson Tasman Emergency Management Civil Defence Emergency Management Accounts to April 2024 (Attachment 1); and
3. notes draft minutes of CDEM Coordinating Executive Group 3 July 2024.

3. Attachments / Tuhinga tāpiri

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2.↓	Attachment 1 - Civil Defence Ledger and Report 2023-24 - April 24	25
3.↓	DRAFT - Coordinating Executive Group minutes	26

Overarching documents:

- Civil Defence Emergency Management Act 2002 [HERE](#)
- Nelson Tasman Emergency Management Group Plan 2018 [HERE](#)



Status update - Nelson Tasman Emergency Management (NTEM) Office Work Programme

Coordinating Executive Group Meeting – July 2024

This NTEM work programme status update has been prepared for the Nelson Tasman CDEM Group meeting on Tuesday 23 July. It includes a high level summary of key current NTEM activities being undertaken to achieve the goals detailed in the NTCDEM Group Plan.

GOAL 1: BUILD STRONG, SAFE, RESILIENT COMMUNITIES

Individuals and communities are ultimately responsible for their own safety and the security of their livelihoods. They must also be prepared to look after themselves and their immediate neighbours after an emergency depending on the size and nature of the hazard event. This will require the community to:

- Understand the risks they face and have taken practical steps to reduce them
- Be prepared, know what to do and have the confidence to help themselves and others in an emergency
- Be well informed prior to and during events to enable decision making
- Organise and participate in Community Response and Recovery Planning

GOAL 2: REDUCE THE RISK OF HAZARDS

Reducing the impacts of hazards is an important first step towards realising a resilient Nelson Tasman region. Many impacts can be reduced through measures such as:

- Building controls and/or land use planning through the use of various plans and legislation such as the Resource Management Act, Long Term Plan, District Plans, Regional Plans, Regional Policy Statements
- Central government policy and implementation e.g. managing the effects of climate change and options such as managed retreat
- Resilient critical infrastructure
- Careful and secure location of critical services and infrastructure

GOAL 3: ENHANCE RESPONSE AND RECOVERY CAPABILITY

Notwithstanding the effort that has gone into reducing the impacts and improving the self-reliance of the community, emergencies will occur and the region needs to be in a position to be able to respond to and recover from them. An effective response and recovery capability is one in which coordination is timely and efficient such that the community is supported and is able to recover in the best way possible.

This requires:

- Integrated planning by all agencies with a role to play in responding to and recovering from emergencies
- A high level of cooperation and information sharing between responding agencies
- A clear understanding of respective roles and responsibilities during and after an emergency
- Recognition of the increased importance attached to strategic recovery planning

Overarching documents:

- Civil Defence Emergency Management Act 2002 [HERE](#)
- Nelson Tasman Emergency Management Group Plan 2018 [HERE](#)

Key current work programme activities

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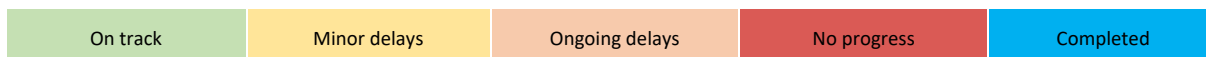
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Workplan activity status update scale:



Goal #1 – Build strong, safe, resilient communities

Activity / Project	Starts	Due	Status
CDEM Group Plan 2018 update	July 2023	November 2024	Minor delays
Description	Notes on status		
The Nelson Tasman CDEM Group Plan is required to be reviewed and updated every five years as per the requirements placed upon CDEM Groups within the CDEM Act 2002. The plan was last reviewed in 2018.	Collation and development of the Plan content has occurred. NTCDEM Group Joint Committee feedback has been incorporated and, at the time of writing, the Plan has been distributed to Mayors for review prior to being released for public consultation.		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> Final draft sent to NCC/TDC Mayors - 1 July 2024 Final draft circulated to elected members for awareness – 22 July 2024 Final draft provided to Communications team – 22 July 2024 Public consultation commences - 5 August 2024 Public consultation closes – 2 September 2024 Hearings – 27 November 2024 Deliberations - March 2025 Plan circulated to the Minister for Emergency Management and Recovery - between March 2025 – July 2025 Adoption - July 2025 	<ol style="list-style-type: none"> Wider CDEM Group and partner review and feedback Plan consultation 		
Output(s)	An updated Nelson Tasman CDEM Group Plan is adopted.		
Potential risk(s)	Mitigation		
The capacity for partners to provide contributions in time to meet project deadlines.	Regular communication with partners to ensure delays and issues can be resolved in a timely manner.		
Recommendation(s)	Nil.		
Author / Contact: Jim Tetlow (Toa Consulting) / Joe Kennedy			

