

Subject: **Civil Defence Emergency Management Key Changes**

Prepared by: Nedine Thatcher Swann (Chief Executive)

Meeting Date: 25 October 2018

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## Report to COUNCIL for decision

### SUMMARY

The purpose of this report is to inform Council of two resignations and recommend alternate group controllers and group recovery managers as part of good succession planning.

The Group Controller, Peter Higgs, has resigned and has moved out of the District to Waikato. He has been in this position for around 5 years.

John Clarke has also signalled his intention to resign as Alternate Group Controller and Group Recovery Manager and has agreed to stay in this role until 31 January 2019 or earlier if agreed.

Both Peter Higgs and John Clarke's contribution to emergency response management is greatly acknowledged and both will be missed from Civil Defence Emergency Management (CDEM). As noted, Mr Clarke has agreed to stay in his role until 31 January 2019 and assume position of Group Controller. The generous offer to gradually transition out of CDEM by Mr Clarke will allow time for handover and for the Coordinating Executive Group (CEG) to agree on a suitable and appropriately trained Group Controller.

In the meantime, I have been looking at ways to ensure that Council as the CDEM Group having responsibility for local aspects of CDEM delivery is as effective as it can be to deliver on such an important function.

Part of this requires sufficient resourcing, continuity and succession planning for CDEM functions. On this basis I am strongly recommending the appointment of the following key Council staff into the Alternate Group Controllers and Group Recovery Manager positions:

- **For Alternate Group Controllers:** David Wilson (Director Community Lifelines) and Helen Harris (Journey Manager – Tairāwhiti Roads).
- **For Group Recovery Managers:** Keita Kohere (Director Transformation and Relationships) and Donna Shaw (Organisational Development Leader – Internal Partnerships).

It is my intention that critical CDEM positions (and in discussion with the Directors involved) will be embedded as a core requirement of their Council office roles.

The current CDEM positions and personnel are attached for your information:

## **RECOMMENDATIONS**

That the Council:

1. **Notes the contents of this report.**
2. **Thanks Peter Higgs for his service as Group Controller to Tairāwhiti Civil Defence Emergency Management Group.**
3. **Notes John Clarke will assume position of Group Controller until 31 January 2019.**
4. **Approves David Wilson and Helen Harris as Alternate Group Controllers.**
5. **Approves Keita Kohere and Donna Shaw as Group Recovery Managers.**



Nedine Thatcher Swann  
**Chair Coordinating Executive Group**