



I hereby give notice that an ordinary meeting of the Civil Defence and Emergency Management Group Committee will be held on:

Date: Tuesday, 21 June 2016
Time: 10.30am
Meeting Room: Room 1
Venue: Level 26
135 Albert Street, Auckland

Civil Defence and Emergency Management Group Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	Cr Sharon Stewart, QSM
Deputy Chairperson	Cr Bill Cashmore
Members	Cr Alf Filipaina Cr Denise Krum Cr Calum Penrose Member David Taipari Cr Sir John Walker, KNZM, CBE Member Karen Wilson
Ex-officio	Cr George Wood, CNZM Mayor Len Brown, JP Deputy Mayor Penny Hulse
Ex-officio (without voting rights)	All other councillors

(Quorum 3 members)

Elaine Stephenson
Democracy Advisor

15 June 2016

Contact Telephone: (09) 890 8117
Email: elaine.stephenson@aucklandcouncil.govt.nz
Website: www.aucklandcouncil.govt.nz

TERMS OF REFERENCE

The Civil Defence Emergency Management Group Committee will be responsible for:

- Being Auckland's strategic forum for civil defence and emergency management planning and policy;
- Establishing an emergency management structure for the Auckland region;
- Develop, approve, implement and monitor the Auckland Civil Defence Emergency Management Group Plan;
- Performing the statutory functions of a civil defence emergency management group;
- Representing Auckland in the development of national emergency management policy;
- Developing policy for, and monitoring, the Auckland Council's civil defence, emergency management and natural hazards functions; and
- Engaging with Local Boards on civil defence and emergency management issues.

The Civil Defence Emergency Management Group Committee will exercise the statutory powers outlined in the Civil Defence Emergency Management Act 2002 and the Auckland Civil Defence Emergency Management Group Plan.

The Civil Defence Emergency Management Group Committee is authorised to approve use of the established emergency funding facility provided for emergency management.

Relevant legislation includes but is not limited to:

Civil Defence Emergency Management Act 2002; and
Hazardous Substances and New Organisms Act 1996.

Exclusion of the public – who needs to leave the meeting

Members of the public

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

Those who are not members of the public

General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see list below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

Members of the meeting

- The members of the meeting remain (all Governing Body members if the meeting is a Governing Body meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders require that a councillor who has a pecuniary conflict of interest leave the room.
- All councillors have the right to attend any meeting of a committee and councillors who are not members of a committee may remain, subject to any limitations in standing orders.

Independent Māori Statutory Board

- Members of the Independent Māori Statutory Board who are appointed members of the committee remain.
- Independent Māori Statutory Board members and staff remain if this is necessary in order for them to perform their role.

Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Other staff who need to because of their role may remain.

Local Board members

- Local Board members who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular Local Board area.

Council Controlled Organisations

- Representatives of a Council Controlled Organisation can remain only if required to for discussion of a matter relevant to the Council Controlled Organisation.

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1 Apologies

An apology from Cr CM Penrose has been received.

2 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 Confirmation of Minutes

That the Civil Defence and Emergency Management Group Committee:

- a) confirm the ordinary minutes of its meeting, held on Friday, 20 May 2016, as a true and correct record.

4 Petitions

At the close of the agenda no requests to present petitions had been received.

5 Public Input

Standing Order 7.7 provides for Public Input. Applications to speak must be made to the Democracy Advisor, in writing, no later than **one (1) clear working day** prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of **thirty (30) minutes** is allocated to the period for public input with **five (5) minutes** speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

6 Local Board Input

Standing Order 6.2 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to **five (5) minutes** during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give **one (1) day's** notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 6.1 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.

7 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

8 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

Approval of draft Civil Defence and Emergency Management Group Plan 2016-2021 for review by Ministry of Civil Defence and Emergency Management

File No.: CP2016/11963

Purpose

1. To delegate authority to the chair and deputy chair of the Auckland Civil Defence and Emergency Management Group committee for any amendments to the draft Civil Defence and Emergency Management Group Plan 2016 – 2021 arising from the technical review by the Ministry of Civil Defence & Emergency Management.
2. To approve the draft Civil Defence and Emergency Management Group Plan 2016-2021 following the integration of recommendations from public submissions and local board and advisory panel feedback through the statutory submission and hearings process by the Auckland Civil Defence and Emergency Management Group committee.

Executive summary

3. The Ministry of Civil Defence & Emergency Management (MCDEM) completes a technical review of all civil defence group plans. This review will provide recommendations to the Civil Defence and Emergency Management Committee (the committee) to ensure Auckland's Civil Defence and Emergency Management Group Plan 2016-2021 (draft group plan) is consistent with national civil defence and emergency management strategy, director's guidelines, codes or technical standards.
4. As the technical review from MCDEM had not been received at the time of writing this report, approval is sought to delegate decision making on acceptance or rejection of any amendments to the chair and deputy chair of the committee.
5. This report provides an opportunity for the committee to approve the changes from the recommendations from the public submissions and local board and advisory panel feedback.

Recommendations

That the Civil Defence and Emergency Management Group Committee:

- a) delegate authority to the chair and deputy chair to accept, accept in part, or reject amendments resulting from the Ministry of Civil Defence & Emergency Management technical review of the draft Auckland Civil Defence and Emergency Management Group Plan 2016-2021.
- b) approve, subject to resolution a) above, the draft Civil Defence and Emergency Management Group Plan 2016-2021, for ministerial review.

Comments

6. A technical review of the draft group plan by MCDEM staff is required under the MCDEM Directors Guidelines for Civil Defence and Emergency Management Group (CDEM) Group Planning [DGL 09/15]. A technical review ensures that any CDEM group plan is consistent with national CDEM strategy, director's guidelines, codes or technical standards.
7. At the time of writing this report, MCDEM had not yet provided its technical review to council. For this reason, this report requests the committee delegate authority to the chair and deputy chair approval to accept, accept in part, or reject amendments to the draft group plan resulting from the MCDEM technical review.

8. Subject to this decision on the technical review, the chair and deputy chair will approve the final draft group plan to be sent to the Minister of Civil Defence for further review. The minister then has 20 working days to provide council with feedback, and recommendations on the draft group plan.
9. Recommendations from the minister will be reviewed by staff prior to consideration by the committee when adopting the final group plan. Adoption of the final group plan will be at the committee's August 2016 meeting.

Consideration

Local board views and implications

10. Local boards have provided feedback to the draft Group Plan. Local board feedback was considered by the committee at the hearing in May 2016.

Māori impact statement

11. It is anticipated that the implementation of the CDEM Māori Responsiveness Plan (once in effect) will strengthen the capability of Māori through engagement and planning to support communities to build a resilient Auckland.

Implementation

12. The final draft group plan is scheduled to be adopted by the committee at its 23 August 2016 meeting, subject to the outcomes of the ministerial review. Any further delay in receiving technical advice from the ministry, or from the Minister, may impact on this schedule. If this is the case, the current group plan remains operable.

Attachments

No.	Title	Page
A	Draft Auckland Civil Defence and Emergency Management Group Plan 2016-2021 (<i>Under Separate Cover</i>)	

Signatories

Authors	Kiri Maxwell – Senior Advisor
Authorisers	John Dragicevich – Director Civil Defence and Emergency Management