Activity / Project	Starts	Due	Status
Community Emergency Preparedness Planning	April 2023	May 2024	Completed
Description	Notes on status		
The design, development and socialisation of a Community Emergency Preparedness Plan (CEPP) template and accompanying 'How to' guide to empower and enable communities to prepare their own plan to support their community in the preparation for, and response to, emergency events. They will also serve to provide NTEM with valuable response information.	The template and guide have been developed with a 'soft launch' undertaken in late 2023. Widespread promotion of the CEPP is underway including TDC Newline and NCC Our Nelson.		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> 1. Preparing articles for community newspapers 2. Social media campaign 3. Supporting communities who show interest in developing a plan 	<ol style="list-style-type: none"> 1. Budget to support advertising campaigns 		
Output(s)	A Community Emergency Preparedness Plan is being widely use by communities across Nelson Tasman.		
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> 1. Limited uptake of the plans by communities 2. Lack of agency/partner buy in 3. Lack of EM Office capacity to support demand 	Regular marketing across multiple platforms to address differing demographics Regular communication and egagement with partners		
Recommendation(s)	Nil.		
Author / Contact: Kathy King			

Goal #2 – Reduce the risk of hazards

Activity / Project	Starts	Due	Status
Refresh of Lifelines Vulnerability Study 2016	July 2023	June 2024	Ongoing delays
Description	Notes on status		
A Lifelines Vulnerability Study was undertaken in 2016. Since that time infrastructure upgrades have occurred, and additional hazard impact data created. As a result, and to align with national standards, the Vulnerability study is due a refresh.	<p>As previously reported, NTEM were exploring if efficiencies (financial and resource) could be achieved by partnering with the Nelson Tasman Climate Change Risk Assessment Project.</p> <p>Having explored this option a decision has been made not to amalgamate the two projects.</p> <p>As a result, council GIS resource has been approached to assist with the refresh of the Lifelines Vulnerability Study as a standalone project.</p>		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> 1. Data collection process 2. Refresh of GIS platform 3. Arrange and hold key vulnerability workshops 4. Compile a draft report/study 5. Approve refreshed Lifelines Vulnerability Study 	<p>Provision of Council GIS resource</p> <p>Partner and stakeholder buy in</p>		
Output(s)	A refreshed Lifelines Vulnerability Study is completed		
Potential risk(s)	Mitigation		
<p>The capacity for partners and stakeholders to provide contributions in time to meet project deadlines.</p> <p>Availability of GIS resource</p> <p>Project scope creep and associated availability of budget</p>	<p>Regular communication with partners to ensure delays and issues can be resolved in a timely manner.</p> <p>Involvement of GIS personnel in project planning (Project Plan completed in July 2023)</p>		
Recommendation(s)	Nil.		
Author / Contact: Luci Swatton			

