



**SOUTHLAND CIVIL DEFENCE
EMERGENCY MANAGEMENT GROUP**

Emergency Meeting of the:

Southland Civil Defence Emergency Management Group

Te Manatu Arai Mate Ohore o te Tonga

Friday, 3 May 2024 at 9.00 am

Council Chambers, Regional House, 220 North Road, Invercargill

24/SCDEMG/18

Committee Members

Mayor Nobby Clark, Invercargill City Council
Cr Neville Cook, Environment Southland (Chair)
Mayor Rob Scott, Southland District Council
Mayor Ben Bell, Gore District Council
or their alternates

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Lucy Hicks
Interim Group Controller, Administering Authority

Abbreviations used in this report:

CDEMG	Civil Defence Emergency Management Group
SCDEMG	Southland Civil Defence Emergency Management Group Civil
CDEMA	Defence Emergency Management Act
CEG	Co-ordinating Executive Group
AA	Administering Authority Emergency
EMO	Management Office Emergency
EOC	Operating Centre
MCDEM	Ministry of Civil Defence & Emergency Management Chief
CEO	Executive Officer
SOPs	Standard Operating Procedures Emergency
EMS	Management Southland
EMIS	Emergency Management Information System

RECOMMENDATIONS IN SOUTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP (SCDEMG)
REPORTS ARE NOT TO BE CONSTRUED AS SCDEMG POLICY UNTIL ADOPTED BY THE SCDEMG

Minutes of the Southland Civil Defence Emergency Management Group

Held at Environment Southland, 220 North Road Invercargill
Friday 15 December 2023 at 10 am

Present:

Cr Neville Cook (Environment Southland, Chair)
Mayor Nobby Clark (Invercargill City Council)
Ms Trudi Hurst (Invercargill City Council)
Mayor Rob Scott (Southland District Council)
Cr Christine Menzies (Southland District Council)
Chairman Horrell (Environment Southland)
Mr Cameron McIntosh (Southland District Council)
Mrs Wilma Falconer (Environment Southland)
Rochelle Faimalo (National Emergency Management Agency)
Cr Keith Hovell (Gore District Council)
Mr Simon Mapp (Emergency Management Southland)
Miss Shanin Bridger (Meeting Secretary)

1 Welcome I Haere mai

The chairperson welcomed everyone to the Southland Civil Defence Emergency Management Group meeting on Friday 15 December 2023.

2 Apologies

Apologies received from Mr Steve Parry, Michael Day, Mayor Bell and Mrs Evelyn Cook.

Moved by Mayor Scott and seconded by Mayor Clark, **and resolved:**

That the Southland Civil Defence Emergency Management Group accept the apologies.

Carried

3 Declarations of interest

There were no declarations of interest.

4 Public forum, petitions and deputations I He huiuga tuku korero

There were no public forum, petitions or deputations presented at the meeting.

5 Confirmation of minutes

Moved by Mayor Scott and seconded by Mayor Clark **and resolved:**

That the Southland Civil Defence Emergency Management Group confirms the minutes of the meeting held on 29 September 2023 as a true and correct record of that meeting.

Carried

7 Notification of extraordinary and urgent business | He panui autaiā hei totoia pakihi

There were no extraordinary items or urgent business tabled for inclusion in the agenda.

8 Questions | Patai

There were no questions asked by the membership.

9 Chairman's report

There was no report tabled by the Chairman.

10 Reports

9.1 Co-ordinated Executive Group report

Mr Mapp was in attendance and spoke to this item, where the purpose was to highlight the information on the Co-ordinated Executive Group meeting.

It was noted the financials from the Co-ordinated Executive Group were not available for this meeting. Mr Mapp advised that he would share this information before Christmas with the group.

Moved Cr Cook and seconded Mayor Scott **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the Co-ordinated Executive Group report.

Carried

9.2 Group plan review

Mr Mapp and Mr Jim Tetlow (via Zoom) were in attendance and spoke to this report, where the purpose was to discuss the group plan for review.

Mr Mapp advised that it was discussed at the Co-ordinating Executive Group meeting the difficulty with the timeframe of the plan implementation, with the change in government and the long-term planning process. It was decided the timeframe would be extended to implement the plan until October 2024.

