

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Mystery Creek Event Centre "hosting room" 125 Mystery Creek Road, Hamilton 3240 at 1.00 pm on Monday 18 November 2013

MEMBERS PRESENT: **Waikato Regional Council**
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman (in attendance)
Hauraki District Council Representative
Mayor JP Tregidga
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Mayor M Baxter
South Waikato District Council Representative
Cr T Lee
Taupo District Council Representative
Cr A Park
Thames Coromandel District Council Representative
Cr P French
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
J Bannon (in attendance)
Waitomo District Council Representative
Mayor M Hanna

IN ATTENDANCE: **Ministry of Civil Defence and Emergency Management**
J Titmus

STAFF **CEG Chair**
L Cavers

Waikato Regional Council
Manager GEMO (L Hazelwood), Team Leader GEMO (G Ryan),
Committee Administrator (D Atkinson)

APOLOGIES

Accepted

CD13/69 **Election of CDEM Group Joint Committee Chair and Deputy Chair**
03 04 18, (Agenda Item 1)

CEG Chair (L Cavers) took the Chair and called for nominations for the position of chair for the 2013 2016 term

Mayor Tregidga moved/ Cr Lee seconded

CD 13/69 **THAT** Councillor H Vercoe be appointed Chair of the Waikato CDEM Group Joint Committee for the 2013-2016 Term.

The motion was put and carried (CD13/69)

In assuming the chair, Councillor Vercoe expressed appreciation to the committee for their confidence in him and then called for nominations for the position of Deputy Chair

Chair moved/ Cr Tregidga

CD13/69.1 **THAT** Councillor P French be appointed Deputy Chair of the Waikato CDEM Group Joint Committee for the 2013-2016 term subject to the Thames-Coromandel District Council changing his appointment from alternate to member.

The motion was put and carried (CD13/69.1)

CD13/70 **Minutes of Previous Meeting (2 September 2013)**
File: 03 04 18 (Agenda Item 4) Docs#

Mayor Tregidga moved/Cr French seconded.

CD13/70 **THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 2 September 2013 be received and approved as a true and correct record.**

The motion was put and carried (CD13/70)

Committee induction

File: 03 04 18 (Agenda Item)

The Chair welcomed all members to the meeting, noting a more than 50% turnover from the 2010-2013 term. Each member introduced themselves and advised any Civil Defence interests and related experience. Following a similar self introduction by staff present, CEG Chair (L Cavers) then delivered a power point induction presentation that included the following aspects:

- An outline of matters contained in the Civil Defence Act 2002 and the obligations and responsibilities of local authorities relating to those matters.
- The activities of the Waikato CDEM Group during the past term and the efforts that have been undertaken (or are in process) to raise the

Group to a position of being one of the best performing in New Zealand. It was noted that in 2009 MCDEM had conducted a capability assessment of the Waikato CDEM Group. This had resulted in a lowly capability rating of 44.7% and 76 recommendations to improve a poorly performing situation. To date 47 recommendations have been addressed, 17 are in progress and 7 are planned but not commenced. The remaining 5 are yet to be scoped. MCDEM has acknowledged a remarkable turnaround and a further capability assessment is now planned for mid 2014.

- An outline of how the activities of the Waikato CDEM Group are funded and how this funding is met by ratepayers within the region.

Mayor Tregidga moved/ Cr French seconded

CD13/70 **THAT the induction presentation from CEG Chair (L Cavers) be received for information.**

The motion was put and carried (CD13/70)

CD13/71 **Group Emergency Management Office (GEMO) Report**

File: 03 04 18 (Agenda Item 6)

The purpose of this item presented by Team Leader GEMO (G Ryan) was to provide an update of work being undertaken by the GEMO. During the presentation, questions and answers the Committee noted:

- The report is a business as usual item that will appear on all regular meeting agendas.
- The MOU with the emergency services to further investigate the construction of a multi-agency all hazards centre is a unique opportunity that has occurred through current Police and Fire Service leases expiring at the same time.

Mayor Tregidga moved/ Cr French seconded

CD13/71 **THAT the report “GEMO Report” (Doc #2892868, dated 8 November 2013) be received for information.**

The motion was put and carried (CD13/71)

CD13/72 **Summarised CEG Minutes**

File: 03 04 18 (Agenda Item 7)

This item was presented by GEG Chair (L Cavers).