Activity / Project	Starts	Due	Status
Hazard risk assessments	March 2022	June 2027	Minor delays
Description	Notes on status		
Following the release of guidelines for undertaking risk assessments by the National Emergency Management Agency, NTEM is in the process of re-assessing our regional risk profile by undertaking a series of workshops to assess regional risk of key hazards.	Top seven hazards have been workshoped with a light touch analysis completed for the remaining hazards. Stakeholder availability and project prioritisation causing minor delays in the undertaking of further comprehensive hazard workshops.		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> 1. Secure budget and engage contractor 2. Develop a workshop schedule 3. Send out workshop placeholders 4. Undertake workshops 5. Collate information and populate the Risk Analysis and Summary Tool 6. Disseminate information to partners and stakeholders 7. Incorporate information in Group Plan 2029 	Ensure the opportunity for iwi māori engagement exists throughout the process.		
Output(s)	Comprehensive risk assessments have been completed for all of the region's hazard. Please note: Once completed a cyclic review will be required to check and maintain the currency of the information gathered.		
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> 1. Stakeholder and partner buy in, availability and capacity 2. EM staff capacity 3. Project prioritisation against other 'high profile' projects 	Regular communication with partners and stakeholders Robust EM Office work programming Development of a 'workshop rhythm'		
Recommendation(s)	Nil.		
Author / Contact: Kay Anderson			

Goal #3 – Enhance response and recovery capability

Activity / Project	Starts	Due	Status
Support National Exercise Rū Whenua 2024 (Jun-Jul 2024)	July 2023	July 2024	On track
Description	Notes on status		
To support the National Emergency Management Agency (NEMA) in conducting Exercise Rū Whenua over three dates in 2024 (12 June, 26 June and 10 July 2024). The aim of Exercise Rū Whenua 2024 is to test New Zealand’s arrangements for responding to and recovering from a significant Alpine Fault earthquake.	<p>Nelson Tasman CDEM held a multi-agency and partner workshop on 10 June and operated a ‘EOC light’ model on 12 June. At the end of the workshop, participants indicated that they would like follow up workshops to further progress regional planning and preparedness.</p> <p>In the spirit of exercising, at a regional level, a date to exercise a fully staffed and resourced Group Emergency Operations Centre has been set for 4 December 2024.</p> <p>Additionally, a local incident management team exercise has been successfully held in St Arnaud.</p>		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> Participate in Exercise debrief activities Develop a plan to progress regional planning and preparedness via Exercise Rū Whenua activities 	Communication of Exercise debrief dates and expectations amongst Exercise players		
Output(s)	The Nelson Tasman CDEM Group adequately supports Exercise Rū Whenua.		
Potential risk(s)	Mitigation		
<p>NEMAs capacity to undertake exercise planning and response objectives.</p> <p>NTEMs, regional partner and agency capacity to ‘flex’ to accommodate NEMA’s Exercise objectives.</p>	Regular communication to minimise issues and facilitate resolution in a timely manner.		
Recommendation(s)	Nil.		
Author / Contact: Kay Anderson			

Activity / Project	Starts	Due	Status
IT Improvements Project	July 2021	March 2024	Ongoing delays
Description	Notes on status		
The IT improvements project serves to achieve a fit for purpose NTEM technology solution to meet the demands of business as usual and response activities.	Lack of resourcing and alignment between project stakeholders, and the ability to source appropriate 'solution' providers has attributed to project delays. However, since the last meeting of the Coordinating Executive Group a 'go live' date has been set for 12 August 2024.		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> 1. Set up and deployment of devices 2. Further development and integration of components for the NTEM tenancy 3. Determine ongoing support model 4. Train NTEM team on new tenancy 5. Implement the NTEM tenancy 	Continued overarching project management and project momentum		
Output(s)	A fit for purpose NTEM technology solution is in place with appropriate support mechanisms.		
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> 1. Project stakeholder buy in, availability and capacity 2. EM staff capacity 3. Project prioritisation against other 'high profile' projects 	<ol style="list-style-type: none"> 1. Regular communication with project stakeholders. Continued advocacy and sound project management practices 2. Robust EM Office work programming 3. Continued advocacy and sound project management practices 		
Recommendation(s)	Nil.		
Author / Contact: Luci Swatton			