[Mr McIntosh left the meeting from 10.15am and returned at 10.26am]

Moved Mayor Scott and seconded Mayor Clark **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report "Group plan review".

2 Provide feedback for the group plan review.

Carried

9.3 Emergency Management Southland business plan

Mr Mapp was in attendance and spoke to this report, where the purpose was to present and discuss the business plan for the fiscal years 2023-2024 for Emergency Management Southland, highlighting the updated metrics and critical focus areas.

It was noted that financials were still not available at this meeting to form part of the business plan. The group would like an opportunity to review the financials as soon as possible, and suggested the

possibility of coming together prior to the next meeting, if needed, as a result of questions or concerns with the data.

Moved Cr Cook and seconded Mayor Clark **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “Emergency Management Southland Business Plan”.

Carried

9.4 Training report

Miss Tracey Fraser was in attendance and spoke to this report, where the purpose was to highlight the results of the emergency management training plan programme for the Southland Civil Defence Emergency Management Group.

Mayor Scott asked for confirmation about having sufficient cover this Christmas break which was confirmed by Mr Mapp.

Mrs Falconer suggested we have a hardcopy list of contacts should there be issues with technology in the event of a declaration being made.

Moved Mayor Scott and seconded Mayor Clark **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “Training report”.

Carried

9.5 Stakeholder engagement

Mr Craig Sinclair and Ms Alice Lake-Hammond (AF8) were in attendance and spoke to this report, where the purpose was to provide an update on stakeholder engagement by Emergency Management Southland and provide a demonstration of the AF8 curriculum pilot in Ashburton College.

Ms Lake-Hammond provided a short presentation to the group.

[Ms Hurst left the room at 11.08am and returned at 11.15am]

Moved and seconded **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “Stakeholder engagement”.

Carried

9.6 Health and safety

Mr Mapp was in attendance and spoke to this report, where the purpose was to provide an update on any health and safety matters, reports, and near misses since the last meeting.

Moved Mayor Scott and seconded Mr Hovell **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “Health and safety”.

Carried

9.7 National Emergency Management Agency report

Ms Rochelle Faimalo was in attendance and spoke to this report, where the purpose was to provide the group with a national update on emergency management.

Ms Faimalo advised there was a new National Controller, Mrs Wendy Wright. She also advised of the current review of how NEMA responded to the north island severe weather events. This is currently with the chief executive of NEMA and will then be shared nationally. The group was also provided an update on the NEMA annual readiness training camp that recently took place.

Moved Mayor Scott and seconded Mayor Clark **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “National Emergency Management Agency report”.

Carried

9.8 Elected members guide

Mr Mapp was in attendance for this item, where the purpose was to present the updated copy of the Emergency Southland Elected Members Guide to the group.

Moved Mayor Scott and seconded Mr Hovell **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “Elected members guide”.

Carried

9.9 2024 meeting dates

Mr Mapp was in attendance and spoke to this report, where the purpose was to confirm dates for next year’s group meetings.

First meeting – Friday 19 April 2024 at 9 am

Second meeting – Friday 18 October 2024 at 9 am

Both are to be held in the Environment Southland Council Chamber.

It was determined the group would meet prior to the April meeting to discuss the results of the September event. The group felt waiting until April to review this information was too far away. Mr Mapp will add a meeting into calendars for February before Christmas.

Moved Mr Hovell and seconded Mayor Scott **and resolved:**

That the Southland Civil Defence Emergency Management Group

1 Receive the report “2024 meeting dates”.

Carried

11 Extraordinary/urgent business | Panui autaiā hei totoia pakihi

There was no extraordinary/urgent business.

There being no further business, the Chairman closed the meeting at 7 11.3am.

9.1 EMS Manager recruitment process



Objective ID: A1080245

Report by: Amy Kubrycht, General Manager People & Customer, Environment Southland

Purpose

To share with the Group the CEG-endorsed process to recruit a Manager for Emergency Management Southland.

Summary

The EMS Manager resigned in March 2024. This paper addresses the proposed recruitment process to find a replacement.

Recommendation

It is recommended that the Southland Civil Defence Emergency Management Group (SCDEMG) resolve to:

- 1 discuss and provide any further feedback on the proposed recruitment process;
- 2 acknowledge the CEG-endorsed recommendation on the recruitment panel members.

