

# Civil Defence Emergency Management Group Joint Committee

## NOTICE IS GIVEN

that the next meeting of the **Civil Defence Emergency Management Group Joint Committee** will be held in **Council Chamber, Tauranga City Council, Administration Building, 91 Willow Street, Tauranga** on:

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**Monday, 18 September 2017 commencing at 9.30 am.**

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Please note that morning tea will be available from 9.30am with the Extraordinary meeting commencing at 9.45am. A workshop will follow at the conclusion of the meeting.

Mary-Anne Macleod  
Chief Executive  
Bay of Plenty Regional Council Toi Moana  
11 September 2017





# Civil Defence Emergency Management Group

## Terms of Reference

### Delegated Function

This Joint Committee, required under section 12(1) of the Civil Defence Emergency Management Act 2002, is governed by the Group's Constitution (dated July 2013).

### Membership

Seven councils in the Bay of Plenty make up the Bay of Plenty Civil Defence Emergency Management Group:

- Bay of Plenty Regional Council;
- Kawerau District Council;
- Opotiki District Council;
- Rotorua District Council;
- Tauranga City Council;
- Western Bay of Plenty District Council;
- Whakatāne District Council;

### Quorum

In accordance with Council standing order 10.2, the quorum at a meeting of the committee is four members, consisting of the majority of the number of members.

### Term of the Committee

Pursuant to section 12(2) of the Civil Defence Emergency Management Act 2002 this committee is a permanent committee and is not disestablished as a consequence of a local government election.

### Specific Responsibilities and Delegated Authority

The Civil Defence Emergency Management Group has a constitution and this specifies the functions and powers of the group.

**Note:**

- The Civil Defence Emergency Management Group reports directly to the Regional Council.



## Public Forum

1. A period of up to 15 minutes may be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
  - name of participant;
  - organisation represented (if any);
  - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.



# Membership

<b>Chairperson:</b>	Mayor G Brownless (Tauranga City Council)
<b>Deputy Chairperson:</b>	D Love
<b>Appointees:</b>	Mayor A Bonne (Whakatane District Council), Councillor S Browne (Alternate, Opotiki District Council), Mayor M Campbell (Kawerau District Council), Mayor S Chadwick (Rotorua Lakes Council), Deputy Mayor C Clout (Alternate, Tauranga City Council), Deputy Mayor D Donaldson (Alternate, Rotorua Lakes Council), Mayor J Forbes (Opotiki District Council), Chairman D Leeder (Alternate, Bay of Plenty Regional Council), Deputy Mayor F Tunui (Alternate, Kawerau District Council), Deputy Mayor J Turner (Alternate, Whakatane District Council), Mayor G Webber (Western Bay of Plenty District Council), Deputy Mayor M Williams (Alternate, Western Bay of Plenty District Council)
<b>Committee Advisor:</b>	R Garrett

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Recommendations in reports are not to be construed as policy until adopted.

## Agenda

### 1 Apologies

### 2 General Business and Tabled Items

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be delayed until a subsequent meeting.

### 3 Public Forum

### 4 Declarations of Conflicts of Interests

### 5 Reports

#### 5.1 Civil Defence Emergency Management Controller and Recovery Manager Amendments 11

APPENDIX 1 - Schedule 1 of the Policy for the appointment and development of Recovery Managers 15

APPENDIX 2 - Schedule 1 to Policy for the appointment and development of controllers 18 September 2017 19

### 6 Consideration of General Business





# Reports



**Report To:** Civil Defence Emergency Management Group Joint Committee

**Meeting Date:** 18 September 2017

**Report From:** Clinton Naude, Director, Emergency Management Bay of Plenty

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## **Civil Defence Emergency Management Controller and Recovery Manager Amendments**

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### **Executive Summary**

Due to personnel changes in some Bay of Plenty Local Authorities, the Coordinating Executive Group has endorsed the appointment of three new Local Controllers and one Local Recovery Manager and seeks Joint Committee approval for the recommended appointments. In addition, the Coordinating Executive Group has endorsed the rescindment of one Local Controller and one Local Recovery Manager and seeks Joint Committee approval for the recommended rescindments.