Activity / Project	Starts	Due	Status
Emergency Response Coordinated Source of Truth	Not yet started	N/A	Ongoing delays
Description	Notes on status		
To develop and implement a system to coordinate the data that multiple partners hold in their own systems. This will serve to provide a regional understanding of the impacts and needs and would track impacted residents journeys through ‘the system’.	Lack of resourcing amongst stakeholders has attributed to project delays. A basic Project Proposal has been completed. Nelson City Council resource has been assigned and stakeholder discussions have commenced.		
Upcoming Task(s)	Critical Components		
TBC	TBC		
Output(s)	A secure and trusted tool to coordinate and consolidate electronic data streams has been developed and successfully integrated, implemented and utilised across response partners and agencies.		
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> 1. Project stakeholder buy in, availability and capacity 2. EM staff capacity 3. Project prioritisation against other ‘high profile’ projects 4. Availability of budget 	<ol style="list-style-type: none"> 1. Regular communication with project stakeholders. Continued advocacy and sound project management practices 2. Robust EM Office work programming 3. Continued advocacy and sound project management practices 		
Recommendation(s)	Nil.		
Author / Contact: Luci Swatton			

Activity / Project	Starts	Due	Status
NTEM Group Response Personnel Capability	Ongoing	N/A	On track
Description	Notes on status		
In accordance with the Guide to Group Emergency Operations Centre (GEOC) staffing, enhance and maintain the number of trained staff from Nelson City Council (NCC) and Tasman District Council (TDC).	<p>At the time of writing 115 NCC (down from 119) and 136 TDC (up from 133) staff and 32 non-council staff have had a minimum of ITF intermediate training or equivalent and would therefore be eligible to fill Group EOC roles during response.</p> <p>Additionally, D4H training has been delivered to 190 trainees this calendar year, with 260 personnel receiving a video recording of the training.</p>		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> ITF Intermediate (27/28 and 29/30 August) Public Information Management function specific (10 September) Planning and Intelligence function specific (24 September) Operations function specific (25 September) Welfare function specific (26 September) Logistics function specific (27 September) 	Continued access to budget and staff		
Output(s)	The Nelson Tasman region has an adequate number of trained staff to maintain GEOC operations in accordance with the Guide to Group Emergency Operations Centre staffing.		
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> Availability of staff to attend courses Access to NEMA approved trainers Access to budget Staff turnover 	<ol style="list-style-type: none"> Continued liaison and advocacy with Council management Identify alternate trainers Continue to advocate to the Tertiary Education Commission fund via NEMA for an increase in our funding allocation 		
Recommendation(s)	Nil.		
Author / Contact: Kathy Solly			

Activity / Project	Starts	Due	Status
Cordon Management	July 2023	December 2023	Ongoing delays
Description	Notes on status		
Strategic/operational guidance is needed to assist response and recovery decision making regarding the implementation, management and disestablishment of cordons.	This is a joint NTCDEM and Canterbury CDEM project. A draft is nearing completion, though due to resourcing constraints in both CDEM Groups the project is experiencing ongoing delays.		
Upcoming Task(s)	Critical Components		
<ol style="list-style-type: none"> 1. Complete draft Cordon Management SOP 2. Arrange and facilitate an Emergency Service workshop hui (inc. MPI) 3. Socialise SOP amongst relevant stakeholders and partners for comment 4. Review comments, amend and finalise SOP 5. Socialise SOP with operational personnel 6. Test, exercise and review the SOP 	Stakeholder engagement		
Output(s)			
A Cordon Management SOP has been developed, socialised and implemented.			
Potential risk(s)	Mitigation		
<ol style="list-style-type: none"> 1. Project scope creep 2. Disparate approach to cordon management amongst partners and agencies 3. Availability of human resources 	Regular communication with partners to ensure delays and issues can be resolved in a timely manner. Work programme prioritisation Clear project parameters		
Recommendation(s)			
Nil.			
Author / Contact: Kay Anderson			

