



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

**Date:** Tuesday 28 November 2023  
**Time:** 1.30 pm  
**Meeting Room:** Emergency Operations Centre,  
**Venue:** 28 Oxford Street, Richmond

---

## **Nelson Tasman Civil Defence Emergency Management Group**

**Komiti Whakahaerenga Tiwhikete  
Whakawhanaunga**

### **AGENDA**

---

#### **MEMBERSHIP**

(Quorum 2 members)

Contact Telephone: 03 543 8444

Email: [gabrielle.drummond@tasman.govt.nz](mailto:gabrielle.drummond@tasman.govt.nz)

Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)



## AGENDA

**1 OPENING, WELCOME, KARAKIA**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

That apologies be accepted.

**3 DECLARATIONS OF INTEREST**

**4 CONFIRMATION OF [MINUTES](#)**

That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 25 July 2023, be confirmed as a true and correct record of the meeting.

**5 PRESENTATIONS AND VERBAL UPDATES**

5.1 Update from the National Emergency Management Agency (NEMA)

**4 REPORTS**

6.1 Report of the Nelson Tasman Emergency Management Office to the Coordinating Executive Group with Attachments ..... 4

**5 CONFIDENTIAL SESSION**

7.1 Procedural motion to exclude the public..... 63

7.2 Nelson Tasman Lifelines Vulnerability, Mitigation and Restoration Report..... 63

**7 CLOSING KARAKIA**

## 6 REPORTS

### 6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE TO THE COORDINATING EXECUTIVE GROUP WITH ATTACHMENTS

Decision Required

**Report To:** Nelson Tasman Civil Defence Emergency Management Group  
**Meeting Date:** 28 November 2023  
**Report Author:** Joe Kennedy, Manager Emergency Management  
**Report Number:** REMC23-11-2

#### 1 Summary

- 1.1 To provide an update from the Emergency Management (EM) Office on activity since the last Joint Committee (Group) meeting held on 25 July 2023.
- 1.2 A meeting of the Coordinating Executive Group (CEG) was held on 1 November 2023 and the report of the Emergency Management Office that went to that meeting is attached for members' information.

#### 2 Draft Resolution

**That the Nelson Tasman Civil Defence Emergency Management Group Joint Committee**

- 1. receives the Report of the Nelson Tasman Emergency Management Office to the Coordinating Executive Group with Attachments; and**
- 2. notes the draft minutes of the Coordinating Executive Group (CEG) held on 1 November 2023.**

<b>3 Attachments</b>
----------------------

- |    |                                                                                             |    |
|----|---------------------------------------------------------------------------------------------|----|
| 1. | Report of the Nelson Tasman Emergency Management Office to the Coordinating Executive Group | 6  |
| 2. | Report of the Nelson Tasman Emergency Management Attachments to CEG - 1 November 2023       | 22 |
| 3. | DRAFT - Coordinating Executive Group Minutes - 1 November                                   | 56 |



Nelson Tasman CDEM Coordinating Executive Group -

1 November 2023

**6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

**Information Only - No Decision Required**

<b>Report To:</b>	Nelson Tasman CDEM Coordinating Executive Group
<b>Meeting Date:</b>	1 November 2023
<b>Report Author:</b>	Joe Kennedy, Manager Emergency Management
<b>Report Authorisers:</b>	Gabrielle Drummond, Executive Assistant - Council Operations
<b>Report Number:</b>	RCEG23-11-1

**1. Purpose of the Report**

- 1.1 To provide an update from the Emergency Management (EM) Office on activity since the meeting of the Nelson Tasman Civil Defence Emergency Management (CDEM) Coordinating Executive Group held on 5 July 2023.
- 1.2 To request the Coordinating Executive Group (CEG) consider the recommendations contained within.

**2. Recommendation/s / Ngā Tūtohunga**

- That the Nelson Tasman CDEM Coordinating Executive Group**
- 2.1 receives the Report of the Nelson Tasman Emergency Management Office report; and**
  - 2.2 receives the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group; and**
  - 2.3 endorses the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group be submitted; and**
  - 2.4 approves the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group be forwarded to members of the Nelson Tasman CDEM Group for retrospective endorsement; and**
  - 2.5 approves the Nelson Tasman Civil Defence Emergency Management annual accounts June 2023 for presentation to Nelson City Council and Tasman District Council' (Attachment 4).**

**3. National Emergency Management Developments**

- 3.1 Oli Varley, Regional Emergency Management Advisor, National Emergency Management Agency (NEMA) will be in attendance at the meeting of the Coordinating Executive Group on 1 November to provide a verbal update regarding national emergency management developments.



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

**Emergency Management Reforms**

*Emergency Management Bill*

- 3.2 The Emergency Management Bill has been introduced to replace the Civil Defence Emergency Management Act 2002. The intent of the proposed changes is to create an updated legal and regulatory framework within which Aotearoa can prepare for, deal with, and recover from local, regional and national emergencies. The Bill is not a fundamental transformation of the emergency management system, but instead makes practical improvements to ensure the system can meet current and future needs.
- 3.3 Some of the key measures in the Emergency Management Bill include:
  - a) clarifying roles and responsibilities across the sector
  - b) recognising and enhancing the role of Māori in emergency management
  - c) enabling equitable outcomes for communities disproportionately impacted by emergencies
  - d) enhancing the resilience and accountability of critical infrastructure
  - e) modernising the legislative design, including establishing a more responsive regulatory framework for setting standards
- 3.4 At the time of writing, submissions are being accepted and close on 3 November 2023.
- 3.5 The Nelson Tasman Emergency Management (NTEM) Office has drafted a submission on behalf of the Nelson Tasman CDEM Group in relation to the content of the Emergency Management Bill published on 19 July 2023. The draft submission is attached as **Attachment 1**.
- 3.6 The legislative changes, if passed, are likely to have a financial impact for Council.
- 3.7 Implementation of the changes will be phased and are expected to be cost neutral at a national level. However, it is anticipated that there will be additional costs regionally as more resources (namely staff) will be needed to meet the new requirements both on an on-going basis as well as during a response. Although the additional resourcing is difficult to quantify at this time, the Emergency Management Office is assessing the need based on information currently available. It is expected that additional funding will be required from 1 July 2024. As such, the Emergency Management Office is exploring how best to manage the changes through council long term plan development processes.

**4. Nelson Tasman Civil Defence Emergency Management**

**Group Emergency Operations Centre (GEOC) Operational Readiness**

***Corrective Action Planning (CAP)***

- 4.1 The CAP serves as a collection of all learnings from past event responses. The results from the debriefs of both the tornado event (10 April) and the May 2023 weather event have been reviewed with areas for improvement identified, collated and included in the CAP. The items have since been prioritised against the existing NTEM work programme.



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

**4.2** As both of the previously mentioned events were relatively small, no significant new areas for improvement have been identified. Rather, reaffirming existing projects or those that already feature in the work programme.

*Operational Readiness Improvement Programme (ORIP)*

**4.3** Through the ORIP, new operating tools and systems have been developed to assist improve the efficiency of responses to emergency events. Via the ORIP sessions, 11 IT and GIS Project Plans have been completed and provided to Jane McLeod (Chief Information Officer, NCC) and Steve Manners (Group Manager - Information, Science & Technology, TDC). The project plans outline projects that require input from both IT and GIS departments in order to progress. The majority of the projects have arisen as a result of feedback/observations attained from recent responses and technological advances. Both Councils are currently working through the project plans to scope the projects and work out next steps.

**4.4** Additionally, workstreams including GEOC security, the creation of confidentiality statements and agreements for response personnel, standard operating procedures (SOP), briefing templates, health and safety considerations and tasking coordination methodologies for the coordination of field operators are also underway.

**GEOC Systems/Processes**

**4.5** Systems, processes and standard operating procedures (SOPs) are continually being developed for the GEOC and other operational areas. Recent advances include the installation of an external generator plug and power supply plug on the GEOC building.

**4.6** The generator plug has been installed as a back-up system to the permanent onsite generator, that is hardwired to the building. If that generator was to fail, the plug allows a temporary generator to be located onsite and restore power to the building.

**4.7** The external power plug allows for the safe provision of power to outdoor structures that may be used as extra space in a response. Both of these new systems further increase the resilience of the GEOC to perform under adverse conditions. An SOP has been written for both the testing and running of these systems.

**4.8** Additionally, the GEOC garage has been fitted out with shelving, to create fit for purpose storage and make the space more user friendly. This has allowed for the onsite storage of items that may be required to support future responses, including but not limited to, water and food supplies, civil defence centre boxes, and spare response furniture.

**4.9** The D4H Incident Management platform continues to be developed with new templates and the D4H Community of Practice recently met to discuss ideas, share templates, knowledge and experiences.

**4.10** Further D4H training has been delivered via Incident Management Team (IMT) meetings. Next steps include the delivery of function specific training and the adding of function specific templates/plans.

**4.11** As Council staff progress through GEOC training, they will be offered initial D4H training to ensure that they have familiarity with the system prior to a response

**Geotech/NTEM Project Update**





1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- 4.12 As outlined in the last report, NTEM has been working together with representatives from Stantec to develop a framework for the delivery of professional services in emergency events. The framework is centered around the establishment of a Response Specialist Panel (RSP) made up of consultants from across the region.
- 4.13 Learnings from several events over the last year have been incorporated into the framework that has recently been finalised by the project team for presentation to stakeholders.
- 4.14 The framework works across three levels of response activity, level 1 is a business-as-usual (BAU) response to small scale incidents using BAU contracts with asset owners. Level 2 is for local level response where the RSP is activated, and regional resources can meet the demand of the response. Level 3 is for a local or regional level response where the regional resources are not able to meet demand and therefore coordination of those resources against response priorities is required.
- 4.15 The next step is to reconsult with NCC and TDC Infrastructure Managers to gain their approval for the framework to be socialised wider across councils, lifeline utilities and geotechnical services.

***Contingency Communications***

- 4.16 The Regional Radio Network Scoping Project continues to work towards increasing the resiliency of the contingency radio communication network across the region. The installation of VHF radios at the Moutere Community Centre, Motueka Recreation Centre, and Tasman Church continues with permissions granted from property owners and tenants, and site visits completed.
- 4.17 Additionally, VHF equipment held at Civic House has been reviewed and tested. Investigations are being undertaken to resolve outages experienced with a repeater on Mt Burnett (ESB 45), and discussions are underway with Maruia regarding contingency communication linkages through to the West Coast.
- 4.18 In the satellite communications space, Starlink system training has been delivered to New Zealand Response Team 2 (NZ-RT2). Currently there is one residential grade Starlink affixed to the GEOC building, and one that has been positioned at the Takaka Customer Service Centre. The Takaka based equipment was recently successfully tested by Tasman District Council staff during a 6-hour telecommunications outage in Golden Bay that disrupted normal services.
- 4.19 In September, to ensure alternative communication tools are regularly tested, an interagency satellite phone testing day was run. Calls were received from several NZ Police staff across the region, NEMA staff, neighbouring CDEM Groups and the NTEM Duty Officer.

***NTEM Local Incident Management Teams***

- 4.20 The EM office visited NTEM Local Incident Management Teams in Tapawera, Motueka, Murchison, Wakefield, Takaka and St Arnaud. The meetings served as an opportunity to connect with communities and receive an update regarding their level of preparedness.



1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

4.21 The next round of face to face meetings will take place towards the end of the year with interim phone catch ups occurring with Local Controllers, Situation Officers and Welfare leads.

***Duty and Response System Training***

4.22 To ensure that systems, documents, and processes are well understood and regularly practiced, duty officer training and response systems training is being delivered twice a month to the EM Team.

4.23 In the Duty Officer space, since the CEG last met, topics covered include, the process for activating the response team (NZ-RT2), the process for contacting Council building teams after-hours, a stock take and review of duty officer backpacks, testing of satellite communication systems, increasing knowledge regarding the process and documentation required for declaring a state of local emergency, the new 0800 duty officer phone transfer process, and information regarding the Defence Force base at Woodbourne including resource availability and capability.

4.24 In relation to response systems training, the main topics covered include the activation of the contingency GEOC water system, generator testing, the use of new external power and generator plugs, team personal preparedness, processes for addressing spontaneous volunteers, vehicle equipment, and first actions post-earthquake (including, water, generator, sentinel system, building and communications checks).

4.25 The training continues to build familiarity with the systems and processes that response personnel will be required to operate and thus, in turn, will serve to increase the effectiveness of future responses to emergency events.

***NZDF Woodbourne***

4.26 To build a greater understanding regarding the capability and capacity of NZDF Woodbourne members EM team joined the Marlborough Emergency Management Group in a visit to the Defence Force Base. The visit to the base was kindly organised and hosted by a NZDF Liaison who operates with and supports us in a response.

4.27 The visit provided an overview of the facility itself, the resources available (both people and equipment), processes for emergency event deployments, training and the potential alignment of training requirements, and response structures.

4.28 The visit also served as an opportunity to strengthen relationships between NTEM and NZDF and share learnings from recent events.

***NTEM/Building/USAR Systems and Processes***

4.29 The August 2022 weather event debrief highlighted several areas that require improvement, one of which was to build a greater understanding of the link between the GEOC and Council building teams, both in response and BAU.

4.30 As a result, NTEM have facilitated quarterly meetings to foster relations, build understanding, and develop knowledge and processes.



1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- 4.31 The group has reviewed the learnings from the August 2022 weather event and the April 2023 Tornado event and discussed neighbouring regions solutions to some of the same issues. These include tools developed to improve the efficiency of the building assessment process following an emergency event.
- 4.32 Other areas being addressed include the process for making contact with the building teams in an emergency event, training requirements e.g. Psychosocial First Aid, CDEM specific training, and the Ministry of Business, Innovation and Employment Rapid Building Assessment System.
- 4.33 Future topics include a review of the Initial Impact Assessment tool, and developing understanding of the Urban Search and Rescue (USAR) capability and resources.

***Duty Officer 0800 Contact Number***

- 4.34 A new 0800 arrangement has been developed to increase the resilience of the NTEM Duty Officer contact system.
- 4.35 The new system is no longer reliant on an actual phone being handed between Duty Officers and allows any of the Duty Officers to transfer the duty number to themselves, or away from themselves, if they are no longer able to perform the Duty Officer role.
- 4.36 As part of the transition to the new number an email was sent to key partners and stakeholders to advise them of the change. At the time of writing, the transition to the new number will be completed by 16 October, with the old number being redirected for a 6-month period.

***Multi-agency Summer Preparedness Hui***

- 4.37 At the end of August Pete Kara (Principal Advisor Emergency Management, Te Whatu Ora) organised and facilitated an Emergency Response Heads Summer Events hui. The meeting was convened to provide a forum for discussion amongst emergency service agencies and included short presentations from each agency regarding the capability and capacity of their resources, and a presentation from the Rescue Coordination Centre regarding the MV Shiling mayday event off the coast of Farewell Spit.
- 4.38 Expected operational aspects and impacts to the Nelson Tasman Marlborough region for the upcoming summer season were also discussed. This included training, exercising and potential hazard predictions arising as a result of El Niño weather cycles.

***Review of the 2019 Pigeon Valley Fires debrief***

- 4.39 With a El Niño weather cycle being predicted for the coming summer season and the subsequent higher risk of wildfire activity, a review of the Pigeon Valley fire debrief notes and report has been undertaken.
- 4.40 This review served to determine if there are any outstanding workstreams that are not currently underway, have already been addressed, or scheduled for future works.
- 4.41 It is pleasing that, despite the occurrence of numerous other emergency events since, all of the improvement areas have been added to the work programme of the EM office, some of which are completed with others in progress or planned as part of long-term planning.