Background

The former Emergency Management Southland (EMS) Manager/Group Controller resigned in March 2024. Lucy Hicks, General Manager Environment Southland and Alternate Controller has been Acting Manager since that resignation. This is an interim arrangement and it is important that the recruitment process get underway to find a permanent replacement.

The Joint Services Agreement, 2019 and the current EMS Group Plan outlines the various responsibilities for recruitment which are shared by the respective councils and entities providing oversight and governance to EMS. The Operational Sub-committee (OSC) manages the job description of the EMS Manager/Group Controller and works with the Chair of the Coordinating Executive Group (CEG) to develop and coordinate the recruitment process. The CEG undertakes the recruitment process and makes a recommendation to the Southland Civil Defence Emergency Management Group who confirms the appointment. The employing entity is Environment Southland, as per the terms of the Joint Services Agreement 2019.

Whilst Environment Southland is the employing entity for this role, there exists a 'triangular employment relationship' between the four councils. A triangular employment arrangement is a situation where there is an employer but other organisations are controlling third parties and can direct the work of the employee. As an example, the EMS Manager/Group Controller reports to the Chair of the Coordinating Executive Group (CEG) in respect of the performance of EMS. The current Chair is the Chief Executive of Southland District Council.

The role of EMS is to discharge the Southland Councils' collective responsibilities to undertake civil defence functions under both the Civil Defence Emergency Management Act 2002 and the Local Government Act 2002. Therefore, all parties have an interest in the performance of the EMS function. It is also critical to the success of the role and the EMS function that there are strong relationships with, and sponsorship for, the EMS Manager/Group Controller, by the four councils and the respective oversight bodies. As such, it is critical that the councils are engaged in, and informed about, the recruitment process.

Coordinating Executive Group discussions

On the 19 April 2024, the Coordinating Executive Group (CEG) agreed the proposed job description and the proposed recruitment process below. The Group are asked to provide any further feedback on the process and endorse it.

The following recruitment process is proposed:

1. Following the CEG approval of the revised job description, the job evaluation to determine remuneration is being undertaken (Environment Southland)
2. Place the advertisement and broader recruitment strategy (Environment Southland)
3. Summarise responses and develop the information pack for the panel to review (Environment Southland)
4. Review applicants and shortlists for interviews (Panel)
5. Interviews arranged (Environment Southland)
6. Interview questions produced to ensure fairness (Environment Southland with OSC and CEG Chair input)
7. Interviews conducted (Panel)
8. Preferred candidate(s) selected for psychometric testing (arranged through Environment Southland)
9. Results reviewed and preferred candidate(s) shortlisted (Panel)
10. Second phase of selection, meet-and-greet with key stakeholders (CEOs, iwi and emergency services representatives) for preferred candidate(s)
11. Decision-making recommendation meeting (Panel)
12. Reference and integrity checks for preferred candidate (Environment Southland with OSC and CEG Chair input)
13. Recommendation of proposed appointment to be endorsed (SCDEMG)
14. Job offer made (Environment Southland)
15. Unsuccessful candidates notified once preferred candidate has accepted (Environment Southland)

Recruitment panel

CEG discussed considerations in relation to establish a recruitment panel to assess candidates including broader input, membership and the size of the panel.

Given the importance of the relationship and the purpose of EMS in relation to Southland’s local authorities, CEG agreed the recommendation that the recruitment panel be comprised of the four council Chief Executives and be chaired by the Chair of CEG.

CEG also recommended that given the broader role that EMS plays in working with iwi and key local and national stakeholders, that the second phase of selection at point 10 be implemented.

Implications/risks

EMS delivers the statutory function of the four Southland councils to provide civil defence. It is important that function is appropriately resourced and has good leadership in order to be able to fulfil this function. Furthermore, it is critical that EMS has the sponsorship and support of the participating councils in order to be able to function effectively.

Fit with strategic framework

OUTCOME	CONTRIBUTES	DETRACTS	NOT APPLICABLE
Managed access to quality natural resources			X
Diverse opportunities to make a living	X		
Communities empowered and resilient	X		
Communities expressing their diversity			X

Considerations

Legal implications

Section 64(1) of the Civil Defence Emergency Management Act (CDEMA) 2002 states that a local authority must plan and provide for civil defence emergency management within its district.

The Joint Civil Defence Services Agreement dated 1 July 2019, sets out the agreed governance structure around EMS by the four councils.