Emergency Management Office administration

Activity / Project	Starts	Due	Status
Emergency Management Office Financial Reporting	July 2023	June 2024	On track
Notes on status			
<p>The financial report to April 2024 is attached as Attachment 1. Income is in line with budget while operating expenditure is \$65,069 less than the budgeted deficit, largely due to the timing of some expenditure e.g. Controller fees.</p> <p>In terms of CAPEX, a number of factors has resulted in funds being unable to be fully spent this financial year. As a result, the Emergency Management Office is seeking to carry \$55,501 over into the 2024/25 financial year. This is comprised of \$1,429 (Equipment and Office furniture), \$1,606 (generators) \$2,900 (Laptops), \$1,572 (radio equipment) \$17,994 (air conditioning), \$20,000 (Response Team vehicle fitout), \$10,000 tsunami signage.</p>			
Potential risk(s)		Mitigation	
<p>A) OPEX forecasting indicates that expenditure will be very close to budget by end of the financial year, 30 June 2024.</p> <p>B) OPEX spend relating to unbudgeted travel requests to attend spontaneous hui pertaining to emergency management reforms.</p> <p>C) The need to respond to and recover from emergency events exceeds budget (we do not budget for response costs), and detracts the ability of the EM Office to deliver other workstream activities and associated expenditure.</p>		<p>A) Upcoming OPEX spend associated with projects and/or activity that is not already underway has been put on hold. Additional mechanisms for achieving savings are being explored.</p> <p>B) The 'value add' of requests is being considered and prioritised against existing scheduled travel. Virtual attendance is being requested where appropriate.</p> <p>C) N/A</p>	
Recommendation(s)			
Nil			
Author / Contact: Joe Kennedy			

Activity / Project	Starts	Due	Status
independent assessment of Nelson Tasman CDEM Group emergency management capability	2024	2024	On track
Description	Notes on status		
<p>The Ministry of Civil Defence & Emergency Management (now the National Emergency Management Agency) last undertook a capability assessment of the Nelson Tasman Emergency Management Group in 2015. Since this review, professionalism of the CDEM sector has increased, driven by more regular events that are increasingly in the public eye; resultant ministerial enquiries; and subsequent increased expectation, scrutiny, and consequence at national, regional, and local levels. Numerous areas for improvement have been identified across the sector. While the NTCDEM Group undertakes regular debriefs following regional and local responses, the Group has not recently holistically reviewed emergency management performance and business practices across activities before, during, and after emergency events. Debriefs were held following the August 2022 floods, but this was more focused on response capability, and not on wider emergency management workstreams (including reduction, readiness, and recovery).</p> <p>Additionally, work has been completed in recent years to ensure NTCDEM is both people and process led (i.e. not just relying on the right people being in the right place at the right time), but regional and local responses continue to hold 'key person' risks where processes are not documented and there is a reliance on individual experience and knowledge. While response and council business-as-usual practices have worked well historically, these may not be sufficient in future emergencies where impacts could be more severe and widespread. An independent assessment of emergency management capability could provide a comprehensive gap analysis and assist in validating whether emergency management efforts and resources are being prioritised where they are most needed.</p>	<p>Internal council management support has been attained (NCC and TDC) and the project has been endorsed by the Nelson Tasman CDEM Coordinating Executive Group.</p>		
Output(s)	<p>An independent assessment of Nelson Tasman CDEM Group emergency management capability is completed comprising of:</p> <ol style="list-style-type: none"> 1. An independent review of the Nelson Tasman CDEM Group emergency management capability aligned with the National Disaster Resilience Strategy, rather than the previous CDEM Capability Assessment tool. 2. A high level analysis of recent emergency management reviews in order to provide reflections on the emergency management capability of the NTCDEM Group against key themes from these reviews. 3. Support the NTCDEM Group with the development of a Strategic Road Map to integrate existing work programmes with findings/recommendations from the Capability Assessment and high-level findings from recent reviews. 		
Recommendation(s)	<p>Nil.</p>		
Author / Contact: Joe Kennedy			

Recommendation(s)

That the Nelson Tasman CDEM Coordinating Executive Group

Receives the Report of the Nelson Tasman Emergency Management Office and its attachments; and

Receives the Nelson Tasman Emergency Management Civil Defence Emergency Management Accounts to April 2024 (Attachment 1)