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

4.42 The exception to the items already programmed or completed include the building of understanding between agencies regarding cross-agency resource planning, the defining of roles and responsibilities in response, confirming the use of the CIMS framework across agencies, and building a stronger understanding regarding available agency legislated powers outside of a declared state of local emergency.

4.43 Although these listed items are not currently on the work programme several of them are being discussed both informally and formally via the CDEM Committee meeting cycle.

*Manual Fuel Pumps Deployment*

4.44 11 manual fuel pumps, have been deployed across the region to ensure greater resilience in events where sustained power outages detrimentally compromise the ability to extract fuel from underground tanks.

4.45 The Emergency Management Office would like to express their gratitude to Fire and Emergency New Zealand (FENZ) who kindly offered to store the manual fuel pumps at suitable fire stations across the region. Storage locations were determined by the proximity of fuel stations that are compatible with the pumps. As a result, fuel pumps are being stored in:

- a) Hira
- b) Richmond
- c) Nelson
- d) Mapua
- e) Motueka
- f) Wakefield
- g) Upper Moutere
- h) Tapawera
- i) Takaka
- j) Collingwood
- k) Murchison
- l) Lake Rotoiti

4.46 The manual fuels pumps have been deployed with a user guide developed by ECL Group and are being looked after by FENZ Volunteer Support Officers.

***Guide to GEOC Staffing***

4.47 Following a review, the Guide to GEOC staffing was presented to both the Senior Leadership Team at Nelson City Council and Executive Leadership Team at Tasman District Council. Both Councils approved the amendments to the document and agreed that all council staff are required to undertake CDEM training to a minimum of ITF Intermediate



1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

level, after which, in consultation with their Manager and the Emergency Management Office, staff may choose to opt out of further training.

- 4.48 As the Nelson Tasman region cannot rely on out of region surge support staffing in future events, and given Council's core business is increasingly integral to CDEM responses, this requirement exists as it has been deemed beneficial for staff that are not working in the GEOC, to have an understanding of GEOC operations.

***GEOC Response Meals***

- 4.49 Providing meals for staff in the GEOC may prove challenging if access to traditional suppliers, such as supermarkets/caterers is compromised. As a result, a small supply of dehydrated and 'complete' meals for use in response is now held at the GEOC. We will look to further increase these supply levels as budget permits.

**Group Emergency Operations Centre (GEOC) Information Technology**

***IT Improvement Project***

- 4.50 The NTEM IT Improvements Project continues to progress with the aim of upgrading and developing a fit for purpose NTEM technology solution to meet the demands of both current and future responses, and meet the requirements and expectations of response personnel, the public, and business as usual activities.
- 4.51 Monthly meetings are being held for the project team (comprised of representatives from both Council IT teams, NTEM team representatives and Peter Denton (Project Manager)). These meetings track progress, address current and/or upcoming challenges and confirm key next steps. Fortnightly Technical Team meetings are also occurring to work on the set-up of the IT systems for the transition to the new NTEM tenancy.
- 4.52 Current focus areas include developing a new NTEM Tenancy internally and exploring the options available for the provision of ongoing support. The securing the domain name ntem.govt.nz has been successfully completed. The standing up of the new NTEM Tenancy, determining its requirements, assessing the current usage of certain systems, and its integration with both NCC and TDC systems is also being explored.
- 4.53 Data management and file structures for both BAU and response have been developed in conjunction with the Information Management team at NCC.
- 4.54 Additionally, the TDC IT team has kindly been working towards several audio-visual enhancement solutions for the GEOC and adjoining meeting rooms.

***NTEM Group Exercising***

- 4.55 Nelson Tasman Emergency Management (NTEM) are planning on running an exercise in Golden Bay on 2 December 2023. The exercise will be focused on a local level response, and run as a scenario-based training day using an Alpine Fault earthquake scenario,
- 4.56 The intent of the exercise is to provide a supportive learning environment to practice the processes and systems used within the Local Emergency Operation Centre (LEOC). Agency and partner representatives have been invited should they wish to participate.
- 4.57 The objectives of the day are to:



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- a) Increase familiarity with the LEOC in a response environment
  - b) Practice response systems and information flow through to the GEOC
  - c) Test alternate communication systems
  - d) Provide a supported learning environment for new and experienced staff
  - e) Provide partnering agencies the opportunity to participate and test response systems where practicable.
- 4.58 A similar scenario-based training is planned for Nelson Lake volunteers in May 2024. The EM office will then look to roll this out to Murchison at a later date.
- 4.59 Additionally, the Nelson Tasman Emergency Management office have committed to participating in a NEMA led national exercise being run in 2024. This exercise will be based on a mid rupture Alpine Fault scenario and will be spread over 3 days, 12 June, 26 June, and 10 July. All CDEM Groups across the country will be participating in the exercise.
- 4.60 The first day will cover the initial response and involve a fully staffed, multi-agency activation of the GEOC. The second and third days will consist of desktop exercises and discuss the challenges associated with a sustained response and transitioning into recovery.

**Welfare update**

**Welfare Managers**

- 4.61 To ensure local knowledge and connections with local agencies remain current, six alternative Group Welfare Managers are now in place. An induction training workshop has been held and ongoing support and training is being offered as it becomes available.
- 4.62 Relationships with local welfare managers continue to strengthen and it is encouraging to see these managers working to increase their volunteer support base. An engagement schedule is being developed to support these volunteers. This will also assist in keeping them engaged and informed between emergency events.

**Civil Defence Centres**

- 4.63 Increasing the pool of trained people to supervise and staff Civil Defence Centres (CDCs) during an emergency has been highlighted as a priority. 'Working in a CDC' training was delivered in September with 24 participants attending including staff from both councils, community volunteers, Taskforce Kiwi and Sport Tasman representatives. The training included familiarisation with manuals and reporting forms that provide the EOC with information. It is hoped that further opportunities for training community volunteers and council staff can occur in the 24/25 financial year to further increase the pool of CDC supervisors and staff.

**Spontaneous Volunteers**

- 4.64 The August 2022 flood event highlighted the need for a process to effectively manage the support offered by spontaneous volunteers. A 'Management of Spontaneous Volunteers' working draft has been written in consultation with Council partnership teams, Top of the South Neighbourhood Support, Volunteer Nelson, and the Student Volunteer Army (SVA).



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

4.65 SVA will take the lead in coordinating spontaneous volunteers and the creating of a registration portal for both those wishing to volunteer and those requesting support. Taskforce Kiwi are also considering how their organisation may support this process.

***Taskforce Kiwi***

4.66 Taskforce Kiwi, a voluntary organisation comprising of mainly former military and emergency service personnel have engaged with the NTEM team to explore ways in which they can support our region in an emergency. Four key areas have been identified where it is felt their capabilities and skills would best support. These are:

- a) The staffing Civil Defence Centres
- b) Working alongside partnering agencies and field teams e.g. initial impact assessments and/or welfare needs assessments
- c) The provision of logistical support and coordination
- d) The staffing of functions within Emergency Operation Centres

4.67 A Letter of Understanding has been developed collaboratively, to sit alongside a volunteer agreement. The agreement is currently being reviewed by Taskforce Kiwi prior to signing.

***Community Emergency Preparedness Planning (CEPP)***

4.68 In response to requests from members of the community for guidance in preparing for emergency events, a Community Emergency Preparedness Plan template and accompanying 'How to' guide has been developed.

4.69 These documents allow communities to prepare their own plan to support their community in the preparation for, and response to, emergency events. They also serve to provide NTEM with valuable response information.

4.70 A 'soft launch' has been initiated with plan templates and guides shared amongst community groups in Nelson North, Golden Bay, Takaka Hill, Tapawera, Aniseed Valley and Motueka Valley.

4.71 FENZ, Top of the South Neighborhood Support and the Rural Advisory Group are actively promoting the plan.

4.72 Widespread promotion of the CEPP is planned in the coming months.

***Group welfare Managers forum***

4.73 Kathy King (Emergency Management Advisor/Group Welfare Manager) attended a national Group Welfare Managers forum in July. The forum served to establish relationships, develop a support network amongst Group Welfare Managers, and strengthen connections between NEMA and the regional CDEM Groups.

***Rōpū Tautoko***

4.74 The Rōpū Tautoko group continues to meet quarterly. This group, comprising of iwi, Group Managers and Group Welfare Managers is an opportunity to develop relationships between CDEM and iwi across Te Tai Ihu.



1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

**Recovery**

- 4.75 A key focus of the Recovery workstream continues to be the capturing and implementation of learnings arising from the August 2022 flood event. A guide is currently being developed to aid an efficient establishment for Navigator services if required following an event.
- 4.76 The recent North Island weather events have resulted in the establishment of a Group Recovery Managers forum for knowledge sharing and support. Kathy King (Recovery portfolio holder) is attending these forums.
- 4.77 Additionally, opportunities for Recovery function training are being sought, with a focus on ensuring the readiness of Recovery function personnel and their familiarity with relevant processes and procedures.

**NTEM Group Response Personnel Capability**

***GEOC Training Programme***

- 4.78 Currently there are 92 NCC (up from 75) and 115 TDC (up from 103) staff who have had a minimum of ITF Intermediate training and would therefore be eligible to fill Group EOC roles during response.
- 4.79 The following training occurred in September 2023:
  - a) ITF Intermediate – 2 days x 2 - 36 attendees
  - b) Intelligence Function specific – 1 day - 11 attendees
  - c) Planning Function specific – 1 day - 10 attendees
  - d) Operations Function specific – 1 day - 15 attendees
  - e) Supervising and staffing a Civil Defence Centre – 1 day - 22 attendees
- 4.80 At the time of writing a further 11 people are registered to attend a Control and Leadership course in October.
- 4.81 This will complete the training for the current calendar year. The next round of training is due to take place at the end of February 2024.

***EM Team Continual Professional Development (CPD) Programme***

- 4.82 The EM team CPD programme has been reviewed and the plan for 2023/24 is attached as **Attachment 2**. The CPD programme represents a mix of response oriented, cultural and leadership development activities that will be delivered over the next 12-18 months.

***New Zealand Response Team 2***

- 4.83 Over the weekend of 26-27 August, 11 members of NZ-RT2 took part in Exercise Tempest, a combined Canterbury CDEM and Christchurch City Council CDEM rescue exercise involving 9 South Island CDEM Response Teams together with members of the Red Cross, CoastGuard, and other response agencies.





1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- 4.84 The overall scenario was based on an atmospheric river resulting in heavy rain and strong winds. The exercise provided an opportunity for newer members of the team to exercise alongside more experienced members of both NZ-RT2 and other South Island response teams.
- 4.85 In the health and safety space, as a result of a co-tenant operating model a health and safety issue was identified at the Response Team base. Potentially harmful dust was being created by an adjoining panel beating business. As a result, a decision was made to limit the teams access to the base whilst the health and safety risk was being investigated.
- 4.86 During that time Appleby Fire Station generously allowed the team to their premises for training.
- 4.87 The panel beating business has now vacated the building and the base has subsequently been thoroughly cleaned. Consequently, the team have returned to their base for training.

***Group and Local Controller Training***

- 4.88 To align with national standards, over the next two years, the EM office is aiming to have all NTEM Group Controllers and the majority of Local Controllers attend Response and Recovery Leadership Programme (RRLP) courses. The RRLP, through Massey University, provides what is essentially the defacto accreditation for Controllers. Of the seven current Group Controllers, 2 recent appointees are booked to attend a full training course in November, with three senior Controllers scheduled to attend an RRLP transition course in March 2024.

**NTEM Planning**

**Rāhui**

- 4.89 Following the May weather event a rāhui was put in place for the Nelson Tasman region. It became clear that there was some confusion regarding the process surrounding the lifting of a rāhui.
- 4.90 When a rāhui is put in place during the response to an emergency event the flow of information and communication to the public is relatively straightforward. However, the response is often finished and the GEOC deactivated by the time the rāhui may be lifted and therefore a clear process needs to be defined for the lifting of a rāhui in a recovery setting.
- 4.91 NTEM are working with iwi, public health, NCC and TDC to define roles and responsibilities regarding water testing, communication, and the dissemination of public information.
- 4.92 Nelson City Council is currently leading this project.

***Cordons***

- 4.93 NTEM is continuing to work with the Canterbury CDEM Group to develop a Cordons Management Standard Operating Procedure (SOP). The aim is to have a draft document completed ahead of the upcoming summer season.
- 4.94 Frequent events across the country continue to highlight the need for cordon processes to be developed to address a variety of differing scenarios. The experience of the 2019 Pigeon Valley Fires highlighted many of the issues that arise when there is a need for ongoing



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

cordon management and restricted access to affected areas. Research from previous events has shown the significance of cordons and how cordon management can impact health and safety, accessibility, housing, law, socio-cultural fabric, and economics

- 4.95 It is hoped that creating an SOP for effective cordon management before a disaster occurs will allow for the effective operation and implementation of these cordons to reduce adverse impacts on the affected area(s) and its residents. This will also assist relevant stakeholders, emergency response teams and the wider emergency management teams to make informed decisions regarding if and when a cordon needs to be established.
- 4.96 The SOP will aim to provide guidance on when and what type of cordon may be required, health and safety considerations, processes for varying scenarios and templates to make the implementation and running of cordons easier during an emergency event. It is also intended to clarify financial responsibilities.

***Nelson Tasman CDEM Group Plan***

- 4.97 As previously reported, NTEM has commenced the review of the existing Nelson-Tasman CDEM Group Plan 2018-2023. This is required to be reviewed every five years, with the current plan remaining operational until a new version is approved.
- 4.98 Initial work to review the plan has been undertaken, including the formation of a project team, which includes representatives from the respective councils and the CDEM Group Office.
- 4.99 The initial review has identified the following areas for update:
  - a) Alignment of the plan to the National Disaster Risk Strategy, including the priorities and objectives of the plan
  - b) Strengthening the arrangements for working with Māori / iwi
  - c) Inclusion of the updated risk assessment for the Nelson Tasman region
  - d) Review of the current objectives within each of the 4R's to ensure that we are meeting the needs of our partner organisations and communities
  - e) Reviewing the overall structure and level of content and to enhance the accessibility of the Plan to the public and our partners
  - f) Incorporating learnings from recent emergency events within the region and wider New Zealand
  - g) Identifying work at all levels required to support the implementation of the Plan.
- 4.100 To ensure that the Plan meets the needs of the CDEM Group in setting the strategic direction for the next five years, the next phase of the project will involve consultation with interested parties, including our CEG Partners. CEG partners input into this process is valuable, as the intent of the Plan is to guide not only the work of the CDEM Group Office, but also work spanning the 4R's across all members of the CDEM Group.



1 November 2023

---

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- 4.101 Given many of our partner agencies cover the entire of Te Tau Ihu, the intent is to align with the timings of the Marlborough CDEM Group Plan review as closely as possible. This will reduce the requirements on our external partners. Presently, the timeframes associated with both the Nelson Tasman and Marlborough Group Plan reviews are aligned.
- 4.102 Additionally, we are endeavouring to keep NEMA informed, engaged and consulted with the progress and intended plan changes. This will serve to reduce the potential for significant feedback when the plan is sent for final review / approval.
- 4.103 The new Emergency Management Bill will be considered throughout this process. However, many of the potential changes have been captured in the initial review of the existing plan. This will ensure that only minimal amendments will need to be made to meet any future new legislative requirements.
- 4.104 At the time of writing, a draft of the new plan will be provided to CEG members in early 2024. This will allow for public consultation and any required updates and amendments to be completed by late April 2024.
- 4.105 It is envisaged that the new plan will come into effect by mid-2024.
- 4.106 Jim Tetlow, Principal Consultant, Toa Consulting will be in attendance at the meeting of the Coordinating Executive Group on 1 November to discuss aspects of the Group Plan review with members of the CEG and seek their endorsement.