9.2 Extension to the role of Interim Emergency Management Southland Manager/Group Controller for Emergency Management Southland



Objective ID: A1078265

Report by: Lucy Hicks, General Manager Policy and Government Reform, Environment Southland

Purpose

This report proposed the extension of the interim appointment of Group Controller to Lucy Hicks (General Manager, Policy & Government Reform, Environment Southland and is a named Alternate Controller for EMS) for an additional month.

Summary

The recruitment process for the permanent role of Emergency Management Southland Manager / Group Controller is getting underway and the interim role will need to be extended for an additional month.

Recommendation

It is recommended that the Southland Civil Defence Emergency Management Group resolve to:

- 1 receive the report “Extension to the role of Interim Emergency Management Southland Manager/Group Controller for Emergency Management Southland”
- 2 approve Lucy Hicks to remain in the Interim role for an additional month.

Background

Emergency Management Southland’s Group Plan provides that: Southland has a Group Controller and several alternates who are senior managers from each of the councils. The Controllers will also be appointed powers as Group Recovery Manager(s). Any necessary powers will be delegated to that person.

Ms Hicks was in this Interim role since 13 March 2024 and it is due to go until the end of Friday 12 April 2024. Good progress has been made on a number of matters, including:

- Moving the Blue Cliffs State of Emergency into Recovery - Transition period to 17 March and due to expire at 7am on Sunday 14 April. Recovery Manager started Thursday 4 April 2024;
- NEMA and other Group Managers have talked to about a possible interim manager secondment – this was included in CEG papers on 19 April 2024;
- surge support for alternate Group Controllers is being advanced and agreed in principle – a formal paper on this matter needs to come back to the Group for their approval;
- recruitment commenced of the Principal Advisor role.

The Group previously decided (insert date) to appoint Ms Hicks in this interim role. Given the staff departures and the transition to recovery phase for Blue Cliffs there is need to extend this interim arrangement for one month to enable recruitment of the Manager role and other EMS staff to get underway.

It is noted that the recommendation of this report is that Ms Hicks appoint a Local Recovery Manager as soon as appropriate, given the current state of emergency situation.

Implications/risks

This report is provided to minimize the risks to the shared service that is Emergency Management Southland, Councils and the community at large, by ensuring appropriate appointments are in place to address the current state of emergency, and to ensure that recruitment to the substantive vacancy occurs in a timely manner.

9.3 Cyclone Gabrielle Review



Objective ID: A1080247

Report by: Amy Kubrycht, General Manager People & Customer, Environment Southland

Summary

To share recent civil defence related review documents - the Cyclone Gabrielle review report with CEG members in order to inform future discussions of its implications and the inclusion of any learnings in future group plan considerations.

Recommendation

It is recommended that the Southland Civil Defence Emergency Management Group (SCEMGE) resolve to:

- 1 Receive the report titled "Cyclone Gabrielle Review".

Background

An independent review, led by former police commissioner Mike Bush, into the Hawke's Bay Civil Defence Emergency Management Group's response to the event was released at the end of March 2024. The review looked at how well-prepared officials were for the cyclone, as well as the immediate response to the disaster. <https://www.hbemergency.govt.nz/assets/Uploads/HBCDEM-Response-to-Cyclone-Gabrielle-Final-Report.pdf>

The purpose of this Independent Review is to assess the operational performance of the Hawke's Bay Civil Defence Emergency Management Group's immediate response to Cyclone Gabrielle, with a particular emphasis on the systems and processes, and roles and responsibilities of Group members and partners.

This Review was focused on the lessons and opportunities that can be drawn from a really targeted period of time, including the days immediately leading into the event and the immediate emergency response stage, prior to the region's move toward recovery. The Review looked at how much the implementation of pre-existing arrangements contributed to an effective management of the response for mana whenua and the Hawke's Bay communities.

This Review intended to be future focused, with outcomes used to identify learnings, improve resilience, and ensure improvements in emergency management capability and capacity to support better emergency management outcomes for communities.

There are other reviews that have been released recently that might also be of interest to CEG members including the Whakaari / White Island <https://www.mbie.govt.nz/dmsdocument/17565-whakaari-white-island-worksafe-report>

Next Steps

These and other learnings will be considered as the Group undertakes its future work planning.