Nelson Tasman Emergency Management

Statement of Income and Expenditure

For Period to

April-24

	Current Month		Year to Date		Variance	Full Year Budget
	Actual	Budget	Actual	Budget		
Income						
Levies	88,167	88,166	881,667	881,666	(1)	1,058,000
Other Income	-	-	3,287	-	(3,287)	-
Interest	123	333	1,227	3,333	2,106	4,000
	<u>88,289</u>	<u>88,499</u>	<u>886,181</u>	<u>884,999</u>	<u>(1,182)</u>	<u>1,062,000</u>
Less Expenditure						
Staffing Costs	53,793	53,826	540,948	538,251	(2,697)	645,900
Operational Costs	23,773	21,084	174,244	210,834	36,590	253,000
Maintenance	1,021	533	13,314	5,333	(7,981)	6,400
Public Engagement	-	1,083	1,367	10,833	9,466	13,000
Consultancy	1,938	1,833	22,705	18,333	(4,372)	22,000
Fixed Overheads	734	9,658	76,795	96,583	19,788	115,900
Depreciation	5,012	6,000	48,954	60,000	11,046	72,000
NZRT-2	2,016	3,333	30,653	33,333	2,680	40,000
Event Costs	0	267	3,301	2,667	(634)	3,200
Total Expenses	<u>88,286</u>	<u>97,617</u>	<u>912,280</u>	<u>976,167</u>	<u>63,887</u>	<u>1,171,400</u>
Net Income (Deficit)	<u>3</u>	<u>(9,118)</u>	<u>(26,099)</u>	<u>(91,168)</u>	<u>65,069</u>	<u>(109,400)</u>

Statement of Financial Position

As At

Apr-24

Mar-24

Jun-23

Opening Equity	259,747	259,747	589,251
Plus YTD Surplus (deficit)	<u>(26,099)</u>	<u>(26,102)</u>	<u>(329,503)</u>
Equity	<u><u>233,648</u></u>	<u><u>233,645</u></u>	<u><u>259,747</u></u>

Which was invested as follows -

Assets

Prepayments	27,062	20,095	6,670
Accounts Receivable	-	-	5,601
Accrued Income (TDC & Welfare)	-	-	-
Fixed Assets	208,273	213,036	243,093
Intangibles	500	750	3,000
NCC Reserve Account	<u>85,980</u>	<u>(235)</u>	<u>1,383</u>
	<u>321,815</u>	<u>233,645</u>	<u>259,747</u>

Liabilities

NCC Current Account	-	-	-
Income in Advance	88,167	-	-
Sundry Creditors	<u>-</u>	<u>-</u>	<u>-</u>
	<u>88,167</u>	<u>0</u>	<u>0</u>
	<u><u>233,648</u></u>	<u><u>233,645</u></u>	<u><u>259,747</u></u>

Capital Expenditure Summary

April-24

YTD Actuals

Full Year Budget

EOC and Office		358	70,900
Vehicles		-	58,800
Communications		1,528.75	5,900
NZRT2		9,443	14,000
Generators		-	5,400
Tsunami info/signage project		-	10,000
		<u>11,330</u>	<u>165,000</u>



MINUTES
of the
**NELSON TASMAN CDEM COORDINATING EXECUTIVE
GROUP MEETING**

held
2.00 pm, Wednesday, 3 July 2024
at
Emergency Operations Centre, 28 Oxford Street, Richmond

Present: Leonie Rae, Richard Kirby, Rob Smith, Gabby Drummond (Tasman District Council), Joe Kennedy, Kathy Solly, Kathy King, Luci Swatton (Nelson Tasman Civil Defence Emergency Management), Mike Gillooly (NEMA), Rebecca Mason (Iwi Rep), Steven Collins (Police), Anne Maree Harris (Hato Hone St John), Craig Churchill, Ronnie Gibson (MSD), Paul Shattock, Jane McLeod, Maggie McGill (Nelson City Council), Andrew Lindsay, Pete Kara (Health NZ), Grant Haywood (FENZ),

1 OPENING, WELCOME

Joe Kennedy offered the opening karakia.