***Hazard Risk Assessments***

- 4.107 Following on from previous updates, as part of the review of the Nelson Tasman CDEM Group Plan review, we are required to re-assess our regional risks by undertaking a regional risk assessment of all of our key hazards.
- 4.108 The re-assessment process is following the National Emergency Management Agency Guidelines for Risk Assessment and is being carried out in a staged approach.
- 4.109 Unfortunately, iwi representatives were unable to attend the workshops that have been run to date, and thus the direct impacts to local hapū and iwi have not yet been fully assessed.
- 4.110 NTEM are aware that workloads are high, and thus, are currently investigating the possibility of running a combined workshop across Te Taihū by mid- March 2024. The hope is that this approach will reduce our partners having to attend multiple workshops and lend itself to attaining good representation across our partners and agencies of ngā iwi o te taihū, and the four pou of built, economic, social and natural.

***Public Education***

***NZ Shakeout***

- 4.111 This year's Shakeout advertising campaign started on 2 October featuring online, television and radio placements. Shakeout itself will be held on 19 October 2023. At the time of writing, 638,039 have people signed up nationwide, and of this 12% are in the Nelson Tasman region equating to 13,280 participants.

***Clued Up Kids***



1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

- 4.112 Clued Up Kids is a multi-agency programme teaching 9-11 year old primary school aged children confidence and life skills to help them stay safe in a range of real-life scenarios.
- 4.113 NTEM teamed up with other agencies for this annual event that provides the opportunity for children to practice important messages in regard to keeping themselves safe. NTEM's message of "Drop Cover and Hold" in an earthquake was well received and all children had the opportunity to practice in the 'Shaky House', an earthquake simulator.
- 4.114 This year Clued Up Kids was held in Motueka and attended by schools in the Motueka region with approximately 450 children participating.
- 4.115 Additionally, the NTEM team have recently undertaken public education talks with the Nelson Sea Scouts and Young Parents Group at Auckland Point School.

***NTEM Work Programme 2023/2024 Financial Year***

- 4.116 The NTEM Work Programme July 2023 – June 2024 is attached as **Attachment 3**.
- 4.117 Of note, the EM team estimate that six weeks of time assigned to the undertaking of planned work programme activity this calendar year has been reallocated towards reactive response activities in the form of planning for the onset of forecast emergency events, responding to emergency events, provision of support to other CDEM Groups (Cyclones Hale and Gabrielle), debrief activities, and the subsequent utilisation of time off in lieu arrangements.
- 4.118 To that end, given the unpredictable nature of emergency events, the proposed NTEM Work Programme March 2023 – June 2024 may be subject to change in the event emergency responses activity is required.

***August 2022 Event Certificates of Appreciation***

- 4.119 Following the August 2022 Severe Weather Event, it was decided to recognise the efforts of everyone directly involved in the response. This was done in a couple of ways.
- 4.120 Shortly after the response ended, emails were sent to all GEOC and Golden Bay LEOC staff, iwi, and individuals who volunteered as part of an agency and were engaged by CDEM thanking them for their time and effort. Staff who generously offered accommodation to response personnel from out of the region also received an email of thanks.
- 4.121 Certificates of Outstanding Contribution were later sent to all GEOC and Golden Bay LEOC staff, iwi, individuals who volunteered as part of an agency and were engaged by CDEM.
- 4.122 Additionally, Certificates of Appreciation were sent to businesses and organisations who donated goods and/or voluntarily assisted with the response.
- 4.123 This initiative has received positive feedback, and the process undertaken has been documented to streamline the awarding of certificates following any future events.

***Health and Safety***

- 4.124 Last month the EM office investigated the underlying causes of a workplace incident related to manual handling. The incident presented an opportunity to involve EM team members in the health and safety hazard management process. The results will lead to better controls



Nelson Tasman CDEM Coordinating Executive Group -

1 November 2023

**REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**

being implemented to reduce risks associated with the handling of bulky/heavy boxes of equipment.

**Nelson Lakes Shipping Container project**

4.125 The Lion Foundation have approached NTEM with an offer to purchase a 20' steel shipping container for use in St. Arnaud. If the project proceeds, the container will be fitted out as a storage facility for EM equipment. Scope also exists to utilise the container as a workspace for response, welfare, recovery or for partnering agency activities.

4.126 A preferred site behind the Fire Station has been identified and has FENZ support. The concept is to be presented to the local community board at the end of October. The objective is to establish a broad level of community support before taking the project further.

**5. Emergency Management Office Financial Reporting**

- 5.1 Annual accounts for the year ended 30 June 2023 are attached as **Attachment 4**.
- 5.2 Revenue is \$168,166 over budget due to receipt of Welfare grant for the August 2022 weather event.
- 5.3 Expenses were \$398,819 over budget due to an unbudgeted August 2022 Weather Event response costs of \$407,050.

**6. Attachments / Tuhinga tāpiri**

- 1. Draft NTEM Submission to the EM Bill
- 2. NTEM Continuing Professional Development Plan - 2023
- 3. NTEM Work Programme 2023/2024 Financial Year
- 4. Nelson Tasman Civil Defence Emergency Management Financial report 2022-23



Committee Secretariat  
Governance and Administration Committee  
Parliament Buildings  
**WELLINGTON 6021**

**VIA:** Online submission

**Emergency Management Bill 2023 submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group**

This submission is provided by the Nelson Tasman Emergency Management (NTEM) Office on behalf of the Nelson Tasman CDEM Group in relation to the content of the Emergency Management Bill published on 19 July 2023.

This submission has been authorised by the Nelson Tasman Civil Defence Emergency Management Coordinating Executive Group (CEG) and will be provided for information to the membership of the Nelson Tasman Civil Defence Emergency Management Group at an upcoming meeting on 28 November 2023.

The Nelson Tasman CDEM Group welcomes and is grateful for the opportunity to submit on the Emergency Management Bill 2023 (the Bill).

Overview

In general, the Nelson Tasman CDEM Group is supportive of the need for change to modernise New Zealand's emergency management system. The requirement for this change was evident with the outcomes from the review of the response and recovery to the Canterbury earthquakes of 2011, and further endorsed in the many subsequent reviews including the 2017/18 Ministerial Review: Better Responses to Natural Disasters and Other Emergencies in New Zealand, and the recent Auckland Flood Response Review undertaken by Bush International Consulting.

Whilst the Nelson Tasman CDEM Group is generally supportive of many of the proposals within the Bill, it believes more work is needed to deliver an integrated, fit-for-purpose emergency management framework that possesses the capacity, capability and competency to respond to the increased frequency and severity of emergency events, and better support the integration and practical implementation of both reduction and recovery activities.

The ability of the National Emergency Management Agency (NEMA), CDEM Groups, partners and response agencies to deliver on what is proposed will likely require additional resources. Such resource is not currently budgeted for and may be challenging to fund given current fiscal pressures. Moreover, the existing potential for wider Local Government system reforms may further impact the ability of local authorities to give effect to and support the intent of and changes within and the EM Bill. To that end, the Nelson Tasman CDEM Group propose that the Bill considers upcoming review findings pertaining to the 2023 responses to and recovery from Cyclones Hale and Gabrielle.

CDEM Groups, via administering authorities Annual and Long Term Plans, are routinely seeking resources from CDEM Group Joint Committees and then administering authorities to fund Emergency Management activities. This funding pool is highly contested and under stress. The provisions within the Bill are likely to require significant additional resourcing, new skills, and funding to give effect to



the intent and thus require drawing on that funding pool further. Resourcing has not been considered in detail in the process leading to the introduction of the Bill.

This submission is structured in a manner that aligns to that of the EM Bill.

**1. Title and Commencement**

- 1.1 NTEM supports the name of the Bill and the timeframes detailed to give effect to the clauses relating to the National Māori Emergency Advisory Group; reimbursement of welfare expenses; and Critical Infrastructure.
- 1.2 However, NTEM questions the practicalities of transitioning to Critical Infrastructure Entities over a two-year period, noting that the creation of new regulations to guide planning and reporting may be challenging. Additionally, there are a number of other relevant changes to this sector foreshadowed over that period that may have an impact.

**2. Part 1 - Preliminary provisions**

- 2.1 Clause 3 – Noting that community resilience and preparedness is referenced in the Explanatory note and General Policy Statement at the beginning of the Bill. NTEM believes that community resilience and preparedness should be incorporated into the purpose of the Act.
- 2.2 The current purpose contains reference to the management of hazards and risks together with associated planning and preparation, however, given the building of community resilience and preparedness is a key workstream of CDEM Groups, such incorporation will serve to place more emphasis and priority onto community resilience and preparedness activities, and ensure the Bill has greater alignment with akin doctrine including the National Disaster Resilience Strategy (NDRS).
- 2.3 Managing risks, Effective Response to and recovery from emergencies, and Enabling, empowering and supporting community resilience are the three priorities in the NDRS. Although the NDRS is referenced in the Bill, the wording in the purpose appears to place greater emphasis on the first two priorities than the third.
- 2.4 Additionally, including terminology that demonstrates a direct link to the National Disaster Resilience Strategy and providing further clarity regarding requirements to align to the Sendai Framework for Disaster Risk Reduction 2015-2030 would be beneficial.
- 2.5 NTEM support the references towards the coordination and cooperation of planning, programmes and activities across the phases of reduction, readiness, response and Recovery.
- 2.6 Clause 4 – NTEM Support the recognition of the Crown’s responsibility to give effect to te Tiriti o Waitangi/the Treaty of Waitangi, however questions if 4(d)(i) might be too specific and the capacity, funding and resourcing of both CDEM Groups and our iwi and Māori partners should be considered.



**3. Part 2 - Emergency management system**

*Director of Emergency Management*

- 3.1 Clause 11 – Request that CDEM Act s10(2) be added to the EM Bill.
- 3.2 Clause 12 - Powers of the Director – Associated funding streams to not appear to have been identified, thus request funding streams are stipulated/referenced.

*National Māori Emergency Management Advisory Group*

- 3.3 The Nelson Tasman CDEM Group supports the creation of a Māori Emergency Management Advisory Group (MEMAG) and the proposal for the Act to ensure that Māori representation at a national level to provide advice, guidance and assurance on iwi and Māori emergency management matters exists. The system requires this connection.
- 3.4 However, while the creation of MEMAG is supported, caution is expressed regarding 'reaching in' to the regions (unless by invitation) and potentially providing conflicting advice to that of regional iwi representation, that may detriment existing regional relationships.

*Approved providers of warnings and notifications*

- 3.5 Clause 22 – NTEM supports this clause as it both lends weight to the definition and responsibilities of lead agencies and supports the Technical Advisory Group (TAG) recommendation 1.6.2.
- 3.6 However, clarity regarding who may be a responsible department could prove beneficial. In lieu of such clarification the current terminology could be interpreted as the lead agency, Emergency Management Committees, or other and thus lend itself to confusion.
- 3.7 Additionally, if warnings were be defined under definitions it would clarify whether the National Warning System and/or the Emergency Mobile Alert (EMA) system falls under this category. CDEM Groups are not referenced, however they send out warnings (EMA's) and alerts and are assumed to be under 30(2)(d) under Committee powers. Groups should be entitled to the same limited liability when doing so.

*Emergency Management Committees*

- 3.8 Clause 24 – NTEM supports CDEM Groups (often referred to as Joint Committees) to become Emergency Management Committees. However, it remains unclear, in terms of terminology, what the intent is for the CDEM Group offices, e.g. is the intent that CDEM Group offices Emergency Management Committee offices. In order to ensure a consistent approach across the motu, it would be beneficial to define this.
- 3.9 Clause 25 – NTEM supports representation, engagement and involvement of iwi, Māori, hapū, and strongly supports the overarching intent to support and enable iwi





and Māori representation, engagement and involvement at all levels of the Emergency Management system, across reduction, readiness, response and recovery. This is a current legislative gap and supports TAG recommendation 4.2.2. Representatives' remuneration costs being centrally funded is also supported.

- 3.10 Clause 29 - In its current wording, clause (1)(a)(i) could be interpreted as removing the responsibility of Regional Councils who currently hold the responsibility for natural hazards.
- 3.11 NTEM notes that the additional obligations placed onto Emergency Management Committees will likely require additional resourcing at the CDEM Group office level to meet the intended deliverables of the Bill.
- 3.12 Additionally, NTEM advocates the inclusion of commentary that addresses the integration of Emergency Management Committee functions with those of local authority business as usual planning activities and functions, specifically in the reduction and recovery spaces.
- 3.13 Clause 32 - NTEM supports the clarification given in the Bill that Emergency Management committees are not PCBU's under the Health and Safety at Work Act 2015 and thus are afforded some protection from liability. However, it remains unclear if the Group Office is therefore by default a PCBU or whether it falls under the Chief Executive of its administer authority. Clarification would be appreciated.

#### *Emergency Management Co-ordinating Executives*

- 3.14 Clause 33 – NTEM supports the addition of Māori and Ambulance Services members and notes this clause supports TAG recommendation 4.2.1.
- 3.15 NTEM request Clause 33 (1)(a) be strengthened to make it clear that a person is not just 'acting' on behalf of the Chief Executive, rather they need to be afforded the Chief Executive's decision making delegations. Such an amendment would somewhat align with Clause 25(3).
- 3.16 NTEM also requests consideration be given to strengthening the seniority of agency and partner representation and amend the terminology accordingly. It is understood that the intent of the Executive is that, in order to adequately fulfil its purposes, it comprises of the most senior strategic representatives from across partners and agencies and thus wording to the effect of 'a senior employee, volunteer, or contractor' (Clause 33(1)(c)) is detrimental to achieving this purpose. Wording akin to 'the Regional Chief Executive or equivalent' may be better placed across all Emergency Management Co-ordinating Executive attendees.

#### *Functions and duties of local authorities*

- 3.17 Clause 37 – NTEM notes that this clause addresses the functions and duties of local authorities though also notes that it does not reference the function and roles of CDEM Group offices. This is a gap that would benefit from the inclusion of relevant terminology.



- 3.18 Clause 38 – NTEM supports this clause and notes that it implements TAG recommendation 2.1.

*Area Controllers and Local Controllers*

- 3.19 Clause 42 – NTEM notes the terminology of ‘Area Controller’ and suggests that ‘Regional Controller’ may have greater relevance and thus be more appropriate.
- 3.20 Clause 42 (1) – NTEM note that, as in the CDEM Act 2002 ‘suitably qualified’ still does not have a definition. As such, it is requested that this be rectified.

*General duties of public service agencies and others*

- 3.21 Clause 48 – NTEM supports this clause though believes it can be further strengthened by aligning it to with clause 54. The duties of critical infrastructure entities should also apply to public service agencies.
- 3.22 Clause 49 – NTEM supports the inclusion of Public Service Agencies as it provides increased clarity regarding associated responsibilities.

*Critical infrastructure entities*

- 3.23 In general, NTEM is comfortable and supports the proposal for the Act to require Critical Infrastructure Entities to state their planning emergency level of service, and to require the responsible agency for critical infrastructure to confirm the respective sector’s ability to meet their duties and responsibilities under the Act and make the relevant information available to CDEM Groups or the National Emergency Management Agency (NEMA) or both on request. It is a key component that enables Group Office’s to plan for emergencies in their region.
- 3.24 It is however deemed pertinent that consideration be given towards alignment with other Lifeline Utility/Critical Infrastructure legislation, and the broadening to and inclusion of other entities (namely fast moving consumable goods sector, banking sector, and key agencies responsible for the provision raw data provision that is used to gain situationa awareness and inform decision making in a response setting (e.g. GNS/Geonet, Hydrological monitoring and systems, MetService, NIWA)).
- 3.25 Furthermore, it is encouraged that Critical Infrastructure Entities state their planning emergency level of service not just for their tangible assets, but also for how they intend to mitigate the community impacts of their assets failing/going offline.
- 3.26 It is advocated that consideration be given to the resourcing requirements that may be placed onto CDEM Groups to enable effective coordination if the intent of these clauses come to fruition.



