

Minutes of the Southland Civil Defence Emergency Management Group (*Te Manatu Arai Mate Ohore o te Tonga*) Meeting, held in the Council Chambers, Environment Southland, cnr Price Street and North Road, Invercargill, on Thursday, 18 November 2021 at 9.00 am



Present:	Cr NMG Cook	(Environment Southland) (<i>Chair</i>)
	Mayor G Tong	(Southland District Council)
	Mayor T Hicks	(Gore District Council)
	Cr N Clark	(Invercargill City Council)

In Attendance:	Mr S Mapp	(EMS Manager)
	Ms A Curd	(EMS Team Leader – Resilience)
	Ms A Rogers	(EMS Administration Assistant)
	Mrs N Baxter	(Personal Assistant - <i>Minutes</i>)

1 Welcome (*Haere mai*)

The Chair welcomed everyone to the 18 November 2021 meeting.

2 Apologies (*Nga Pa Pouri*)

Apologies were received on behalf of Clare Hadley (Chief Executive ICC), Cameron McIntosh (Chief Executive SDC), Rob Phillips (Chief Executive Environment Southland), Mayor T Shadbolt (ICC) and Steve Parry (Chief Executive Gore DC).

Resolved:

Moved Mayor Tong, seconded Cr Clark, that apologies for absence be noted on behalf of Clare Hadley, Cameron McIntosh, Rob Phillips, Mayor Shadbolt and Steve Parry.

Carried

3 Declarations of Interest

There were no declarations of interest made at this time.

4 Public Forum, Petitions and Deputations (*He Huinga tuku korero*)

There were no public forums, petitions or deputations presented at this time.

5 Confirmation of Minutes (*Whakau korero*) – 06 May 2021

The minutes of the meeting held on 6 May 2021 were circulated with the agenda. Arising out of the minutes, it was agreed that Mr Mapp will circulate the evaluation of the AF8 programme to the SCDEMG members.

Resolved:

Moved Mayor Hicks, seconded Cr Clark, that the minutes of the Southland Civil Defence Emergency Management Group meeting held on 06 May 2021 be taken as read and confirmed as a true and correct record.

Carried

6 Notification of Extraordinary and Urgent Business (*He Panui Autaia hei Totoia Pakihi*)

6.1 Supplementary Reports

There were no supplementary reports tabled for inclusion in the agenda.

6.2 Other

There was no other business tabled for inclusion in the agenda.

7 Questions (*Patai*)

There were no questions raised.

8 Chairman's Report (*Te Purongo a Tumuaiki*)

The Chair did not have a report to present to this meeting.

9 Report – 21/SCDEMG/98

⇒ Item 1 – Co-ordinating Executive Group (CEG) Chair Report

This item outlined matters discussed at the Southland Co-ordinating Executive Group meetings held on 29 June 2021 and 27 October 2021.

Mr Mapp said that COVID-19 had been a common topic at most meetings, including CEG. EMS had stepped back, and it was now a health-led response.

In June they received an update on the AF8 project and an update from NEMA. At the October CEG meeting EMS introduced new team members and provided an annual report on the AF8 programme.

The response and deployment of EMS staff to Westport was also discussed at the October CEG meeting.

Resolved:

Moved Mayor Tong, seconded Mayor Hicks, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 2 – Regional Leadership Group

Regional Leadership Groups were established to assist the Department of the Prime Minister and Cabinet (DPMC) with the response to COVID-19.

During the second COVID-19 response the Regional Leadership Group (RLG) was re-established with Mayor Hicks Chairing the meetings.

Mr Mapp advised that other Regional Leadership Groups had taken different roles to that of the Southland group, and were made up differently across the regions. CDEM managers were waiting on a paper from Cabinet which would provide more guidance for the RLG's going forward.

Mr Mapp noted that these groups in other areas were meeting weekly rather than monthly. He felt with the Auckland boarder being opened soon it would be wise to start meeting more regularly.

Mayor Hicks also raised the issue of people isolating at home alone, and the risks involved especially for vulnerable people. Group discussion arose about this issue and possible ways to ease the risks. The Chair noted that this was something that the RLG will need to prepare for when COVID-19 arrives in the Southland community.

Cr Clark noted that there was another "Super Saturday" planned to try and bring up vaccination rates in South Invercargill next Saturday - an area that was lagging behind.

Cr Clark also raised the issue of staff vaccinations and Council policies around vaccinations. It was felt that a collective agreement with other Councils was the way forward in this area.

The Chair praised Mayor Hicks and Mayor Tong for displaying active regional leadership in the rural communities in regards to COVID-19.

Mr Mapp said that the RLG could call meetings as and when needed. A meeting with SDHB would be useful in preparing for COVID-19 arriving in the community and peopling being prepared to isolate at home.

Further discussion arose about vulnerable people in Southland and how best to prepare them for COVID in the community. Mr Mapp informed the group that a 'Get Ready for COVID' programme was also being started, to ready homes for SIQ - the promotion will be forwarded by NEMA.

Resolved:

Moved by the Chair, seconded Mayor Tong, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 3 – Community Engagement Work Plan

This item reported that EMS was continuing its focus on engagement with the community in emergencies and had developed a work plan for inclusion of Southland communities, developing strategic partnerships, refreshing the website platform and increasing EMS connections to the Invercargill communities.

Mr Mapp raised the issue of the Website not having an SSL Certificate from the 15 November 2021. Unfortunately, the website provider had not run updates and the website was now out of date. Mr Mapp said that EMS was fast tracking this work to try and have the new website up and running by the end of the year.

