

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

**Date:** Wednesday, 4 July 2018  
**Time:** 9:00am  
**Meeting Room:** Room 1, Level 26  
**Venue:** 135 Albert Street  
Auckland

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## **Komiti Ārai Tūmatanui me Te Toko Raru Ohorere / Civil Defence and Emergency Management Group Committee**

### **OPEN AGENDA**

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#### **MEMBERSHIP**

**Chairperson** Cr Sharon Stewart, QSM  
**Deputy Chairperson** Cr John Watson  
**Members** Cr Josephine Bartley  
Cr Ross Clow  
Cr Fa'anana Efeso Collins  
Cr Sir John Walker, KNZM, CBE

**IMSB Members** Hon Tau Henare  
Dennis Kirkwood

**Ex-officio** Mayor Hon Phil Goff, CNZM, JP  
Deputy Mayor Bill Cashmore

(Quorum 3 members)

**Suad Allie**  
**Governance Advisor**

**29 June 2018**

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## Terms of Reference

### Responsibilities and powers

The Civil Defence Emergency Management Group Committee is a statutory committee required under S12(1) of the Civil Defence and Emergency Management Act 2002 (CDEM Act) and is 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
- developing, approving, implementing and monitoring the Auckland Civil Defence Emergency Management Group Plan
- developing, approving, implementing and monitoring other relevant strategies and policies relevant to the powers and functions of the Civil Defence and Emergency Management Group as identified in the CDEM Act
- performing the statutory functions of a civil defence emergency management group
- representing Auckland in the development of national emergency management policy including approving relevant policy and legislative submissions to external bodies
- engaging with Local Boards and local board portfolio holders 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

At the close of the agenda no apologies had 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 Petitions

There is no petitions section.

## 4 Public Input

There is no public input section.

## 5 Local Board Input

There is no local board input section.

## 6 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.”

## 7 Notices of Motion

There were no notices of motion.



## Appointment of Group Controllers under Section 26 of the Civil Defence Emergency Management Act 2002

File No.: CP2018/11796

Item 8

### Te take mō te pūrongo / Purpose of the report

1. To appoint Andrew Clark, General Manager of Commercial and Finance, as an Auckland Civil Defence and Emergency Management Group Controller.

### Whakarāpopototanga matua / Executive summary

2. Under Section 26 of the Civil Defence Emergency Management Act 2002, each Civil Defence and Emergency Management Group must appoint “at least one suitably qualified and experienced person or persons” to undertake the duties of the Group Controller.
3. It is recommended that Andrew Clark, General Manager Commercial and Finance, be appointed as an Auckland CDEM Group Controller.

### Ngā tūtohunga / Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) appoint Andrew Clark, General Manager of Commercial and Finance, as an Auckland Civil Defence and Emergency Management Group Controller; and
- b) note that an updated list of Group Controllers, Group Recovery Managers, and Group Welfare Managers will be brought to the 29 August 2018 meeting of the Auckland Civil Defence and Emergency Management Group Committee for consideration.

### Horopaki / Context

4. Under Section 26 of the Civil Defence Emergency Management Act 2002, each Group must appoint, either by name or by reference to the holder of an office, “at least one suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller”.
5. Under Section 22 of the Local Government Act 2002, Councillor Sharon Stewart, as Chair of the Auckland Civil Defence and Emergency Management Group Committee, has called for an extraordinary meeting of the committee to formally appoint an additional Group Controller.
6. The recording of the Committee’s decision in the minutes of this meeting will formalise any appointment under the Civil Defence Emergency Management Act 2002 and fulfill the requirements of that Act.

### Tātaritanga me ngā tohutohu / Analysis and advice

7. Andrew Clark, General Manager of Commercial and Finance, has been identified as a suitable and qualified candidate for Group Controller.
8. In 2017, Mr Clark successfully completed the joint Auckland Emergency Management and University of Auckland Controller’s Programme. Andrew is well-versed in emergency management matters and until recently held the role of alternate director of Auckland Council’s Crisis Management Team.

9. It is recommended that Andrew is appointed as a Group Controller as per Section 26 of the Civil Defence Emergency Management Act 2002.
10. If this recommendation is accepted and Mr Clark is appointed as a Group Controller, this appointment will be noted in the Auckland Civil Defence and Emergency Group Plan. This is a requirement of the Ministry of Civil Defence and Emergency Management's *Director's Guideline for Civil Defence and Emergency Management Group and Local Controllers*<sup>1</sup>.
11. Since the adoption of the Auckland Civil Defence and Emergency Management Group Plan in August 2016 (CIV/2016/23) there has been a number of personnel changes within the Auckland Emergency Management team. In addition, a number of senior leaders within council have successfully completed the year-long Auckland Emergency Management and University of Auckland controller's training programme.
12. These changes mean that Appendix One of the Group Plan, which lists Auckland's Group Controllers, Recovery Managers and Welfare Managers, needs to be updated and approved by the Auckland Civil Defence and Emergency Management Group Committee.
13. A revised and updated Appendix One will be brought to the committee for its consideration at the meeting on 29 August 2018.

### Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

14. Group Controllers are responsible for performing and exercising a number of functions, duties and powers. Civil defence emergencies do generally have local impacts. Though no specific local views have been considered in the drafting of this report the recommendation to appoint an additional Group Controller has no specific local impact.

### Tauākī whakaaweawe Māori / Māori impact statement

15. Any new Group Controller will uphold the principles of Auckland Emergency Management's Māori Responsiveness Strategy and will exercise the powers, duties and functions of the Group Controller in consultation with mana whenua and iwi where appropriate.

### Ngā ritenga ā-pūtea / Financial implications

16. There are no financial implications arising from this report. Any resources required by Auckland's Group Controllers can be met from within existing budgets.

### Ngā raru tūpono / Risks

17. The Auckland Civil Defence and Emergency Management Group is required to appoint suitably qualified and experience personnel to perform the functions and duties and exercise the powers of the Group Controller. It is important, therefore, that an adequate number of Group Controllers are appointed to fulfil these requirements.

### Ngā koringa ā-muri / Next steps

18. Upon the Committee's appointment of Mr Clark as a Group Controller, Auckland Emergency Management will continue formal onboarding processes to enable the appropriate exercising of duties and functions.
19. Staff will prepare an updated list of Group Controllers, Recovery Managers and Welfare Managers for consideration at the 29 August 2018 Auckland Civil Defence and Emergency Management Group Committee.

<sup>1</sup> MCDEM, Director's Guideline for CDEM Group and Local Controllers, 2014

## Ngā tāpirihanga / Attachments

There are no attachments for this report.

## Ngā kaihaina / Signatories

Author	Craig Glover - Head of Strategy and Planning
Authoriser	Sarah Sinclair – Acting Director Auckland Emergency Management