- 3.27 Additionally, NTEM notes the current resourcing and capacity of CDEM Groups will be challenged/stretched in order to achieve the intent of the Critical Infrastructure Entity clauses.
- 3.28 Further detail regarding the legislation repercussions in the event of non-compliance would be appreciated.
- 3.29 NTEM notes that there is not a clear relationship between other critical infrastructure system reforms and the Critical Infrastructure Entity provisions contained within the EM Bill. NTEM is aware that the Ministry of Business, Innovation and Employment may have also cited similar concerns in recent papers to Cabinet.
- 3.30 The cost of implementing and maintaining the changes to the planning and reporting requirements together with the annual compliance assessments are uncertain and potentially significant.

*National emergency management plan*

- 3.31 Clause 67 – NTEM supports the intent of this clause though notes that this implies a greater level of investment in Group Offices to do deliver the desired outcomes.
- 3.32 Additionally, NTEM notes that, in its current form, this clause does not address the financial ability and capacity of iwi Māori to support this work. As such, it is recommended that this be addressed.

*Emergency management committee plans*

- 3.33 Clause 76 (1)(a)(i) - Sets out the process for preparing a new or revised emergency management committee plan. It includes additional requirements e.g. mandatory engagement with representatives of communities that are likely to be disproportionately impacted. The intent of the Bill is for disproportionately impacted communities to be more involved in planning. This is not currently resourced or funded and could be a significant extra role for CDEM Groups.
- 3.34 In general, the Nelson Tasman CDEM Group supports the intent behind this section and the proposal for the Act to require engagement with disproportionately impacted communities as part of CDEM planning. Having said this, the scope and resulting resourcing implications need to be carefully considered.
- 3.35 Clear definitions regarding the members of our community that fall under this bracket need to be identified and supplied to facilitate theory being put into practice. Without such definitions ambiguity exists as to whether disproportionately impacted people refers to, amongst other items, income, isolation, disability, age, language abilities, vehicle status, hazard exposure, all of these items, or none.
- 3.36 Furthermore, further clarity is required regarding the term 'engage'. This can be interpreted in different ways. Regardless, it is foreseen that this clause has the scope to place significant additional responsibility on CDEM Groups and will have associated resource implications.



3.37 NTEM also advocates that terminology be included in the Bill that highlights that such clauses do not detract from individual responsibilities to plan and prepare for emergency events

**4. Part 3 - Emergency designations and powers**

*When emergency powers apply*

4.1 Clause 94 (1)(c) – NTEM requests this clause be broadened to include Area Controllers

*Emergency Powers*

4.2 Clause 100 (1) – NTEM interprets that this may lend itself to confusion between governance and operational roles and responsibilities. The clause references that the Emergency Management Committee may exercise its powers, though it does not make reference to the Area Controller in the way that clause 100(2) refers to the Recovery Manager. Thus, request reference to Area Controllers be included.

4.3 Clause 100 (4) – Similarly, NTEM requests this clause be amended to include Area Controllers. As, in its current form, it is inconsistent with clauses 101-106.

**5. Part 4 – Rights, liabilities, and administrative matters**

*Compensation and liabilities*

5.1 Clause 119-120 – NTEM notes that this clause potentially exposes local authorities to have to pay out compensation.

*Offences and penalties*

5.2 Clauses 125-132 – NTEM is supportive of this clause noting the significant increases in fines for committing offences e.g. \$50,000 in the case of an individual and \$150,000 in the case of a body corporate.

*Infringement offences*

5.3 Clauses 135-137 - NTEM requests these clauses be broadened to include Area Controllers

*Regulations*

5.4 Regarding secondary legislation – NTEM advocates that in the development of EM Bill secondary legislation, consultation with CDEM Groups to be mandatory and request an exception be noted to the effect that Civil Defence Emergency Management Groups be provided a guaranteed term of 90 days consultation on secondary legislation developed, where that secondary legislation is required to give effect to the Bill.

5.5 Clause 143 - Request clarity on the funding streams that will be available to enable implementation of these regulations. Careful consideration will be required to ensure that local authorities are adequately funded and resourced, and erosion of capability is mitigated. Experience dictates that communities expect their local council to respond to emergency events and look to Mayors and Chairs for leadership in response. If it is expected that this is to continue, and they should remain responsible



for how emergency management is delivered within their communities, appropriate funding streams should be made available for this to occur.

5.6 Clause 146 (3) – NTEM supports this clause though advocates that LGNZ is added to this clause as this is likely to be where any associated costs lie.

5.7 To mitigate CDEM Groups operating in a vacuum, NTEM advocates the addition of a clause stipulating that the relevant provisions contained within the Bill do not come into effect until regulations are in place.

*Emergency management rules*

5.8 Clause 147 – NTEM notes funding streams to support any directives issued through the Powers of the Director do not appear to have been identified, and thus requests they be detailed.

*Authority for payment of expenses*

5.9 Clause 149 – NTEM supports this clause. At present local authorities that have incurred costs are exposed to some financial risk while awaiting reimbursement. Thus, a direct approach to the Crown is supported.

**6. Schedule 2**

6.1 Clause 9 - This clause references Emergency Management Committees and Recovery Managers though not Area Controllers. As such, NTEM requests this clause be broadened to include Area Controllers.

**7. Further considerations**

*Coordinated Incident Management System*

7.1 The lack of consistent application of the Coordinated Incident Management System (CIMS) across agencies and partners has been identified in previous reviews as an issue. In its present form, the Bill does not address this issue. As such, NTEM advocates that this be addressed and a statutory mandate be outlined with the Bill.

**CDEM Continuing Professional Development Plan – this update: 5/10/23**

	<b>Topics Planned for 2023/24</b>	<b>Delivery</b>	<b>Status</b>
1.	<b>Team Leadership – action oriented</b>	TBA	
2.	<b>Controller and Leadership course</b>	October 9 & 10	October 9-10, 2023
3.	<b>Team – know and understand your team</b>	TBA	In discussion with P&C
4.	<b>Self-reflection &amp; mental health in a Response environment</b>	TBA	
5.	<b>Cultural DO's &amp; DON'ts in a Response environment</b>	Workshop – Birte Becker-Steele	Friday, 23 Feb 2024
6.	<b>Te Kahui Whiria - Māori Partnerships Team</b> What do we do? How can we help? - Ko wai tātou? Ka aha tātou? Me pēhea e āwhina ai tātou?	Presentation – Mere Wetere	Monday, 20 Nov 2023
7.	<b>Te Puawaitanga – NCC cultural framework</b>	TBA	
8.	<b>Health – vulnerable communities in Nelson Tasman</b> For discussion with Health/Police. What support will those clusters need from us in a Response?	TBA	
9.	<b>Advanced Driver Training</b>	TBA	Monday, 27 Nov 2023
10.	<b>Manual Handling</b>	TDC - H&S	In discussion with TDC H&S
11.	<b>Working with Helicopters in emergency events</b>	Garden City Helicopters	

[NDOCS-1802750138-5365](#)

	Topics Planned for 2023	Delivery	Status
1.	<b>Team Leadership – action oriented</b>	<ul style="list-style-type: none"> <li>Rotoiti course has 6 spare spaces – 25 &amp; 26 Feb</li> <li>Escape Room/Team working together</li> </ul>	Completed Completed
2.	<b>Controller &amp; Leadership course</b>	Feb 27 & 28 October 9 & 10	Completed In progress
3.	<b>Resilience – Coping Strategies</b>	Team requested emphasis on practical advice, keen to hear from others who deal with stress everyday about their strategies. Can be different speakers & sessions on this topic.	Completed – M. Buckmaster, Hato Hone St. John
4.	<b>Response systems and processes</b>	Topics to flow out of the ORIP.	Alternate Weeks during the year.Ongoing.
6.	<b>4WD Driver Training</b>	Two team members attended RT2 4WD Driver Training, in 2022.	Completed for 3 staff: Swatton, K. Anderson (2022). R. Gibson (2023)
7.	<b>Cultural Competency Series</b>		
8.	<b>Deaf Community</b>	Rachel/Paul S- Presentation to PEPI	Completed
9.	<b>Blind Community</b>	Presentation to PEPI	Completed
10.	<b>Homeless/Migrant Communities</b>	Bill Huppler- Presentation to PEPI	Completed
	<b>Health &amp; Safety</b>		
11.	<b>First Aid</b>  Due for renewal	Kathy Solly - 12/01/23	Completed
		Joe Kennedy – 12/05/23	Not complete
		Ros Gibson – 12/05/23	Completed
		Kathy King – 21/02/24	Completed
		Kay Anderson – 26/03/23	Completed
		Luci Swatton – 08/03/24	Completed

[NDOCS-1802750138-5365](#)

12.	<b>Fire Warden Training</b>	NCC/TDC via their H&S Team – Barbara & Malcolm	Ros to discuss with H&S Mgrs in Councils
<b>Training completed during 2022</b>			
1.	<b>Conflict Management</b>	Via TDC: Lance Burdett, Warn International. Attended by 3 team members KS & RG,	Held – September & November
2.	<b>4WD Driver Training</b>	Two team members attended RT2 4WD Driver Training LS & KA.	Held – September
3.	<b>Resilience</b>	In house: EMAT Video and Discussion session, Joe Kennedy.	Held April/May
4.	<b>Meeting Facilitation/Chairing</b>	Adrian Humphries, Regulatory Services Manager (TDC) "Toastmaster Tips for Meeting Chairs".	Held April
5.	<b>Cultural Competency Series</b>		
6.	<b>Introduction to Unconscious bias</b>	Rebecca Taylor, People and Capability (NCC) Presentation on-line.	Held – April, with follow up discussion Held – May
7.	<b>Understanding our Rural Communities</b>	Panel Discussion chaired by Richard Kempthorne and shared with the IMT Team on-line.	Held - May
8.	<b>Older People &amp; Emergencies</b>	Panel discussion involving Age Concern.	2022 – November
9.	<b>First Aid</b>	Completed. All team members hold current First Aid Certificates.	2022 –Held
<b>Training completed during 2020/21</b>			
1.	Manual Handling	Hemisphere Health	Held – Dec 2020
2.	VHF Radio	Andrew- Radio Ops volunteer	Held - 2020
3.	Giving Effective Presentations	Chalkbox	Held – June 2021
4.	Anaphylaxis – Training/Refresher	Resus	Held - July 2021

[NDOCS-1802750138-5365](#)



5.	Fire Warden training	Booked via TDC H&S	Held – July 2021
6.	First Aid	Resus	Held – March, May 2021
7.	Learning styles, Leadership	“Thinking Skills” - Workshop with Kathy Jamieson	Held - Oct, 2021

[NDOCS-1802750138-5365](#)

Nelson Tasman Emergency Management Work Programme July 2023 - June 2024										
Vision - A Resilient Nelson Tasman Community										
Goal 1 - Build strong safe resilient communities, Goal 2 - Reduce the risk of hazards, Goal 3 - Enhance response and recovery capability										
Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index		
<b>Key</b>										
Green – on track for completion in current financial year or as per specified timeframe			Blue - completed this financial year							
Amber - the deliverables of the project are at risk of not being completed this financial year or as per specified timeframe			Purple – not programmed							
Red – not going to be completed in current financial year or a specified timeframe			Asterisk (*) denotes unprogrammed projects of significance. These could have political, operational or reputational risk, significant							
<p><b>Risk Reduction</b> involves identifying and analysing long-term risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level.</p>	<b>Reduction</b>	<b>Hazard Risk Assessment Matrix</b>	Lead project to update the Nelson Tasman CDEM Hazard Risk Assessment Matrix	Kay	Contractor		Ongoing	G		
			Facilitate workshops to assess our regions the top 7 hazards in accordance with NEMA DGLs				Completed	B		
			Undertake further workshops to complete the full assessment of regional hazards					P		
			Liaise with Councils Climate Adaptation Strategy work	Kay	Luci/Joe		Ongoing	G		
			Facilitate a workshop to work in partnership with local iwi to understand the impact of hazards to whānau, hapū and iwi within the region	Kay	Contractor		December 23	O		
			<b>Tsunami signage</b>	Explore the installation of educational coastal tsunami signs					P	
			<b>Generators</b>	Explore and potentially advocate budget provision for CDC permanent generators			*		P	
			<b>Reduction Committee</b>	Lead the planning and facilitation of the Reduction Committee, including the TOR and work programme	Kay	Ros		June 23 October 23 February 24	G	
			<b>Building assessment</b>	Installation of Sentinel Accelerometer				Completed	B	
				Develop a process for engineering checks of the GEOC/CDCs and discuss other key operational buildings with partners			*		P	
	Create centralised coordinated post-earthquake engineering building check system across emergency response agencies. - Compile a list of contact details for engineering consultants - Check with engineering consultants across the region on potential availability - Prioritisation of buildings and contingency planning - MOUs with engineering consultants				*		P			
<p><b>Readiness</b> is the preparation of operational systems and capabilities prior to an event, to reduce the potential impact or suffering the event may cause and assist with an effective response to, and recovery from, the event or emergency.</p> <p><b>Response</b> involves actions taken immediately before, during or directly after an emergency to save lives and property and to help communities begin to recover. Response ends when the response objectives have been met or a transition to recovery has occurred.</p>	<b>Readiness and Response</b>	<b>Duty officer competence</b>	Maintain the Duty Officer training register	Luci			Quarterly updates (exact dates to be set between Luci & Joe)	G		
			Facilitate the running of Duty Officer training sessions	Luci			Ongoing (bi-weekly)	G		
			<b>Duty officer readiness</b>	Review and update the Duty Officer Handbook	Luci			December 23	Reprioritised - Timeframe extended to March 2023	O
				Maintain the currency of the Duty Officer handbook including the updating of team members memory sticks when the handbook is updated	Luci			Ongoing	G	
				Ensure correct Duty Contacts are maintained (FENZ, Police, etc.)	Luci			Ongoing	G	
				Get the Duty Officer handbook formatted, graphically designed and printed					P	
				Fulfill the role of Duty Officer during rostered time	EM Team			Ongoing	G	
				Change to Duty 0800 Transfer system for Duty phone				Completed	B	
				Explore Duty Controller phones					P	
			<b>GEOC Space requirement project</b>	Develop duty officer guidelines for role responsibilities in response					P	
				Develop Duty Controller backpacks	Kathy	Luci		September 23	Reprioritised - Timeframe extended to December 2023	R
				Develop Duty Officer backpacks				Completed	B	
			<b>Operational Readiness Improvements Programme</b>	Determine potential costs for leasing upstairs office space in the future and changes to layout of building				Completed	B	
				Explore layouts/fitout of both response and BAU spaces with use of upstairs - consider breakout spaces for quiet taskings (writing action plan/sit rep) - consider storage of personnel belongings - consider space for hot debriefs at end of shift				Completed	B	
				Determine if the current BAU layout of desks is making best use of space					P	
				Manage and implement the Operational Readiness Improvements Programme, including: - Facilitate weekly workshops with ORIP team - Details of work outlined in ORIP tab attached to spreadsheet - Document all improvements/projects for the GEOC - Document and store all projects in the appropriate place (Teams/D4H) - Track progress towards fully operational systems	Luci	Joe/Kay		Ongoing	G	
			<b>Operational Readiness of the GEOC</b>	Maintain the Group EOC to ensure its readiness for emergency events, including: - Infrastructure - IT - Systems and Processes	Luci	Kay		Ongoing	G	
				Develop a Group EOC activation and operating handbook					P	
	Assess the robustness of the Group EOCs sewerage system						P			
	Develop resiliency of GEOC Internet - Fibre					Completed	B			
	Ensure Group EOC function drawers are kept up to date	Luci		EM Team		Ongoing	G			
		Garage fit-out (shelving, storage)				Completed	B			