Ms Curd explained that the Community Engagement had been light this year due to the COVID-19 resurgence, and given this EMS had focused on Welfare. EMS had new staff members to be brought up to speed, but Ms Curd said they had a plan going forward to go into the community and update community response plans in the new year. The community radios had been sent out to the different areas around Southland and training would commence with these shortly.

The Food Security Network worked well during the first COVID-19 lockdown when it was run by EMS. During the second resurgence lockdown SDHB and MSD took the lead in running the response since it was more of a health response. They were more focused on health and funding to supply food rather than access to food, which did cause some issues. Processes were being reviewed around food access for people that were self-isolating and how this can be better co-ordinated.

Resolved:

Moved Mayor Tong, seconded Mayor Hicks, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 4 – Increasing Capabilities

There had been two Co-ordinated Incident Management System (CIMS) training sessions completed this financial year with COVID-19 restrictions in place.

Invitations had been sent out for the upcoming Flood Plan Meeting on 9 December 2021. This session would focus on the longer term impact of a flood, rather than just the outcomes of a flood, and invitations had been extended to a wider audience around the region, including education and roading contractors.

EMS was currently focusing on Southland business continuity planning. EMS had been working closely with Trudy at ICC to try and get a business continuity plan in place. Response to emergencies was provided collectively from the region's Councils, and it was important to have the right people involved, and get them into the ECC when an emergency happens. It was noted during the 2020 floods and lockdown that Councils needed the same people that the ECC needed, so a workable plan was required for staff during these times without affecting Council BAU.

Resolved:

Moved by the Cr Cook, seconded Mayor Hicks, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 5 – Reports and Plans

Mr Mapp noted that attached in the Agenda was the EMS Annual Report and the AF8 Annual Report.

EMS were in the process of updating the Southland Flood Plan with assistance from NEMA. NEMA was currently updating the Trifecta Programme which involved changes to the national plan. With this in mind, EMS was updating only the parts of the Flood Plan that will not be affected by the Trifecta Programme; the remaining parts of the Flood Plan will be completed after the NEMA National Plan is released.

Mr Mapp praised Mr Sinclair, Ms Curd and Mr McKay for the work done at the start of the year in the Annual Report. They met the Key Performance Indicators during this time which were on page 22-23 of the agenda.

The Statement of Financial Performance for the Year Ending 30 June 2021 was compared beside the previous year, and showed a significant difference to the 2020 year-end budget. Mr Mapp informed the group that this was due to having had the February 2020 Flood and COVID-19 Lockdown emergencies. Mr Mapp noted that the Ministry of Civil Defence provided funding of \$190,365.00 in 2020 compared with this year of only \$121,500.00.

Mr Mapp then spoke to the AF8 Year 5 report that was also attached to the agenda. The project remained successful with further interest building.

The Preparedness Survey which is completed every year had dropped from the previous year. The Chair enquired why there was a drop from the previous year. Mr Mapp replied that the survey is not that robust to show exactly why there was a drop, part of it was likely due to the National State of Emergency and the February 2020 floods being in people's minds last year, and less so this year.

Mayor Tong praised the EMS team on the amount of work that had been completed to get Southland people prepared.

Resolved:

Moved Mayor Tong, seconded Mayor Hicks, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 6 – Westport Deployment

On 15 July 2021 advice was received that Westport was going to be flooded and assistance would be required. EMS offered staff resources to NEMA so that deployment could be arranged.

Mr Mapp said that everyone except Craig Sinclair went to Westport at some stage of the response. Ms Curd and Ms Wood were the first people to attend the response and Ms Curd noted the lack of support the West Coast had during this time from Councils and Civil Defence. The lack of support and networks setup was a good learning for the EMS team.

Resolved:

Moved Cr Cook, seconded Cr Clark, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 7 – Community Radio Project

Mr Mapp reported that the radios had been deployed into the communities and training was due to commence. They were supplied in a shock proof/waterproof case. Magnetic aerials were also supplied with the radios. These radios can also operate off a 12v car battery if need be. There were some issues with repeaters in Te Anau and Milford, but the other areas in Southland had strong clear signals during testing. These radios were paid for jointly by the Southland Councils.

Resolved:

Moved Cr Clark, seconded Mayor Hicks, that the Southland Civil Defence Emergency Management Group note the report.

Carried

⇒ Item 8 – Next Meeting

As there was no necessity for a meeting to be scheduled immediately, it was agreed to circulate a Doodle poll to settle on a date in approximately six months time.

Resolved:

Moved Mayor Hicks, seconded Cr Clark that the next meeting of the Southland Civil Defence Emergency Management Group is held in May 2022 and the exact date will be decided after consideration is given to representative availability.

Carried

10 Extraordinary and Urgent Business

There was no extraordinary or urgent business considered by the meeting.

11 Public Excluded Business

Resolved:

Moved Mayor Tong, seconded Cr Clark that in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest/s protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), the public be excluded from the following parts of the proceedings of this meeting, namely:

➤ **Confirmation of Minutes – 06 May 2021**

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds for excluding the public, as specified by Section 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

<i>General Subject Matter</i>	<i>Reason for Passing the Resolution</i>	<i>Grounds under S. 48(1)</i>
➤ Confirmation of Minutes – 06 May 2021	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations.)	S.7(2)(a)

Carried

Termination

There being no further business, the meeting closed at 10.32 am.