### **Recommendations**

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

- 1 Receives the report, Civil Defence Emergency Management Controller and Recovery Manager Amendments;**
- 2 Appoints Marcus Goldsbury and Bruce Horne of Rotorua Lakes Council, to act as Alternate Local Controllers for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002.**
- 3 Appoints Barbara Dempsey to act as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Whakatāne District Council as defined under s30 of the Civil Defence Emergency Management Act 2002.**
- 4 Appoints Chris Hopman of Ōpōtiki District Council to act as a Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002.**
- 5 Rescinds the authority of Andrew Morrison to act as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Kawerau District Council, as defined under s27 of the Civil Defence Emergency Management Act 2002.**

- 6 Rescinds the authority of Peter Clark to act as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Western Bay of Plenty District Council, as defined under s30 of the Civil Defence Emergency Management Act 2002.**
- 7 Confirms that the decision has a low level of significance.**

## **1 Introduction**

Section 27 and section 30 of the *Civil Defence Emergency Management Act 2002* respectively provide for a Civil Defence Emergency Management Group to appoint persons to be a Local Controller or a Local Recovery Manager. Appointments as Local Controllers or Recovery Managers are required to be approved by the Bay of Plenty Civil Defence Emergency Management Joint Committee.

## **2 Amendments to Local Controller Arrangements**

### **2.1 Rotorua Lakes (District) Council**

Geoff Williams, Chief Executive of Rotorua Lakes Council, has nominated Marcus Goldsbury for appointment as an Alternate Local Controller for the Bay of Plenty CDEM Group. Marcus is currently the Maintenance and Compliance Lead at the Rotorua Museum. He has been a project manager and senior change leader for over ten years in a variety of public and private organisations.

Further, Geoff Williams has also nominated Bruce Horne for appointment as an Alternate Local Controller for the Bay of Plenty CDEM Group. Bruce comes to Rotorua Lakes Council following many years of experience with NZ Police and with excellent links with both the community and with other emergency services. Bruce's last position was as Area Commander Rotorua for NZ Police.

### **2.2 Kawerau District Council**

Russell George, Chief Executive of Kawerau District Council, has advised that Andrew Morrison has resigned effective 10 July 2017. Andrew will not be continuing his role as Local Controller for the Bay of Plenty CDEM Group. Kawerau District Council seeks to rescind the authority for Andrew to act as a Local Controller.

### **2.3 Ōpōtiki District Council**

Aileen Lawrie, Chief Executive of Ōpōtiki District Council, has nominated Chris Hopman for appointment as a Local Controller for the Bay of Plenty CDEM Group. Chris has been considered for this role because he meets all the person specifications outlined in the Bay of Plenty CDEM Policy for the Appointment and Development of Controllers and has experience in a range of Civil Defence roles at a number of Councils.

### **3 Amendments to Local Recovery Manager Arrangements**

#### **3.1 Whakatāne District Council**

Marty Grenfell, Chief Executive of Whakatāne District Council, has nominated Barbara Dempsey for appointment as a Local Recovery Manager for Whakatāne District Council. Barbara is well known and comes to the role after a number of years as Local Controller for Ōpōtiki District Council and is currently leading the Community Task Group in Recovery for the recent Whakatāne District flooding event.

#### **3.2 Western Bay of Plenty District Council**

Gary Allis, Deputy Chief Executive, Western Bay of Plenty District Council has advised that Peter Clark has retired from his position effective 30 June 2017. Peter will not be continuing his role as Local Recovery Manager for the District. Western Bay of Plenty District Council seeks to rescind the authority for Peter to act as Local Recovery Manager.

### **4 Budget Implications**

#### **4.1 Current Budget Implications**

There are no budget implications as a result of this paper.

#### **4.2 Future Budget Implications**

There are no future budget implications as a result of this paper.