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Purchase GECC vests				Completed		B
		Develop a testing schedule for response equipment (generators, satphones, radios etc.)	Luci	Ros		October 23		G
		Consider layout of wall displays including large map to be more usable by all functions						P
		Consider display of CIMS org chart in GECC						P
	Group EOC staffing	Develop and maintain staff training records including contact information	Kathy	Luci		Ongoing - Oct/Nov	Completed for 2023	G
		Transfer training records data into D4H Personnel & Training platform	Luci	Kathy		November 23		G
		Review the Group EOC rostering system used prior to an event				Completed		B
		Update the overarching guideline to GECC staffing that is approved by both Council's SLTs				Completed		B
		Develop wellbeing plan for response personnel - including focus on psychological first aid for dealing with impacted people - consider when working remotely from GECC - sleep tips post shift						P
		Develop pool of Response Managers	Joe			November 23		G
		Identify and recruit three Alternate Group Welfare Managers	K2	Joe		December 23		G
		Develop pool of administration personnel						P
		Develop pool of technical liaisons for the GECC, including building, infrastructure, geotech.						P
		Review requirements on night shift personnel to stand down from BAU with enough time to rest before shifts commence						P
		Develop health and safety protocols of teams deployed into the field						P
		Ensure response personnel are provided with information and support on how to prepare for emergency events and responding to them. - Get ready to get through without me						P
		Investigate use of volunteer/outside agencies for GECC Progress the option of utilising partnering agency staff for use in the Group EOC in an emergency			*		Progression in Lifelines & Recovery only at this stage.	P
	Group EOC in preparation for a response	Support the smooth running of the Group EOC during a response including: - Catering (dehydrated food on site) - Cleaning - H&S Considerations - Resourcing	Ros	Luci		Ongoing		G
		Develop a process to manage VIPs visiting the Group EOC and affected areas. [Ensure in the process visits are not a distraction to EOC staff and there is a dedicated staff member to manage visits]					PEPI Committee - Paul	P
		Develop a process to brief Mayors, CEOs and other key parties					PEPI Committee - Paul	P
		Develop catering agreements with providers						P
		Establish agreements with local suppliers for access to resources in outlying communities						P
		Investigate the ergonomics of the GECC set-up						P
		Develop guidelines to define parameters for expenditure for key activities (e.g. helicopter flights) between CDEM and partnering agencies						P
		Investigate the requirement for security of the GECC in response - if required establish contracts with security companies and an expected level of security on site.						P
		Develop list of suitable Karakia for opening and closing the day and for food.				Completed		B
		Installation of generator plug on GECC as back-up supply if portable generator was required				Completed		B
		Installation of cover over generator and external power plugs	Luci	Ros		December 23	Current options are too expensive - seeking alternatives	G
		Investigate a family space for staff during an event						P
	Group EOC functions	Oversee and coordinate the Group EOC function catch ups	Kay	EM Team		Ongoing		G
	Professional Services in response	Review how we utilise technical experts during an event, eg. Geotechs	Joe	Luci		April 24		G
	Alternate Group EOC	Identify potential alternate Group EOC locations	Luci			June 24		G
		Establish Group EOC overflow arrangements	Luci			February 24		G
		Develop plans for alternate GECC locations			*			P
		Installation of external power supply for marquee/Cyrl set-up in carpark area				Completed		B
		Develop an Alternate Group EOC Activation Plan and MOUs with facilities			*			P
	Exercising	Manage the overall Nelson Tasman CDEM exercise programme	Kay	Luci		Ongoing		G
		Assist the external consultant with the Nov 2022 SBT Exercise				Completed		B
		Develop a programme of exercising for Local Emergency Operation Centres						P
		Run basic systems/processes exercises with partnering agencies - test the basics like printing - IT familiarisation						P
		Develop a programme of exercising for lifelines plans and protocols						P
	Debriefing	Post exercise or event, carry out hot and cold debriefs	Luci			Ongoing		G
		Create plan for hot debriefs at the end of shifts in a safe place						P
		Develop template of categories and presentations for debriefing post response				Completed		B
		Develop post event report template						P
	Corrective Action Plan	Transfer debrief material into a Corrective Action Plan (CAP) and maintain currency	Luci	Joe		Ongoing		G
		Ensure that the tasks in the CAP are prioritised	Luci			Ongoing		G
		Work with the Manager, Emergency Management to ensure that the tasks are woven in to the NTEM Work Programme	Luci	Joe		Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Review learnings from Pigeon Valley Fires - CAP and report				Completed	new addition to WP	B
	Event planning	Develop Large event (non-emergency) protocols						P
		Develop a plan for EM team readiness contingency mobilisation plan (AF8 level event)	Kay			January 24		G
		Brook Camp Mobilisation Plan				Completed		B
	Communications	Cement Brian FM arrangements	Joe			December 23		G
		Ensure GEOC Satellite communications are investigated and installed.				Completed		B
		Ensure an effective contingency communications framework is in place e.g. VHF and sat phone	Luci			Ongoing		G
		Explore options for deployable satellite communications with Starlinks	Luci			December 23	Resilience Fund?	G
		Develop Starlink use protocols and train users	Luci			August 23	Reprioritised - Timeframe extended to December 2023	R
		Develop sat phone use protocols and train users				Completed		B
		Develop BGAN use protocols and train users	Luci			December 23		G
		Develop radio use protocols and train users	Luci	Andrew/Barry		November 23		O
		Develop and run a radio comms exercise						P
		Develop and maintain a multi-agency satellite phone testing schedule	Luci			Ongoing		G
		Develop a communications strategy/plan						P
		Purchase kit and deploy sat phones out to the community				Completed		B
		Purchase kit and deploy BGANS out to the community	Luci			December 23		G
		Develop a satellite phone and VHF list for all partners, partnering agencies and key stakeholders						P
		Radio Project - with Andrew and Barry						
		Determine solutions for improving the network both with resilience and coverage across the region.	Luci/Joe	Andrew/Barry		Ongoing		G
		Review VHF radio locations within the community, including VHF radio towers and options for other systems/repeaters	Luci/Joe	Andrew/Barry		June 24		G
		Relocate radio equipment to new locations and remove from old locations	Luci/Joe	Andrew/Barry		December 23		G
		Create maps showing radio coverage				Completed		B
		Explore HF network with Marlborough and West Coast						P
		Facilitate radio schedule between Marlborough, Nelson Tasman and West Coast						P
		Develop processes/checklists and distribution lists for communications to Local EOCs and Council hubs in response						P
		Develop field team briefing guidelines/templates						P
		Develop user guide on 0800 number for incoming calls during response	Luci	Kathy		February 24		G
		Develop communications processes between the GEOC and customer services teams	Luci	ORIP		February 24		G
		Develop EOC main phone line protocol for response and call routing within functions	Luci	ORIP		February 24		G
	PIM in response	Develop a check list covering off key actions for PIM to undertake in a response	Paul	Kathy		TBC		G
		Develop a multi-agency media stand up process				Completed		B
		Develop templates for public messaging fliers for several different scenarios						G
		Develop processes for public messaging into LEOCs from the GEOC (i.e. sharable specific content for local area)						G
		Develop process for holding inter-agency PIM meetings						G
		Develop community thank you messaging templates for post response community engagement						P
		Develop guidelines and templates on running a community meeting						G
		Explore use of e-text services to impacted residents in an emergency						P
		Review distribution lists for key messages - customer services both councils - Local EOCs - Council hubs						G
	Local EOCs	Identify a Local EOC and alternates for Golden Bay, Nelson Lakes and Murchison				Completed		B
		Assess requirement for additional laptops at local EOCs	Luci	Kay		March 24		G
		Gain understanding of the Local EOCs operational readiness set-up and requirements to scope what may be needed in a response.	Luci	Kay		March 24		G
		Ensure that the Local EOC - Golden Bay is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P
		Ensure that the Local EOC - Murchison is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Ensure that the Local EOC - Nelson Lakes is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P
		Ensure that the Local Community Groups are supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, radios etc.) - Teams/email accounts			*		Occuring on an ad-hoc basis as resources allow.	P
		<b>Identify an alternate Local EOC for Golden Bay</b>				Completed		B
		Identify an alternate Local EOC for Murchison						P
		Identify an alternate Local EOC for Nelson Lakes						P
		Collate CIMS structure details for Local EOCs						P
		Develop and implement the orange contact page and key location model for LEOCs and other community locations and incorporate into Duty Officer documentation.	Kathy	Luci		Ongoing	ongoing	G
		Community Frameworks - Generate and implement an annual local IMT engagement including - Local IMT meetings x 2, Local controller catch ups x 2. Facilitate the implementation of Local IMT meeting actions. Develop and maintain orange page contacts	Kathy	EM Team		August 23 November 23 January 24 May 24		G
		Re-review the need for a Local EOC in Motueka			*			P
	<b>Deployable EOC (Cyril)</b>	Manage the use of the multipurpose habitation unit, including: - Transport - Storage - Training	Luci			Ongoing		G
		Manage the deployment planning and development of: - Processes - Templates	Luci	Emma		October 23		O
		Build a deployable EOC Kit for Cyril Deployable Multi-Habitation Unit - Satellite communications - Kit/Equipment - Floor plan						P
	<b>Business continuity planning</b>	Set up and facilitate a scenario-based workshop for businesses on BCP						P
	<b>NEMA working groups</b>	Represent Nelson Tasman EM on Tsunami Reference Group	Luci	Kay		As per date set		G
		Represent Nelson Tasman EM on the National Exercise Programme Governance Group	Kay			As per date set		G
		Represent Nelson Tasman EM on the Operational Readiness Managers Group	Luci			As per date set		G
		Represent Nelson Tasman EM on the CDEM Intelligence Community of Practice	Kay			As per date set		G
		Develop a CDEM Document Sharing Group						P
	<b>Capability Assessment Report (NEMA)</b>	Progress the recommendations of the NEMA Capability Assessment Report May 2015			*			P
		<b>Goal one: To increase community awareness, understanding, preparedness and participation in CDEM</b> <b>Improvements:</b> - Social capital is invested in as a method of enhancing community resilience - Community resilience and related programmes are monitored and reviewed - Volunteer participation in CDEM is supported and encouraged			*			P
		<b>Goal two: To reduce the risk from hazards to New Zealand</b> <b>Improvements:</b> - Implementation of risk reduction programmes is inclusive and coordinated - Viable risk reduction options are identified, evaluated and used to inform planning			*			P
		<b>Goal three: To enhance New Zealand's capability to manage emergencies</b> <b>Improvements:</b> - Critical resources can be sourced rapidly in response to an emergency - Lifeline utilities are coordinated in a response			*			P
		<b>Goal four: To enhance New Zealand's capability to recover from emergencies</b> <b>Improvements:</b> - Recovery planning is integrated with risk reduction and other community planning - Impact assessments are conducted before, after and during events to inform recovery planning and management - The community is an integral part of recovery planning and management			*			P
		<b>Enabler two: Organisational resilience supports effective crisis management</b> <b>Improvements:</b> - Adaptive capacity is fostered through active learning and capability development			*			P
	<b>AF8</b>	Act as liaison with the AF8 project	Kay	EM team		Ongoing		G
		<b>Develop Initial Action Plan for first 24 hours for AF8</b>				Completed		B
		Develop Initial Action Plan for days 1 to 3 for AF8			*			P
		Develop Initial Action Plan for days 4 to 7 for AF8			*			P
		Develop an overarching response plan for Alpine Fault rupture			*			P
	<b>Cordon management</b>	Participate as a member of the Canterbury CDEM Group cordon project (as required)	Kay			Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Develop a clear planning process and approach for the establishment and running of cordons during the response and recovery phases of an event	Canterbury CDEM	Kay		TBC		G
		Gain inter-agency agreement	Kay	Joe		TBC		G
		Develop a plan to ensure that a permeable cordon is both safe and benefits the needs of the affected community	Canterbury CDEM	Kay		TBC		G
	Training	Manage the development and implementation of CDEM training including the CDEM Training Fund Allocations	Kathy			November 23 Annually	Completed for 2023	G
		Conduct police checks (where relevant e.g. community and response teams)	Kathy	Ros/K2		Ongoing		G
		Development of Council Induction material				Completed		B
		Undertake council inductions - drop in sessions	Kathy	Ros		Ongoing - February, May, August	Completed for 2023	G
		Facilitate IMT sessions including developing the agenda	Kathy	Kay/Luci		4x/year		G
		Organise and facilitate supplementary training (e.g. PFA, CDC and first aid) and community training to include CIMS overview plus where the functions fit in with each other	Kathy	Ros/K2		As required	Completed for 2023	G
		Develop and maintain an external CDEM training register				Completed		B
		Develop a training package for Controllers				Completed		B
		Create a Position Description for Alternate Group Welfare Managers				Completed		B
		Develop a training package for Alternate Group Welfare Managers						P
		Develop a training package for Local Welfare Managers						P
		Implement and facilitate EM Team Response Systems training to develop the skills of the EM team in the Operational running of the GEOC	Luci	Kay		Ongoing (bi-weekly)		G
		Develop a training package for the Safety function						P
		Develop a training package for non CDEM response Council staff (building inspectors) to build greater understanding of processes and systems.						P
		Ensure emergency response personnel are trained in processes around building assessments, USAR processes, Geotech, etc.						P
		Create a partnering agency GEOC operating cheat sheet and train relevant people on the instructions. (induction to facility and basic operations).						P
		Offer training in psychological first aid to Council staff working in the field during response (infrastructure, building, etc.)	Kathy			Annually	Completed for 2023	G
		Undertake training on the AF8 SAFER Framework with response personnel						P
		Police EOC Training for familiarisation, D4H and expectations in response	Luci			June 24		G
		Undertake training for Office 365				Completed		B
	Undertake training for ArcGIS online/Survey 123				Completed		B	
	R&R Committee	Facilitate the Readiness and Response Committee, including TORs and work programme	Luci	Ros		June 23 October 23 February 24		G
	Volunteers	Work with Volunteer Nelson, the Student Volunteer Army, and Taskforce Kiwi to pre-organise a system to utilise spontaneous volunteers in an emergency	K2			December 23		G
		Nelson 4WD Club involvement with NTEM and NZ-RT2 - SOP for response - H&S - Training - Police Checking						P
		Develop process for dealing with donated goods						P
	Joint agency community resilience	Organise an annual event to recognise CDEM volunteers					P	
	Progress and scope multi agency approach to community engagement and community resilience planning						P	
	Mass evacuation planning	Continue to advocate for, and express the importance of mass evacuation planning by NZ Police. Scenarios include, but are not limited to: Bay Dreams, tsunami, AICA plant, Maitai Dam	Luci/Joe			Ongoing		G
		Mass evacuation planning alongside NZ Police - Waimea Community Dam - EMA Templates - Evacuation plan - Agency meetings - Public information				Completed		B
	Pandemic planning	Refresh current pandemic plan			*		Plan reviewed in early stages of Covid-19 event, needs to be refreshed with latest thinking post update of the NZIPAP	P
		Maintain currency of Covid-19 Planning	Luci	Joe		Ongoing, as required		G
	Emergency accommodation	Develop a list of pet friendly accommodation for Nelson Tasman						P
		Investigate the details and application of the Airbnb MOU					Paused as being worked on by NEMA	P
		Investigate potential and suitable accommodation options for surge staff						P
		Investigate real time tourist/accommodation numbers for Nelson Tasman (check with Southland and the NRDA)				Completed		B
	NZ-RT2	Advocate for NZ-RT2 – provide financial, administrative and information sharing liaison	Kathy			Ongoing		G
		Update NZ-RT2 standard operating procedures	Kathy	Barry/Ian (RT2)		July 23	Extended to November 23	R
		NZ-RT2 Accreditation	Kathy	Ian (RT2)		July 23	Extended to November 23	R
		Develop Work programme for non-operational team members	Kathy	Ian (RT2)		July 2023	Programme developed, now maintaining	G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		NZ-RT2 Recruitment and Selection for new team members				Completed		B
		Source replacement vehicle for NZ-RT2 to replace the van	Kathy	Ian (RT2)		July 23	Waiting on NCC to confirm timeframes	R
		Manage the effective running of NZ-RT2 to ensure operational readiness including the running of management meetings, that training, competency, equipment, H & S aspects are fit for purpose.	Kathy			Ongoing		G
	Murchison Response Framework	Explore the need for an enhanced response framework for Murchison with agency representation and volunteers. Plan for the recruitment and induction of suitable volunteers.			*			P
	Identification cards	Investigate, develop and implement an identification card system for response personnel including: - Core EM Team - GEOC Staff - NZ-RT2 Team - Controller's, Recovery Managers, etc. - CDC Staff - Response partners						P
	Roles & Responsibilities	Regular catch-up's with building teams across both Councils to build systems/processes for response and develop good relationships	Luci	Joe		Ongoing (quarterly)		G
		Regular catch-up's with infrastructure teams across both Councils	Luci	Ros		Ongoing (quarterly)		G
		Gain understanding of who is responsible for remediating temporary fire-breaks						P
		Consider placing a GEOC liaison into FENZ (or equivalent) for gaining situational awareness						P
		Develop understanding of roles between EM and Council BAU structures.						P
		Gain understanding of Police powers for road closures under FENZ legislation						P
	<b>Planning</b>							
	Planning - development of plans and planning function	Festival/events planning (Bay Dreams)						P
		AFB Plan						P
		LEOC Activation Plan						P
		Hazard specific Planning - Tsunami Response Plan						P
		Lifelines study planning						P
		Business Continuity Planning						P
		Fuel Planning						P
		Priority Routes planning						P
		Recovery planning						P
		Navigator planning						P
		Cordon planning						P
		Golden Bay activation planning						P
		Alternative Group Emergency Operations Centre planning						P
IT & GIS systems and processes	<b>IT &amp; GIS</b>							
	IT Improvements Project (subject to NCC & TDC IT Project Progress)	Joint scoping project with NCC, TDC IT Teams				Completed		B
		Investigate and create business case for D4H				Completed		B
		Oversee, drive and support new CDEM IT solution for the GEOC	Luci	Kay				G
		Research into other CDEM Group solutions	Luci	Kay				G
		Support upgrade of hardware	Luci	Kay				G
		Purchase more mobile phones and laptops/computers for the Group EOC	Luci	Kay				G
		GIS computers to be upgraded to incorporate GIS software	Luci	Kay				G
		Headsets required for phones in GEOC	Luci	Kay				G
		Develop audio visual solution to ensure online meeting capability. - key consideration is around audio for large scale meetings	Luci	Kay				G
	D4H	Review suitability of D4H for Nelson Tasman EM, gain approval from NCC & TDC to implement software.				Completed		B
		Complete system configuration for Incident Management platform				Completed		B
		Complete system configuration for Personnel & Training platform	Luci	Kay		November 23		G
		Develop Templates for Incident Management	Luci	Kay		Ongoing		G
		Develop SOP/User Guides for Incident Management				Completed		B
		Develop SOP/User Guides for Personnel & Training	Luci	Kay		December 23		G
		Training given across both platforms (Incident Management and Personnel & Training) - EM Team as Administrators - EOC Personnel - Agencies/Partners	Luci	Kay		Ongoing		G
		Attend South Island D4H Group meetings	Luci			As per date set		G
		Determine and action permissions for access for partners into D4H	Luci			December 23		G
		Maintain D4H software - updates to templates - user accounts - improvements	Luci	Kay		Ongoing		G
	GEOC Operational Readiness	Review Group EOC equipment, including IT structure and systems				Completed		B