2 APOLOGIES AND LEAVE OF ABSENCE

**Moved Churchill/Kara
CEG24-07-1**

That apologies from Alec Louverdis, Nigel Philpott, Lexie O'Shea, Kay Anderson and Nikki Harrison be accepted.

CARRIED

3 DECLARATIONS OF INTEREST

4 CONFIRMATION OF MINUTES

**Moved Churchill/Kara
CEG24-07-2**

That the minutes of the Nelson Tasman CDEM Coordinating Executive Group meeting held on Wednesday, 13 March 2024, be confirmed as a true and correct record of the meeting.

CARRIED

5 PRESENTATIONS AND VERBAL UPDATES

5.1 National Emergency Management Agency Update

Mike Gillooly took his update as read and answered questions.

5.2 Whānau, Hapū, Iwi Update

Rebecca Mason updated the group on

- Te Kotahi o Te Tauihu Charitable Trust is in the process of hiring two full-time fixed-term employees to look into emergency preparedness plans for whanau registered and those in remote locations.
- Te Pūtahitanga emergency boxes are being placed at sites in remote locations with resources.
- Formed a Disaster Recovery Iwi leaders group at a National Level working with the Department of the Prime Minister and Cabinet on all of the policy and legislative developments.

5.3 Government Inquiry into the Response to the NISWE (North Island Severe Weather Event)

Joe Kennedy spoke to his PowerPoint presentation.

6 REPORTS

6.2 Report of the Nelson Tasman Emergency Management Office

Joe Kennedy took his report as read, discussion included:

- The Nelson Tasman Group Plan is developed and in the final draft state, currently with Nelson and Tasman Mayors for approval to go live with Public Consultation in August.
- Rū Whenua – Nelson Tasman CDEM held a multiagency and partner workshop on 10 June, which was well received and is looking to hold a fully activated event on 4 December 2024.
- IT improvements now have a date locked in for an upgrade, 12 August 2024.
- Congratulated the team on all their hard work and moving things forward.
- Independent Assessment, it was suggested to add CEG and its structure into the review and look at how the three top of the South CDEM groups work together (Nelson Tasman/Marlborough and West Coast).

Moved Lindsay/Harris

CEG24-07-3

That the Nelson Tasman CDEM Coordinating Executive Group

1. receives the Report of the Nelson Tasman Emergency Management Office and its attachments; and
2. receives the Nelson Tasman Emergency Management Civil Defence Emergency Management Accounts to April 2024 (Attachment 2); and
3. approves unspent Nelson Tasman Civil Defence Emergency Management Capital Expenditure budget of \$55,501 from 2023/24 be carried forward to the 2024/25 financial year; and
4. endorses a regional exercise date of 4 December to exercise a fully staffed and resourced Group Emergency Operations Centre; and
5. endorses an independent assessment of Nelson Tasman CDEM Group emergency management capability be completed.

CARRIED

6.3 Report of the Nelson Tasman Civil Defence Emergency Management Subsidiary Committees

The following update reports were received and taken as read:

- PEPI Committee
- Readiness and Response Committee
- Reduction Committee
- Welfare Coordination Group
- Recovery Committee
- Lifelines Committee

Moved Rae/Collins CEG24-07-4

That the Nelson Tasman CDEM Coordinating Executive Group receives the Report of the Nelson Tasman Civil Defence Emergency Management Subsidiary Committees

CARRIED

Agency and Partner updates

Ministry of Social Development

Rural assistance payments went live on 17 June.

Hato Hone St John

Monday to Friday partially paid ambulance service now in Golden Bay.

Health NZ

Fire at Kensington Court Resthome, Pete passed on his thanks to FENZ and NZRT2 for all their work, everyone was safely evacuated and there were no injuries.

6 CONFIDENTIAL SESSION

Nil

Paul Shattock offered the closing karakia.

The meeting concluded at 3.51 pm

Confirmed as a correct record of proceedings by resolution on Enter date .

Unconfirmed