Mayor Hanna moved/Cr Park seconded

CD/72 **THAT the report “Summarised CEG minutes” (Doc #2892084 dated 8 November 2013) be received for information.**

The motion was put and carried (CD13/72)

CD13/72

MCDEM Report

File: 03 04 18 (Agenda Item 8)

The report was presented by J Titmus (MCDEM). The Committee noted the following matters:

- Implementing the corrective action plan derived from the review of the response to the Christchurch earthquake still dominates the MCDEM work programme.
- Brendan Morris consulting has been engaged by MCDEM to review and develop a standard for sirens, specifically with a view on tsunami warnings. A report is expected by December 2013.
- The proposed scope of the review of the legislation for recovery from an emergency has now been agreed by the Minister of Civil Defence.

Mayor Baxter moved/ Mayor Hanna seconded

CD13/72

THAT the report MCDEM update (Doc 2892455 dated 18 October 2013) be received for information.

The motion was put and carried (CD13/72)

Meeting adjourned at 2.58 pm

During the adjournment the Chair and members went to a different part of the building for the “Expandable GECC MOU signing” referred to in Item 14 of the agenda.

Meeting resumed at 3.22 pm

Mayor Hanna, Mayor Baxter and Cr French out of meeting at 3.22pm

CD13/73

Proposed 2014/2015 GEMO work programme

File: 03 04 18 (Agenda Item 9)

The purpose of this item presented by GEMO Manager (L Hazlewood) was to seek Committee approval of the 2014/2015 GEMO work programme and budget.

Mayor Tregidga moved/ Cr Park seconded

CD13/73

THAT

1. **The report “Proposed 2014/2015 GEMO work programme” (Doc #2892517 dated 8 November 2013) be received (and)**
2. **The proposed 2014/2015 GEMO work programme and budget be approved and adopted.**

The motion was put and carried (CD13/73)

CD13/74 **Group Recovery Manager**
File: 03 04 18 (Agenda Item 10)

The purpose of this item presented by CEG Chair (L Cavers) was to recommend the appointment of Greg Ryan to the position of Waikato CDEM Group Recovery Manager. The recommendation for the appointment had been brought about by the resignation of the Brendan Morris from the position. Bringing the position in house as proposed would enable work flows to be handled in conjunction with other structure changes.

Chair moved/Cr Park seconded

CD13/74

THAT

1. **The report “Appointment of Group Recovery Manager” (Doc #2892929 dated 8 November 2013) be received (and)**
2. **The appointment of Greg Ryan (GEMO Programme Manager) as Group Recovery Manager be approved.**

The motion was put and carried (CD13/74)

CD13/75 **2013 Ministerial CDEM Awards**
File: 03 04 18 (Agenda Item 11)

The purpose of this item presented by J Titmus (MCDEM) was to inform the Committee of the opportunity to make nominations for Ministerial Civil Defence Awards and the criteria applying for the awards. In addition J. Titmus also appraised the Committee of the ongoing opportunity to recommend appropriate individuals for long service awards.

The view was expressed that subject to meeting the awards criteria, the generous corporate citizenship displayed by Mystery Creek Events in providing at no cost an expandable GECC facility for the Waikato CDEM Group was worthy of nomination.

Cr J Church moved/ seconded Mayor Tregidga

CD13/75

THAT

1. **The information advice from MCDEM “Update on Ministerial CDEM Awards” (Doc #2894095 dated 8 November 2013) be received.**
2. **Subject to the GEMO, the Committee Chair and the CEG Chair being satisfied the criteria for a Ministerial CDEM Award is met by the corporate citizenship of Mystery Creek Events, a nomination be made for a Ministerial CDEM Award.**
3. **Committee members ascertain for consideration at a future meeting proposed nominees for long service awards.**

The motion was put and carried (CD13/75)

CD13/76 **2014 Meeting dates**
File: 03 04 18 (Agenda Item 12)

It was noted confirmation of meeting dates would be forwarded to Members subject to the Waikato Regional Council confirming its 2014 schedule of meeting dates on 12 December 2014.

Mayor Tregidga moved/ Cr Church seconded

CD13/76 **THAT the report “2014 Waikato CDEM Group meeting dates” (Doc #2894099 dated 8 November 2013) be received and the proposed 2014 meeting dates outlined therein approved as scheduled below**

- **Monday 3 March (1 pm)**
- **Monday 9 June (1 pm)**
- **Monday 1 September (1 pm)**
- **Monday 17 November (1 pm)**

The motion was put and carried (CD13/76)

Items for next meeting
File: 03 04 18 (Agenda Item)

No items were noted

Meeting closed at 3.47 pm