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index	
	Common Operating Picture	Develop a multi-agency response Common Operating Picture			*			P	
		Explore Hawkes Bay COP initiative (Teresa Simcox)				Completed		B	
	Information systems in Group and Local EOCs	Liaise with NEMA and other parties re COP (Common Operating Picture) and determine next steps							P
		Develop and embed MS Teams into the EOC environment (including the national interface)					Completed		B
		Undertake MS Teams training and develop quick user guides	Kay	Luci			As required		G
		Develop and undertake Teams training for the Emergency Management Team					Completed		B
		Maintain the MS Teams system	Kay				Ongoing		G
		Develop a standby MS Teams event site after each event	Kay				As required		G
		Ensure accessibility to Teams during response is clearly defined and recorded	Kay	Luci			December 23		G
		Develop system to link GEOC accounts into Council Teams chat (TDC Flood chat)					Completed		B
		Liaise with NCC to assist with set up of NCC Flood chat	NCC	Kay			Driven by NCC		G
		Create Welfare Needs Assessment Tool for response					Completed		B
		Train EM Team in use of Needs Assessment Tool					Completed		B
		Train EM Team and Welfare Team in use of Needs Assessment Tool					Completed		B
		Develop system between Welfare Needs assessment data and other agencies data like the RST Survey 123 data							P
		Develop agency checklist (10 point) for system integration							P
		Develop system for digital collection of data in the field - consider accurate addressing to provide geo-location for GIS plotting	Luci	Kay			June 24		G
	Data Management	Assist in the development of a Data Management system							
		- Data management of photos/video post response	Luci	Kay			June 24		G
		- Develop system for post-event archiving of data and Teams sites							
	GIS and digital technology	- Review information/data collection, display and storage							
		Create system to hold a coordinated source of truth dataset for response - including building data, welfare data, impact assessments, USAR, Geotech, etc.	Joe	Luci			June 24		G
		Facilitate the bi-monthly Nelson Tasman GIS and IT Group	Luci	Kay			As required		G
		Facilitate bi-monthly GIS CDEM meetings	Luci	Kay			Ongoing		G
		Make contact with NZGIS4EM and add a Nelson Tasman CDEM contact					Completed		B
		Attend GEMA meetings as required	Luci/Kay				Ongoing		G
		Attend South Island GIS Intel Group meetings	Luci/Kay				Ongoing		G
		Access to GIS information in response to those not in the GEOC (situation maps, displays)	Luci	Kay			June 24		G
	Initial impact assessment	Separate Nelson Tasman region into 'zones' to assist planning and response (see Marlborough CDEM Group 'sector maps' example)	Kay	Joe			June 24		G
		Develop a software system/process for initial damage impact assessment including devices and training required	Luci				June 24		G
	CDEM website	Lead the maintenance of the CDEM website							P
		Update of the CDEM website							P
		Investigate the options for additional functions of the Nelson Tasman CDEM website during activation						Kay might be able to add it in with other website work.	P
Investigate the options for additional functions of the Nelson Tasman CDEM website for Community Response Groups								P	
Recovery is the coordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.	<b>Recovery</b>								
	Group Recovery Plan	Finalise the Nelson Tasman Group Recovery Plan					Completed		B
		Recovery committee	Maintain membership, set the agenda and maintain the Terms of Reference and work programme for the Recovery Committee	K2	Ros			June 23 October 23 February 24	Membership maintained, agenda set but Terms of reference has not been worked on
	Build a strong and robust recovery function with an operating framework with clear processes and procedures and develop liaison with other CIMS functions		K2				June 24		G
	Build (in association with NEMA) an internal training pathway for all levels of recovery								P
	Regional Hazards Matrix	Develop a stakeholder engagement framework to foster stronger relationships with our partners, agencies and stakeholders from both a local and group level					Completed		B
		Development of Recovery pre-determined consequence matrix for regional hazards for region and per community							P
	AF8	Alpine Fault pre-planning				*		P	
	Mayoral Disaster Relief Fund	Develop a process (in conjunction with NCC and TDC Mayoral offices) to ensure the smooth running of the MDRF including resourcing, systems, processes, decision tables etc. including a review of the grant assessment/allocation process.				*		P	
	Staffing	Develop both a Group and Intra-Council Recovery Structure					Completed		B
		Identify the resources needed to manage and deliver recovery.					Completed		B
		Consider utilising external staffing and agree principles for payment	K2	Joe			June 24	Recovery workshop on 27 Nov will look at this	G
		Ensure staffing for response is available for the same shift patterns as GEOC including outside normal BAU hours							P
	Additional Items	Develop a proposed recovery work programme for the 2023/2024 financial year					Completed		B
		Visit and build relationships with local CDEM groups	K2				Ongoing		G
		Develop a Recovery key tasking and timeline document for both the response and transition to response phases incorporating actions and the associated resources required and place into the resource library					Completed		B



Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogramme d Significant Project	Timeframe	Comments	Colour Index	
		Develop guidance and templates for transition to recovery planning	K2			December 23		G	
		Build awareness of social recovery with WCG, WOT and Local Welfare Managers to ensure that social recovery functions are understood and planned for	K2			Aligned to committee meetings and community visits		G	
		Develop a Recovery Managers toolkit with relevant information that can be used during response and recovery				Completed		B	
Welfare is responsible for coordinating and delivering emergency welfare services and resources to affected individuals, families/whānau, and communities.	<b>Welfare</b>								
	<b>Civil Defence Centres</b>	Formulate a theoretical CDC network to ensure adequate coverage across the network				Completed		B	
		Undertake a CDC stock take against the CDC coverage model to identify gaps				Completed		B	
		Develop a comprehensive understanding of the purpose, functions and running of a CDC				Completed		B	
		Ensure CDC network agreement is in place with TDC				Completed		B	
		Complete agreements for the remainder of the CDC network (i.e. those organisations outside NCC and TDC) – Takaka and Murchison				Completed		B	
		Explore and if required implement alternate emergency power sources for Takaka CDC				Completed		B	
		Develop a CDC induction pack				Completed		B	
		Update and replace documentation in Civil Defence Centre boxes	K2	Ongoing		Ongoing	Completed for 2023	G	
		Provide training to volunteers and the Welfare Function team on updated documentation	K2			December 23		G	
		Maintain currency of resources in CDC boxes	K2			Ongoing		G	
		Work with GIS team to record key CDC information on ArcGIS online						P	
		Identify CDCs requiring welfare boxes and deploy	K2			December 23		G	
		Identify CDCs requiring toy boxes and deploy	K2			December 23		G	
		Arrange back-up power for CDCs			*			P	
		Source and deploy IMT boxes for CDCs				Completed		B	
		Assess the CDC network to ensure that there is adequate regional coverage				Completed		B	
		<b>Sub functions</b>	Lead 3.5 sub function clusters (Registration/Needs Assessment, Household goods & services, Emergency accommodation)	K2			Ongoing		G
			Develop familiarity with the Needs assessment system currently being developed				Completed		B
			Develop Emergency Accommodation sub-function plan	K2			June 24		G
			Develop Household Goods and Services sub-function plan	K2			June 24		G
			Develop Registration and Needs Assessment sub-function plan	K2			June 24		G
			Facilitate and lead a Needs Assessment Subcluster workshop	K2			December 23		G
			Facilitate and lead a Household Goods and Services Subcluster workshop	K2			December 23		G
			Facilitate and lead a Registration and Needs Assessment Subcluster workshop	K2			December 23		G
			Continue to encourage the setting up of clusters and writing plans for the remaining 5.5 sub functions	K2			3x/year at WCG committee		G
		<b>EOC welfare team</b>	Ensure the operational readiness of the EOC welfare team	K2			Training 4x/year		G
			Build familiarisation for welfare function team members with local facilities by undertaking site visits to CDCs and meet the local welfare managers/volunteers.						P
		<b>Local Welfare Managers</b>	Work with Local Welfare Managers to increase their understanding of their roles and responsibilities.	K2			Ongoing		G
			Lead the strategic welfare direction for the Nelson Tasman CDEM Group	K2			Ongoing		G
			Develop a Local Welfare Manager induction pack	K2	Kathy		June 24		G
			Support local welfare managers to appoint Alternate Local Welfare Managers for GB, Murchison and Nelson Lakes						P
			Engage with Local Welfare Managers a minimum of four times per annum (Once a quarter)	K2			Ongoing		G
			Support local welfare managers to maintain and grow their local welfare groups	K2			Ongoing		G
		<b>Welfare Committees</b>	Chair and facilitate the Welfare Coordination Group including Terms of Reference and work programme	K2	Ros		June 23 October 23 February 24		G
			Chair and facilitate the Welfare Operational Team including Terms of Reference and work programme	K2	Ros		June 23 October 23 February 24		G
			Develop an induction pack for WCG members	K2			June 24		G
		<b>Rural Advisory Group (RAG)</b>	Provide a CDEM representative on the RAG	K2			Ongoing		G
		<b>AF8</b>	Take part in the AF8 welfare project	K2			Ongoing		G
		<b>Group Welfare Managers Forum</b>	Attend Group Welfare Managers Forum	K2			2x/year		G
		<b>Navigators</b>	Understand the navigator roles available in social service agencies				Completed		B
			Hold a multi-agency navigator hui				Completed		B
			Investigate the role of navigators in the early stages of the response phase, rather than only moving into recovery				Completed		B
			Define the role of navigators to be used to support CDEM post event	K2			December 23		G
		<b>Local IMTs</b>	Develop and implement a template for community-led planning by local community response groups and an accompanying user guide				Completed		B
			Follow up on action points after community visits	Kathy	Joe		Ongoing		G
			Support the establishment of a community response group in Nelson North						P
		<b>Additional items</b>	Identify and build relationships with existing community groups	K2	Kathy		Ongoing		G
			Lead NTEM office's activity in the welfare space for national and regional engagement	K2			Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Create a SOP response check list that can be used by Welfare and alternative Welfare Managers				Completed		B
		Develop key welfare priorities for 2022 and assure alignment with relevant sections of the NTEM office work programme				Completed		B
		Develop the NT Animal Welfare plan				Completed		B
		Hold a biennial Regional Welfare Forum	K2			Ongoing	Completed for 2023	G
		Develop a cultural competency training programme for the NTEM office staff with a view to training response staff				Completed		B
		Identify, liaise with and plan Cultural Awareness hui with presenting panel	K2	Ros		Ongoing		G
		Facilitate Cultural Awareness hui for EM staff, IMT and Welfare function team.	K2	Ros		Ongoing		G
		Develop CDC volunteer packs (joint project)						P
		Develop and produce CDC volunteer IDs (joint project)						P
		Local exercise (welfare)						P
		Local exercise (IMT)						P
		Develop ideas on how to support and inform the vulnerable communities who require additional assistance in response.	K2/Ros			Ongoing		G
		Explore options for reduce risk to vulnerable communities	K2			Ongoing		G
		Refresh community volunteer welfare agreements						
		Explore real time tourist statistics project				Completed		B
		Develop processes and understanding with support agencies on roles in response to build consistency around items like welfare support when visiting damaged properties						
		Develop processes for response on: - call backs - needs assessment - inbox sorting						
		Neighbourhood Support - Volunteer Coordination - Urban CREP - Messaging				Completed		B
<b>Iwi/Māori Partnership</b>	<b>Iwi/Māori Partnership</b>							
	<b>Relationship/partnership</b>	Increase links with NCC and TDC Kaihāūtu	Joe			Ongoing		G
		Develop and maintain relationships with the 8 Iwi General Managers of Te Tau Ihu	Joe	K2		June 24	Joe/K2 lead on behalf of all EM Team	G
		Visit and build relationships with the four marae of Te Tau Ihu	Joe			February 24		G
	<b>Committees</b>	Maintain iwi representation on CEG/WCG/CDEM Group	Joe	K2		As per dates set		G
		Arrange a per meeting payment				Completed		B
	<b>Hui</b>	Facilitate and attend the Marae Working Group						P
		Facilitate and attend Rōpū Tautoko	K2	Joe		As per dates set		G
		Secure the opportunity for iwi representation around the CDEM Group (Joint Committee) table				Completed		B
	<b>EOC/response</b>	Continue to work with iwi to define the roles and responsibilities within the iwi function	Luci			March 24		G
		Investigate the option of a stipend payment for non-government employed Iwi Liaison Officers			*			P
	<b>Culture</b>	Develop a set of principles to create a culturally aware EOC						P
		Ensure that the EM Team are culturally aware (via training and presentations)	Ros	Joe		Ongoing		G
		Collaborate with NCC Kaihāūtu to name Rooms within EOC	Ros	Joe		December 23	Delayed due to Covid, not enabling meetings inside the EOC	G
		Arrange for a cultural review of Nelson Tasman CDEM	Joe	Pania		TBC		G
<b>Lifeline utilities are entities that provide essential infrastructure services to the community such as water, wastewater, transport, energy and telecommunications. These services support communities, enable business, and underpin the provision of public services.</b>	<b>Lifelines</b>							
	<b>Lifelines framework</b>	Maintain an effective lifelines framework to meet BAU and response requirements (local and group level needs) and develop liaison with other CIMS functions	Luci			Ongoing		G
		Identify and embed supplementary Lifeline Utility Coordinators	Luci	Joe		February 24		G
	<b>Lifelines committee</b>	Chair and facilitate the Lifelines Committee including Terms of Reference, work programme, agendas and membership	Luci			June 23 October 23 February 24		G
		Develop an internal training pathway to form a cohesive knowledge base for all levels of lifelines.	Luci	Kathy		December 23		G
		Maintain a Lifelines Key Contacts List for all stakeholders	Luci			Ongoing		G
	<b>Response Handbook/Protocols</b>	Build a strong and robust Lifelines function, with an operating framework and clear processes and procedures.	Luci			June 24		G
		Create a handbook for NTEM Lifelines Utility Coordinator (LUC), including: - SOPs - Command and control structure - Communication/reporting lines	Luci			March 24		G
		Create protocols for lifelines utilities during an emergency and develop liaison with other CIMS functions - consider feed of information between Lifelines and Intelligence						P
	<b>Fuel</b>	Lead the roll out of the manual petrol pumps in to the community with a standard operating process to support the deployment	Luci			February 24		G
		Understand the implications of the Regional Fuel Study, prioritise recommendations going forward.	Luci			February 24		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
	Plans	Lead the process and finalise the Regional Fuel Plan				Completed		B
		Develop a Regional Power Outage Plan						P
		Develop Regional Generator Plan						P
		Develop a Regional Priority Routes Plan						P
		Develop protocols around the coordination of aerial reconnaissance and produce an Air Reconnaissance Operations Plan						P
AF8	Vulnerability Study	Alpine Fault pre-planning						P
		Conduct a review and if required refreshment of the 2016 Nelson Tasman Vulnerability Study	Luci	Contractor		June 24		G
		Request and collect Lifeline Utility data for the Nelson Tasman Climate Change Risk Assessment and Lifelines Vulnerability Study	Luci			December 23	new addition to WP	G
Critical operating supplies in the Group EOC		Request, collate and report on lifeline utility vulnerabilities, mitigation measures, and restoration times to CEG and JC	Luci			September 23	new addition to WP - Completed for electricity and telecommunications	G
		Assess the robustness of the Group EOC water tank						P
		Assess the robustness of the Group EOC UPS system						P
Critical lifelines investigation/understanding		Develop a user guide for the GEOC water tank system	Luci			December 23		G
		In the event of a significant lifelines failure, improve the understanding of the vulnerability of FMCGs and other critical community support mechanisms			*			P
		Research study regarding alternate evacuation routes						P
		Develop protocols around use/access along priority road routes and alternate routes (including consideration of rapid creation of alternative routes and Railway Reserve)						P
		Investigate cross-boundary lifelines vulnerabilities					Outcome of Lifelines Committee + Fuel Plan	P
		Lead the investigation into water storage tanks in Nelson-Tasman. Promote the use of private water tanks.					P	
Public Information	Public Information							
	Public education presentations	Facilitate the office's involvement in Public Education talks	Kathy	EM Team		As requested		G
	Public education videos	Facilitate the multi-agency PEPI public education videos	Kathy			Ongoing		G
	Clued Up Kids	Run annual week long Clued Up Kids programme	Kathy	EM Team		Annually - September	Completed for 2023	G
	Shakeout	Facilitate regional Shakeout activities	Kathy	EM Team		Annually - October	Completed for 2023	G
	Awareness of CDEM	Lead a project to explore the awareness and understanding of CDEM within our councils						P
	Community preparedness guides	Develop information sheets for the community (See WENIRP example)						P
		Develop a Community Preparedness Plan template and how to guide					Completed	B
	AF8 School presentations and roadshows	Assist Alice Lake-Hammond in delivering AF8 school presentations and Roadshows - St Arnaud and Motueka					Completed	B
	PEPI Committee	Lead the planning and facilitation of the PEPI Committee, including the TOR and work programme	Kathy	Paul		June 23 October 23 February 24		G
		Facilitate the multi-agency PEPI campaign calendar					Completed	B
Staffing	Review staffing requirements for PIM function in response.	Kathy	Paul		February 24		G	
NPERG	Represent Nelson Tasman on the National Public Education Reference Group (NPERG)	Kathy			Monthly		G	
Health and Safety	Health and Safety							
Office health and safety		Lead the CDEM Office work in relation to health and safety planning and risk identification - including H&S toolbox talks	Ros			Monthly		G
		Represent the EM office on the NCC H&S committee	Ros			As per dates set		G
		Develop and maintain an annual health and safety activity plan	Ros			Annually		G
		Implement the [monthly] vehicle checklist	Ros			Monthly		G
		Initiate and lead a project to incorporate the 5 ways of wellbeing into the EM Office	Ros	Joe		Completed		B
Wellbeing		Consider team wellbeing innovation requirements	Ros	Joe		Ongoing		G
		Ensure PPE is in place for each EM team member	Ros	Joe		June 23	Partial PPE in place - to be reviewed by December 2023	O
PPE								
Events		Compile a list of possible events and make an assessment of the hazards and risks						P
Administration	Administration							
Admin support		Provide general administration support	Ros			Ongoing		G
		Document/update a process to support the successful running of the CDEM committees				Completed		B
Committees		Liaise with Minute Secretaries	Ros			As per dates set		G
		Schedule and calendar the annual committee meeting dates	Ros			Ongoing - November/December		G
		Maintain the currency of the office activity calendar	Ros			As required		G
Office activity calendar		Transfer items from the office activity calendar into EM Admin/team calendars	Ros			As required		G
		Oversee the maintenance and actioning of the calendar	Ros			Ongoing		G
		Liaise with Legal Services to finalise Terms of Engagement for Controllers, Local and Alternate Controllers				Completed		B
Controllers - Terms of Engagement								
Social media		Post fortnightly updates on the Nelson Tasman CDEM Facebook page	Ros			Fortnightly		G
Continual professional development (CPD)		In consultation with the EM Team, maintain an annual CPD programme for the 2023/24FY	Ros			June 24	Consultation held with team	G
Style guide		Design and facilitate the implementation of an EM Office style guide	Ros			December 23	Consultation required with team	G
Vehicles		Manage the fleet of EM vehicles	Ros			As required		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Oversee the replacement of EM Hyundai vehicle				Completed		B
	Migration to Sharepoint	Office Champion role				Completed		B
	Promapp	Maintain updates of Promapp for the EM Office	Ros			As required		G
	Policies	Develop an 'After hours work' policy (including food provision etc)						P
	Objective	Ensure that documents saved in other locations (e.g. Teams and Z Drive) are transferred into Objective				Completed		B
	Privacy	Ensure the requirements of the Privacy Act are understood and implemented in response			*			P
	Asset register	Review and update the EM office asset register	Ros			As required		G
	Controller and Recovery Managers breakfast	Schedule and facilitate Controller and Recovery Managers breakfast	Ros			3 x per annum		G
	Controller's Duty calendar	Maintain the Controller's duty calendar	Ros			Ongoing		G
	Holiday internal people availability	Develop a system to determine internal holiday availability				Completed		B
		Update internal holiday availability	Kay			November 23		G
	Council engagement	Develop and implement a Council engagement strategy (review existing strategy)	Ros			March 24		G
	Newsletters	Facilitate the provision of four EM items per annum to council newsletters	Ros			Four times per annum		G
	Operations room	Set up the GEOC Operations room daily for day to day operations	Ros			Daily		G
	Team stand-ups	Facilitate daily EM team stand-ups	Ros			Daily		G
	Office contracts	Maintain oversight of EM office contracts (cleaning, generator servicing, fire extinguisher testing etc.) and undertake activity as required	Ros			Annual check/As required		G
	Continuous Improvement	Admin area/stationery cupboard/Office storeroom. Reorganise/sort				Completed		B
		EOC Storage Cupboard. Reorganise/sort				Completed		B
	Contacts register	Review the contacts register	Luci	EM Team		December 23		G
	Asset Register - development	Work with Finance to review the format						P
	Post-Event Thank yous	eg. Cyril Function at Saxton Field					Delayed due to Covid	P
		Distribute an annual stakeholder Xmas card/newsletter						P
Business Unit Management	<b>Business Unit Management</b>							
	Recruitment	Undertake a recruitment process for a Regional Welfare Advisor/Group Welfare Manager				Completed		B
	Strategy	Determine the focus and direction of the business unit for the next 12 months, with a look to 3-5 years incorporating the potential repercussions of the EM Bill	Joe			June 24		G
		Develop work programme matrix to assess and prioritise line items	Joe			October 23		G
		Strengthen relationships with key regional and national partners.	Joe	All		Ongoing		G
		Oversee the appointment of an iwi representative to the CDEM Joint Committee and continue work to embed iwi related response structures and remuneration methodologies into CDEM structures inc. the consideration/liaison regarding a permanent iwi FTE.	Joe			June 24		G
		Maintain and present a consolidated business unit work programme and annual delivery framework that demonstrates alignment with regional and national policy	Joe			3x/annum		G
		Lead work to build a happy high performing team that has an enjoyable, appropriate and productive workplace culture, and is well regarded	Joe	All		Ongoing with bi-annual reviews		G
	Budgets/finance	Oversee and lead business unit activities at strategic, policy and operational levels in accordance with the vision, purpose and values of the business unit and wider organisation.	Joe			Ongoing		G
		Further develop the business unit and wider response arenas so that they are structured and resourced (both people and assets) in such a way that they are fit for purpose and on track to meet future demand.	Joe			Ongoing with bi-annual reviews		G
		Ensure that budgets are utilised in a manner that enables the business unit to operate in a fiscally prudent and viable manner	Joe	All		Ongoing with bi-annual reviews		G
		Oversee the reimbursement of response-related expenditure				Completed		B
		Review EM team remuneration bands inc and Duty Officer arrangements				Completed		B
		Arrange a NEMA led finance briefing for Council/CDEM	Joe			Subject to NEMA availability		G
		Finalise a system for pre-loaded credit cards for use during response				Completed		B
		Financial delegation in response, need processes and limitations recorded - GEOC - Local EOCs						P
		Formalise and document finance and procurement process in response, including support from Council finance teams						P
	Planning	Oversee the development and ratification of the CDEM Group Recovery Plan and the Regional Fuel Plan				Completed		B
		Continue to advocate for, and express the importance of mass evacuation planning by NZ Police	Joe			Ongoing		G
		Oversee the smooth running of the Nelson Tasman Group committee and reporting cycle	Joe	All		As per dates set		G
		Facilitate the conclusion of discussions regarding council IT and administration support to the EM office and potential resultant RFPs				Completed		B
		Produce Terms of Reference for Joint Committee				Completed		B
		Produce EM office report for, and support the successful facilitation of CEG	Joe	All		3x/annum		G
		Produce Terms of Reference for CEG						P
	Policies	Oversee the development of a Group Controller Policy including selection criteria				Completed		B
		Oversee and lead business unit activities at strategic, policy and operational levels in accordance with the vision, purpose and values of the business unit and wider organisation.	Joe			Ongoing		G
		Initiate work to develop the NTCDEM Group Plan 2023	Joe			December 23		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Undertake the recruitment and training of two external (to Council) Group Controllers				Completed		B
		Oversee the development of a Local Controller Policy including selection criteria				Completed		B
		Design and undertake a Local Controller annual review process	Joe			1x/annum		G
	National	Represent Nelson Tasman on the National Emergency Management Development Group (NEMDG)	Joe			4x/annum		G
		Review the government's response to the Technical Advisory Group recommendations and incorporate relevant actions in the office work programme	Joe			January 24		G
		Review the recommendations arising from the Monitoring and Evaluation report and incorporate relevant actions in the office work programme	Joe			January 24		G
		Review the National Disaster Resilience Strategy recommendations and incorporate relevant actions in the office work programme	Joe			January 24		G
		Facilitate conversations between MBIE and Council regarding the identification of land for temporary accommodation sites				Completed		B
		Attend National Controllers forums	Joe			As per date set		G
	Controllers	Manage and support Local Controllers	Joe			Ongoing		G
		Induct and embed Regional CDEM Group and Local Controllers; design, develop and deliver a CDEM Controller induction pack and associated training package				Completed		B
		Conduct an annual CDEM Group and Local Controller review process	Joe/Ros			May 24		G
		Implement casual meetings with Mayors, CEs and Controllers to build relationships in BAU times						P
		Document Controller and IMT financial delegations for use during response to emergency events	Joe			December 23		G
		Identify and appoint Alternate Controllers for Golden Bay				Completed		B
		Identify and appoint Alternate Controller for Murchison						P
		Identify and appoint Alternate Controllers for Nelson Lakes				Completed		B

**NELSON TASMAN CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP**  
(formerly known as Nelson Tasman Combined Civil Defence Organisation)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2023**

**Contents**

Entity Information	1
Statement of Financial Performance	2
Statement of Changes in Equity	2
Statement of Financial Position	3
Statement of Cash Flows	4
Statement of Accounting Policies	5 - 7
Notes to Financial Statements	8 - 9

**Entity Information**

**Nelson Tasman Civil Defence and Emergency Management Group**

**As at 30 June 2023**

**Legal Name**

Nelson Tasman Civil Defence and Emergency Management Group (the CDEM Group) formerly known as Nelson Tasman Combined Civil Defence Organisation.

**Type of entity and legal basis**

The Nelson Tasman Civil Defence Emergency and Management Group was created under the Civil Defence Emergency Management (CDEM) Act 2002 and has the status of a Joint Standing Committee of the Nelson City Council and Tasman District Council (the two Councils) under the Local Government Act 2002.

**The entity's purpose and outputs**

The vision of the CDEM Group is a resilient Nelson Tasman community. We assist families and businesses to understand their risks, and to prepare for and recover from emergency events. We make plans, conduct training and provide education, so that our community and the agencies we work with are ready for the unexpected.

**Structure of the entity's operations**

The group is governed by the Co-ordinating Executive Group appointed by the two Councils. Nelson City Council is the Administering Authority of the CDEM group.

The CDEM Group works in partnership with key partner agencies through the Civil Defence Emergency Management Co-ordinating Executive Group.