Craig Morris  
**Manager, Recovery and Projects**

**for Director, Emergency Management Bay of Plenty**

**11 September 2017**



# **APPENDIX 1**

## **Schedule 1 of the Policy for the appointment and development of Recovery Managers - 2017-09-18**





## Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers

The following are Recovery Managers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002 as amended by the CDEM Amendment Act 2016, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 18 September 2017.

Signature:	Mayor Greg Brownless Chair, Bay of Plenty CDEM Joint Committee
	Dated: 18 September 2017

<b>Group Recovery Manager</b> Section 29 of the CDEM Act 2002	<b>Craig Morris</b>	<b>Alternate Group Recovery Managers</b>	<ul style="list-style-type: none"> <li>• Garry Maloney</li> <li>• Stephen Mellor</li> </ul>
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<b>Western Bay of Plenty District Council Local Recovery Manager</b> Section 30 of the CDEM Act 2002		<b>Alternate Local Recovery Manager</b>	<ul style="list-style-type: none"> <li>• Blaise Williams</li> </ul>
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<b>Rotorua Local Recovery Manager</b> Section 30 of the CDEM Act 2002	<b>Andy Bell</b>	<b>Alternate Local Recovery Managers</b>	<ul style="list-style-type: none"> <li>• Paula Meredith</li> </ul>
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<b>Tauranga Local Recovery Manager</b> Section 30 of the CDEM Act 2002	<b>Philip King</b>	<b>Alternate Local Recovery Managers</b>	<ul style="list-style-type: none"> <li>• Emlyn Hatch</li> </ul>
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<b>Whakatāne Local Recovery Manager</b> Section 30 of the CDEM Act 2002	<b>Barbara Dempsey</b>	<b>Alternate Local Recovery Managers</b>	<ul style="list-style-type: none"> <li>• Julie Gardyne</li> <li>• Jeff Farrell</li> </ul>
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<b>Ōpōtiki Local Recovery Manager</b> Section 30 of the CDEM Act 2002	<b>Chris Hopman</b>	<b>Alternate Local Recovery Managers</b>	none appointed
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<b>Kawerau Local Recovery Manager</b> Section 30 of the CDEM Act 2002	<b>Glenn Sutton</b>	<b>Alternate Local Recovery Managers</b>	none appointed
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## **APPENDIX 2**

### **Schedule 1 to Policy for the appointment and development of controllers 18 September 2017**



## Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers

The following are controllers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 18 September 2017.

Signature:	Mayor Greg Brownless Chair, CDEM Joint Committee  18 September 2017
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Group Controller Section 26 of the CDEM Act 2002	<i>Director, Emergency Management Bay of Plenty</i> Clinton Naude	Alternate Group Controllers	1. Eddie Grogan
			2. Chris Ingle
			3. Craig Morris
			4. Jono Meldrum
			5. Matthew Harrex
			6. Angela Reade
			7. Ken Tarboton
			8. Warwick Murray

Rotorua Local Controller Section 27 of the CDEM Act 2002	Stavros Michael	Alternate Local Controllers	1. J-P Gaston
			2. Marcus Goldsbury
			3. Bruce Horne

Western Zone (Tauranga / Western Bay) Local Controller Section 27 of the CDEM Act 2002	Eric Newman	Alternate Local Controllers	1. Gary Allis
			2. Philip Martelli
			3. Paul Davidson
			4. Peter Watson

Whakatāne Local Controller Section 27 of the CDEM Act 2002	Barbara Dempsey	Alternate Local Controllers	
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Ōpōtiki Local Controller Section 27 of the CDEM Act 2002	Chris Hopman	Alternate Local Controllers	1. Aileen Lawrie
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Kawerau Local Controller Section 27 of the CDEM Act 2002	Chris Jensen	Alternate Local Controllers	1. Dayle Johnston 2. Lee Barton
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**NOTE:** all appointed Local Controllers and Alternate Local Controllers are authorized to act as Local Controllers in any district within the Bay of Plenty Civil Defence Emergency Management Group boundaries.

