

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

Date: Thursday, 12 March 2020
Time: 9.30am
Meeting Room: Boardroom, Ground Floor
Venue: Auckland Town Hall
301-305 Queen Street
Auckland

Kōmiti Ārai Tūmatanui me Te Toko Raru Ohorere/ Civil Defence and Emergency Management Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	Cr Sharon Stewart, QSM
Deputy Chairperson	Cr Wayne Walker
Members	Cr Fa'anana Efeso Collins IMSB Member Terrence Hohneck Cr Tracy Mulholland Cr John Watson IMSB Member Glenn Wilcox
Ex-officio	Mayor Hon Phil Goff, CNZM, JP Deputy Mayor Cr Bill Cashmore

(Quorum 3 members)

Fatima Fonua
Kaitohutohu Mana Whakahaere /
Governance Advisor

10 March 2020

Contact Telephone: 09 890 2906
Email: fatima.fonua@aucklandcouncil.govt.nz
Website: www.aucklandcouncil.govt.nz

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.

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies	7
2	Declaration of Interest	7
3	Petitions	7
4	Public Input	7
5	Local Board Input	7
6	Extraordinary Business	7
7	Appointment of Group Controller	9
8	Consideration of Extraordinary Items	

1 Apologies

An apology from Cr E Collins 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 Petitions

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

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.”

Appointment of Group Controller

File No.: CP2020/03337

Item 7

Te take mō te pūrongo Purpose of the report

1. To expedite the appointment of Kate Crawford, General Manager, Auckland Emergency Management as an Auckland Civil Defence Emergency Management Group controller.

Whakarāpopototanga matua Executive summary

2. Kate Crawford is a suitably qualified and experienced person to be appointed to Auckland Civil Defence Emergency Management Group Controller. Kate recently took up the position of General Manager, Auckland Emergency Management. Kate is an emergency management professional and accredited as a National Controller for New Zealand with over 25 years of experience, including senior management roles here and in Australia. Kate led significant responses as National Health Controller and National Response Manager in her time with the Ministry of Health.
3. Her appointment will enable her to lead Auckland Emergency Management's participation in the response to COVID-19 while enabling the Group's rostered controllers to lead the response to an emergency should one arise at the same time.

Ngā tūtohunga Recommendation/s

That the Civil Defence and Emergency Management Committee:

- a) appoint Kate Crawford, General Manager, Auckland Emergency Management to the role of Group Controller of the Auckland Civil Defence Emergency Management Group under section 26 of the Civil Defence Emergency Management Act 2002.

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. The recording of the committee's decision in the minutes of the meeting formalise the appointment under the Civil Defence Emergency Management Act 2002 and fulfil the requirements of that Act.

Tātaritanga me ngā tohutohu Analysis and advice

6. Kate Crawford commenced in her role as the General Manager of Auckland Emergency Management on 28 January 2020.

7. Kate is an emergency management professional of more than 25 years and has held senior leadership roles in both Australia and New Zealand. She is an accredited CDEM National Controller for New Zealand and comes to Auckland Emergency Management after eight years at the Ministry of Health. During her time at the Ministry of Health Kate was instrumental in the development of pandemic readiness and lead the review and re-development of the New Zealand Pandemic Action Plan. Kate has led many responses during her career in the roles of National Health Controller and National Response Manager, most notably: Havelock North Outbreak, Ebola Readiness Response, Kaikoura Earthquake, Compass Te Ora Cyber Attacks, Measles Outbreaks (domestic and Pacific responses), Christchurch Mosque Attacks and Whaakari White Island Eruption.
8. Kate is suitably qualified and experienced to perform the functions and duties and exercise the powers of the group controller.
9. Her appointment as a Group Controller will enable her to lead Auckland Emergency Management's participation in the response to Covid-19 while enabling the Group's rostered controllers to lead the response to an emergency that arises at the same time.

Tauākī whakaaweawe āhuarangi Climate impact statement

10. The appointment of controller under the Civil Defence Emergency Management Act 2002 is not a decision that impacts on greenhouse gas emissions or approaches to reduce emissions.
11. Guidance from the Ministry for the Environment advises that climate change will likely generate higher temperatures, rising sea levels, more frequent extreme weather events and a change in rainfall patterns before the end of the century¹.
12. The occurrence of extreme weather events, for example can require Auckland Emergency Management being activated to coordinate an emergency management response under the direction of a controller. Maintaining a cadre of suitably qualified controllers is an essential part of Auckland's preparedness for emergencies.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera Council group impacts and views

13. The position of controller is a statutory role under the Civil Defence Emergency Management Act 2002. There are no impacts for the Council group arising from the appointment of individuals to perform the role of Controller.

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

14. The position of controller is a statutory role under the Civil Defence Emergency Management Act 2002. There are no local impacts arising from the appointment of individuals to perform the role of controller.

Tauākī whakaaweawe Māori Māori impact statement

15. The position of controller is a statutory role under the Civil Defence Emergency Management Act 2002. As General Manager of Auckland Emergency Management and a Group controller Kate is committed to Auckland Council's Treaty Responsiveness Framework.

¹ <https://www.mfe.govt.nz/climate-change/likely-impacts-of-climate-change/likely-climate-change-impacts-nz>
Accessed 9 March 2020.

16. With her experience as an emergency management professional, Kate's appointment as an Auckland Civil Defence Emergency Management Group controller will be of benefit to Auckland's mana whenua and Māori communities.

Ngā ritenga ā-pūtea **Financial implications**

17. There are no financial implications arising from this report.

Ngā raru tūpono me ngā whakamaurutanga **Risks and mitigations**

18. The Auckland Civil Defence and Emergency Management Group is required to appoint suitably qualified and experienced personnel to perform the functions and duties and exercise the powers of the Group Controller. This appointment ensures there is a cohort of Group Controllers to fulfil these requirements.

Ngā koringa ā-muri **Next steps**

19. If this recommendation is accepted, this appointment will be noted in the electronic version of the Auckland Civil Defence and Emergency Management Group Plan maintained in Auckland Emergency Management's web site.

Ngā tāpirihanga **Attachments**

There are no attachments for this report.

Ngā kaihaina **Signatories**

Author	Wayne Brown - Principal Recovery Advisor
Authoriser	Kate Crawford - General Manager Auckland Emergency Manager