The group employs 6 staff and has a voluntary specialist Civil Defence response team (also known as NZRT2).

**Main Sources of the entity's cash and resources**

Operating grants received from the two Councils are the primary source of funding for the CDEM Group.

If a major event occurs then grants from the National Emergency Management Agency may be received.

**1. Accounting Period**

The financial statements are for the year to 30 June 2023. The financial statements were authorised for issue by the Nelson Tasman Civil Defence and Emergency Management Coordinating Executive Group on 1 November 2023

**2. Other Information**

Bankers - Nelson City Council.

These accounts have not been audited. Assurance will be attained under the Nelson City Council Audit.

**Nelson Tasman Civil Defence and Emergency Management Group**  
**Statement of Financial Performance**  
**For the year ended 30 June 2023**

2022 Actual \$	Note	2023 Actual \$	2023 Budget \$
<b>Revenue</b>			
941,600		966,000	966,000
0	5	170,590	0
1,716		1,576	4,000
<hr/>			
943,316		1,138,166	970,000
<b>Expenses</b>			
511,271		608,588	594,850
407,110		793,697	402,000
50,289	2	65,383	72,000
<hr/>			
968,670		1,467,669	1,068,850
<hr/>			
<b>(25,354) Net Surplus / (deficit)</b>		<b>(329,503)</b>	<b>(98,849)</b>

**Nelson Tasman Civil Defence and Emergency Management Group**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2023**

2022 \$	2023 \$
614,605	589,251
(25,354)	(329,503)
<hr/>	
<b>589,251 Balance at 30 June</b>	<b>259,747</b>

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

Explanations of major variances against budget are provided in note 9.



**Nelson Tasman Civil Defence and Emergency Management Group  
Statement of Financial Position  
As at 30 June 2023**

2022		Note	2023
\$			\$
<b>Assets</b>			
Current Assets			
277,550	NCC Current Account	7	1,383
0	Prepayments		6,670
16,925	Accounts Receivable		5,601
<u>294,476</u>	<i>Total current assets</i>		<u>13,655</u>
Non Current Assets			
290,275	Property, plant and equipment	3	243,093
4,500	Intangible assets	4	3,000
<u>294,775</u>	<i>Total non-current assets</i>		<u>246,093</u>
<b>589,251</b>	<b>Total assets</b>		<b>259,747</b>
Current Liabilities			
0	NCC Current Account	7	0
0	Creditors and accrued expenses		0
<u>0</u>	<b>Total Current Liabilities</b>		<u>0</u>
<b>589,251</b>	<b>Net Assets</b>		<b>259,747</b>
<b>Equity</b>			
589,251	Accumulated surpluses		259,747
<u><b>589,251</b></u>	<b>Total equity</b>		<u><b>259,747</b></u>

---

N Philpott  
Chief Executive

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

**Nelson Tasman Civil Defence and Emergency Management Group**  
**Statement of Cash Flows**  
**For the year ended 30 June 2023**

2022		Note	2023
\$			\$
	<b>Cash flows from operating activities</b>		
1,620,655	Levies, Fees & Charges, Subsidies		1,136,590
1,716	Interest Received		1,576
(899,244)	Payments to Suppliers and Employees		(1,397,632)
723,127	<i>Net cash from operating activities</i>		(259,466)
	<b>Cash flows from investing activities</b>		
(63,159)	Payments to acquire property, plant and equipment		(16,701)
(11,609)	Receipts from sale of property, plant and equipment		0
(74,768)	<i>Net cash from investing activities</i>		(16,701)
648,360	<b>Net increase in cash held for year</b>		(276,167)
(370,809)	Add opening cash balance brought forward		277,550
277,550	<b>Closing cash balance for the year</b>		1,383
	Represented By:		
277,550	NCC Current Account		1,383
277,550	<b>Balance for the year</b>		1,383

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

## **Statement of accounting policies for the year ended 30 June 2023**

### **Basis of Preparation**

These financial statements have been prepared in accordance with PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the entity does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on the basis of historical cost.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements have been prepared in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the entity is New Zealand dollars.

The financial statements are prepared on the assumption that the Organisation will continue to operate in the foreseeable future.

### **Goods and services tax (GST)**

All amounts in the financial statements are recorded exclusive of GST except for debtors and creditors, which are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

### **Income Tax**

The committee's operations are a non-taxable activity for each Council and therefore exempt from Income tax.

### **Significant accounting policies**

#### **Revenue**

##### *Levies and grants*

Council, government and non-government levies and grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grants are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

##### *Interest*

Interest revenue is recorded as it is earned during the year.

#### **Lease expense**

Lease payments are recognised as an expense on a straight-line basis over the lease term.

**Financial instruments**

The Group is party to financial instruments as part of its normal operations. These financial instruments include cash and cash equivalents, trade and other receivables and trade and other payables.

All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the surplus and deficit.

**Bank accounts and cash**

Bank accounts and cash include the current account with Nelson City Council. It is measured at the amount held.

**Debtors**

Debtors are initially measured at the amount owed.

A provision for impairment is recognised when there is objective evidence that the entity will not be able to collect all amounts due according to the original terms of the receivables.

**Creditors and accruals**

Creditors and accrued expenses are measured at the amount owed.

**Property, plant and equipment**

Property, plant and equipment are recorded at cost, less accumulated depreciation and impairment losses.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the entity, the asset is impaired if the value to the Organisation in using the asset falls below its carrying amount of the asset.

*Additions*

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the entity and the cost of the item can be measured reliably.

*Disposals*

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the surplus and deficit.

*Depreciation*

Depreciation is provided on a straight line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Plant, office furniture and equipment - 4% - 25%  
Building improvements - 10%  
Motor vehicles - 20% - 30%

The residual value and useful life of an asset are reviewed, and adjusted if applicable, at the end of each financial year.

**Intangible Assets**

The cost associated with the website development of the CDEM Group is recognised as an intangible asset.

The useful life of the website development is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each financial year is expensed in the surplus or deficit.

The useful life of the website has been estimated at 10 years (10%).

**Budget figures**

The budget figures are those approved by the Joint Committee. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the entity in preparing these financial statements.

**Notes to the Financial Statements****Note 1. Related Party Transactions**

Related party transactions have occurred with related parties Nelson City Council and Tasman District Council and the total value of these transactions during the year amounted to :

- (i) \$483,000 Levies paid by Nelson City Council. Previous year \$470,800
- (ii) \$483,000 Levies paid by Tasman District Council. Previous year \$470,800
- (iii) \$23,608 Administration Charges paid to Nelson City Council. Previous year \$23,100
- (iv) \$81,349 Computer Equipment Rental paid to Nelson City Council. Previous year \$79,600
- (v) \$1,576 Interest received from Nelson City Council. Previous year \$1,716

**Note 2. Expenditure**

The following disclosures are made -

Depreciation is detailed as follows -

	<u>2023</u>	<u>2022</u>
Building Improvements	14,626	14,679
Motor Vehicles	16,128	5,917
Plant and Equipment	13,879	7,703
Office Furniture and Equipment	19,251	20,490
Intangible Assets	1,500	1,500
	<u>65,383</u>	<u>50,289</u>

**Note 3. Property, plant and equipment**

Fixed Assets	Building Improvement	Motor Vehicle	Plant & Equipment	Office Furniture & Equipment	Total
Carrying amount at 1 July 2021	94,976	61,312	26,180	93,436	275,905
Additions	0	37,890	36,527	350	74,768
Sales		-11,609			-11,609
Depreciation recovered	0	11,609	0	0	11,609
Depreciation Expense	-14,679	-17,526	-7,703	-20,490	-60,398
Carrying amount at 30 June 2022	80,297	81,677	55,004	73,297	290,275
Carrying amount at 1 July 2022	80,297	81,677	55,004	73,297	290,275
Additions	6,050	0	10,482	169	16,701
Sales		0			0
Depreciation recovered	0	0	0	0	0
Depreciation Expense	-14,626	-16,128	-13,879	-19,251	-63,883
Carrying amount at 30 June 2023	71,720	65,549	51,608	54,216	243,092

**Note 4. Intangible Assets**

Intangible Assets	Intangibles
Carrying amount at 1 July 2021	6,000
Additions	0
Disposals	0
Amortisation	-1,500
Carrying amount at 30 June 2022	4,500
Carrying amount at 1 July 2022	4,500
Additions	0
Disposals	0
Amortisation	-1,500
Carrying amount at 30 June 2023	3,000

**Note 5. Other Grants**

	2023	2022
The group recognised grants from National Emergency Management Agency as follows		
August 2022 Weather event Welfare claim	157,367	0
Various training costs	8,668	0
	<u>166,035</u>	<u>0</u>

**Note 6. Statement of Commitments and Contingent Liabilities**

Commitments at 30 June 2023 - Lease rental of Emergency Operation Centre building at 28 Oxford Street, Richmond @ \$74,252 per annum plus outgoings for a term of ten years (previous year \$74,252). Renewal period is December 2023. The total lease commitment is \$37,126 (previous year \$111,378).

Contingent Liabilities at 30 June 2023 - Nil. Previous year Nil

**Note 7. NCC Current Account**

The organisation does not operate a separate bank account, all expenditure and income is processed and recorded through a current account with the Nelson City Council.

**Note 8. Events after balance date**

There are no post balance date events that have occurred which would affect the balances disclosed in the financial statements.

**Note 9. Explanations of major variances against budget**

Revenue is \$168,166 over budget due to receipt of Welfare grant for the August 2022 weather event. Expenses were \$398,819 over budget due to an unbudgeted August 2022 Weather Event response costs of \$407,050.

**Note 10. Statement of Contingent Assets**

Contingent Assets at 30 June 2022 - Nil.  
Contingent Assets at 30 June 2023 - Nil.



---

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

held  
**2.00 pm, Wednesday, 1 November 2023**

at  
**Emergency Operations Centre, 28 Oxford Street, Richmond**

---

**Present:** Oli Varley (NEMA), Anne-Marie Harris (Hato Hone St John), Martin Tunley (NZ Police) Trevor Marshall (Whakatū Rotary), Pete Kara, Andrew Lindsay, Lexie O'Shea (Te Whatu Ora), Richard Kirby, Gabrielle Drummond, Becky Marsay (Tasman District Council), Nikki Harrison, Paul Shattock, Nigel (Nelson City Council) Joe Kennedy, Kathy Solly, Kay Anderson, Kathy King, Luci Swatton (Nelson Tasman Emergency Management), Craig Churchill (MSD), Colin Russell (FENZ), Lisa Roberts (Infrastructure Decisions), Jim Tetlow (Toa Consulting)

**1 OPENING, WELCOME**

Ros Gibson offered the opening karakia

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Kirby/Harris**  
**CEG23-11-1**

**That apologies from Janine Dowding, Andrew Lindsay, Grant Haywood, Rob Smith, Steven Collins, Ronnie Gibson, Murray Halbert and Te Ra Morris be accepted.**  
**CARRIED**

**3 DECLARATIONS OF INTEREST**

---



Nil

#### **4 CONFIRMATION OF MINUTES**

**Moved Kirby/Harris**  
**CEG23-11-2**

**That the minutes of the Nelson Tasman CDEM Coordinating Executive Group meeting held on Wednesday, 5 July 2023, be confirmed as a true and correct record of the meeting.**

**CARRIED**

#### **5 PRESENTATIONS/VERBAL UPDATES**

##### **5.1 National Lifelines**

Lisa presented to the committee and answered questions, discussion included:

- Improvement of Information sharing, the new Emergency Management Bill will provide legislation to get entities to provide information.
- Lifelines group under pressure with lack of resourcing.

##### **5.2 Review of the NTCDEM Group Plan**

Jim Tetlow presented to the committee and answered questions, discussion included:

- Adding learnings from North Island and local events.
- Emphasis on partnership with Iwi and the importance of communication with all partnering groups and agencies.
- Links to Climate Change.

##### **5.3 National Emergency Management Agency**

Oli Varley presented to the committee and answered questions, discussion included:

- National Training Exercise to be held in June/July 2024
- Emergency Management Bill Submissions close Friday 3

##### **5.4 Whanau, Hapu, Iwi**

Rebecca Mason presented to the committee and answered questions, discussion included:

- Significant work being undertaken, training outline for Iwi/Māori function in EOC and Marae's.
- Presentation to Iwi Chief Executives, has been scheduled to give an overview of Emergency Management.
- 2/3 people lined up for Controller training.
- Rahui process – Nelson City Council are leading this piece of work
- Currently under pressure with a lack of resourcing.

## 6 REPORTS

### 6.1 Report of the Nelson Tasman Emergency Management Office

Manager Emergency Management - Joe Kennedy presented his report and answered questions

**Moved Tunley/O'Shea**

**CEG23-11-3**

That the Nelson Tasman CDEM Coordinating Executive Group

- 2.1 receives the Report of the Nelson Tasman Emergency Management Office report; and
- 2.2 receives the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group; and
- 2.3 endorses the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group be submitted; and
- 2.4 approves the Emergency Management Bill submission – Nelson Tasman Civil Defence Emergency Management (CDEM) Group be forwarded to members of the Nelson Tasman CDEM Group for their information; and
- 2.5 approves the Nelson Tasman Civil Defence Emergency Management annual accounts June 2023 for presentation to Nelson City Council and Tasman District Council' (Attachment 4).

**CARRIED**

### 6.2 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

The Committee acknowledged Adrian Humphries and the work he has done over his years as alternate recovery manager, he has resigned from his role at Tasman District Council and is heading to Southland

- Lifelines Committee

**Moved Kirby/Churchill**

**CEG23-11-4**

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

**CARRIED**

**6 CONFIDENTIAL SESSION**

**6.1 Procedural motion to exclude the public**

**Moved Kara/Russell  
CEG23-11-5**

That the public be excluded from the following part(s) 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

**7.2 Nelson Tasman Lifelines Vulnerability, Mitigation and Resoration Report**

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>

	<p>authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

**CARRIED**

Unconfirmed

## **AGENCY AND PARTNER UPDATES**

### **FENZ**

- Moving into high campaign mode for upcoming summer season
- 3 day training – wildfire exercise with top half of south island

### **POLICE**

- BAU for Nelson Based police, getting ready for end of year
- Focus on NYE
- Working on response plans to local hazards

### **TE WHATU ORA**

- Continues to go through reform process, emergency management still a priority
- Port Nelson, Public Health exercise -

### **HATO HONE ST JOHN**

- Have finally secured land on McShane road – going to be announced on the 11<sup>th</sup> Nov, service delivery model review
- Draft increasing, no loss
- Teams losing resilience, although at full capacity
- Response jobs are changing, reduction in transporting to hospital

### **CDEM**

- Thanks for support in Councils for getting staff trained, 33% of the staffing from August came from outside the region. Using a staged approach to get all Council Staff trained.

### **NCC**

- PIM Hui – Tuesday 7, at TDC
- Rough sleepers in Nelson CBD, thanks to Police for support – taking a compassionate approach
- MSD to connect in with NCC & Police re rough sleepers
- 

### **MSD**

- Temp accom assistance, low uptake across Nels Tas & Marl
- Hoping to get more staff through CDEM Training, more capability
- MSD involvement in national welfare
- Public service EV's – creates some risk, continuity risk

Ros Gibson offered the closing karakia.

The meeting concluded at 3.57 pm.

Tasman District Council Minutes of Nelson Tasman CDEM Coordinating Executive Group – 01 November  
2023

---

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

Unconfirmed

## 7 CONFIDENTIAL SESSION

### 7.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

**That the public be excluded from the following part(s) 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 follows.**

**This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:**

### 7.2 Nelson Tasman Lifelines Vulnerability, Mitigation and Restoration Report

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.</p>	<p>s48(1)(a)</p> <p>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</p>