

Independent Appointment – Hawke’s Bay CDEM Joint Committee

Description of Requirements

Scope

The Hawke’s Bay Civil Defence Emergency Management (CDEM) Group¹ Joint Committee is responsible for and has oversight outcomes of the Hawke’s Bay CDEM Group and its CDEM capability in accordance with the CDEM Act 2002.

Following the Independent Review into Hawke’s Bay Civil Defence Emergency Management Group’s response to Cyclone Gabrielle on 25 March 2024², the Committee have resolved to appoint an Independent Member to the Committee.

The Committee are committed to lifting the performance of the Group, and through effective change management seek to ensure a step change its performance, supported by future focussed best practice knowledge and perspectives, as they govern the Group into the future.

The Independent appointment to the Committee is a pivotal one, that seeks to achieve the following outcomes:

- Independent knowledge and experience of the emergency management system in New Zealand in the governance of the Committee.
- A future focussed best practice governance view of Emergency Management in New Zealand.
- Drive independent public accountability and enhanced performance of the Hawke’s Bay CDEM Group.
- Seeks to restore community confidence in regional and local emergency management for the Hawke’s Bay region.

Key Governance Responsibilities

The Appointment will be bound by the [Committee’s Terms of Reference](#) and while unable by legislation to be a full voting Committee Member, shall be expected to fully participate, debate and engage like a full member of the Committee.

They will also contribute to the Committee by bringing the following specific skills, experience and knowledge as a member of the Committee:

Knowledge and Experience

Bringing proven best practice emergency management/civil defence knowledge and experience to the governance table, to enable Committee members to draw on and test assumptions, technical matters and outcomes of the Group.

¹ The Hawke’s Bay CDEM Group is formed under Section 12 of the CDEM Act 2002, and its functions are outlined in Section 17 of the CDEM Act 2002. Hawke’s Bay Civil Defence Emergency Management Group covers all areas of Hawke’s Bay. The local authorities in the Hawke’s Bay region are Napier City Council, Wairoa District Council, Hastings District Council, Central Hawke’s Bay District Council and Hawke’s Bay Regional Council.

² Bush International Consulting Limited, Hawke’s Bay Civil Defence and Emergency Management Group Response to Cyclone Gabrielle, March 2024.

Future focussed best practice

Provide best practice knowledge and perspectives on a future focussed emergency management sector to challenge, guide and enable successful long-term decisions for the future of Emergency Management in Te Matau a Maui/Hawke's Bay. Have a practice of ongoing learning and development on best practice matters.

Change management and accountability

Contribute to the governance of the overall change management and performance accountability of the Group, to see an enhanced step-change in performance, visibility of outcomes and to give confidence to the Committee and wider community of progress.

Engagement and understanding

Research and maintain an understanding of the local, regional and national issues, challenges and opportunities for the Group. Establish and maintain effective relationships with Committee members and other key partners.

Other attributes:

The other key attributes are sought in the Independent Member appointment:

Qualifications

A tertiary qualification or equivalent in emergency management or related discipline OR an equivalent body of knowledge and experience.

Knowledge/Experience

Proven experience in:

- Emergency management practice or a related field (10 year minimum);
- Knowledge of the machinery of Local and Central Government;
- Influencing, persuading and negotiating for successful outcomes;
- The development of strategic frameworks and advice;
- Working in complex, high pressure environments;
- Proven knowledge of the CDEM Act 2002, the National CDEM Plan, Guide, supporting plans and Local Government Act;
- Strong experience in building and maintaining effective relationships;
- Understanding of hazard risk management;
- Significant experience in meeting stakeholder/customer requirements at a high level.

Personal Attributes

- Strong public speaking skills;
- Effective collaboration and relationship management skills;
- Sound understanding of Project Governance ;
- Ability to manoeuvre through complex political situations;
- Ability to operate effectively in a high stress environment and effectively deliver high quality decisions under pressure;
- Analytical and problem solving skills;
- Excellent written and verbal communication skills;
- The discretion and tact to handle confidential and private information;
- High level of judgement with the ability to make effective decisions in complex situations.

Qualifications, skills and experience:

- Qualifications or equivalent experience in a relevant CDEM discipline
- At least 10 years of proven best practice emergency management/civil defence experience
- Sound understanding of tikanga Māori and of Te Tiriti o Waitangi and its principles, ideally in a Te Matau a Maui context
- Future focussed knowledge and understanding of the emergency management sector
- Demonstrated governance experience , ideally in a change management and performance accountability environment
- An understanding of the system of local government in relation to emergency management is advantageous

Appointment Context

- The Civil Defence Emergency Management Act 2002 sets out the membership, roles and responsibilities of the Group and the Joint Committee. In accordance with the Act, this role will be Advisory only in nature, and will not hold voting powers.
- The Joint Committee formally meet four times a year however also meets to discuss work programmes and events. During emergency events, the Group Controller briefs the Committee and Mana whenua partners the frequency of which is dictated by the severity and impact of the event.
- Joint Committee meetings are held in Napier in person and are live streamed through Facebook. Agendas are publicly available on the Council website and are subject to LGOIMA.
- Travel and reasonable other expenses of the role will be reimbursed. Meeting fees will be confirmed between the parties.