

## **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 Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00 pm on Monday 1 September 2014.

**MEMBERS PRESENT:** **Waikato Regional Council**  
Cr H Vercoe  
**Hamilton City Council Representative**  
Cr L Tooman  
**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**  
Cr J Bannon  
**Waitomo District Council Representative**  
Cr A Goddard

**IN ATTENDANCE:  
STAFF**

**CEG**  
Hauraki (L Cavers - Chair), Waitomo (J Deluca), South Waikato (S Robinson), Taupo (B Fox)

**Waikato Regional Council**  
Group Controller (L Hazelwood), Programme Manager GEMO (G Ryan), Executive Assistant (A Taylor), PIM (S Ward), Director Community and Services (N Williams)  
Part of meeting: GEMO (D Phyn); Regional Hazards (R Liefting)

**Recreation Solutions Ltd – External presenter**  
Ben Sheeran

**APOLOGIES**

**Ministry of Civil Defence and Emergency Management**  
S Vowles

Councillor Church moved/Councillor Vercoe seconded

CD14/14

**THAT the apologies of the Waikato Civil Defence and Emergency Management Group Joint Committee of 1 September 2014 be accepted.**

**The motion was put and carried (CD14/14)**

### **Confirmation of Agenda**

(Agenda Item 1)

An additional item “Waikato District Council Controllers” was added to the agenda.

Agenda Item 6 “CDEM Presentation on New Initiatives” was brought forward in the agenda (to Item 4) to allow the presenter to leave the meeting earlier.

The agenda was confirmed without a formal resolution being passed.

### **Disclosures of Interest**

(Agenda Item 2)

There were no disclosures of interest.

### **Minutes of Previous Meeting – 9 June 2014**

File: 03 04 18 (Agenda Item 3) Docs # 3076889

Councillor Hunter moved/Councillor Park seconded

CD14/15

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 9 June 2014 be received and approved as a true and correct record with the following amendment noted:**

Change to page 3 of the CDEM Group Joint Committee minutes of 9 June – The minutes refer to “Mayor Hunter” this should be replaced with “Councillor Hunter”.

**The motion was put and carried (CD14/15)**

### **CDEM Presentation on New Initiatives – King Tides Project**

File: 40 02 01 02 (Agenda Item 4) Doc # 3152023

B Sheeran (Recreation Solutions Ltd) and R Liefing (Waikato Regional Council) presented information on the Auckland King Tide Project and similar initiatives in the Waikato. During the presentation (Doc# 3152023) and subsequent discussion the Joint Committee noted that:

- The King Tides project is undertaken in conjunction with a variety of agencies. The project identifies areas where we can plan for the future as the commonly known king tides may become the normal tides of the future. There was discussion around the use of social media in the Waikato to monitor the effects of the king tides. B Sheeran advised that it would be possible to incorporate Waikato into the project and set up their FaceBook page to include a Waikato Community page should this eventuate. R Liefing confirmed that the Waikato could engage with this project and would also look to include flooding data.
- *R Liefing and B Sheeran left the meeting 1.50 pm.*

Councillor Tooman moved/Councillor Church seconded

CD14/16

**THAT the verbal report on the King Tides Project be received.**

**The motion was put and carried (CD14/16)**

### **2014 MCDEM Capability Assessment Report**

File: 33 10 01 (Agenda Item 5) Docs # 3142266

Presented by CDEM Group Manager/Controller (L Hazlewood) and GEMO Programme Manager (G Ryan). This report provided an overview of the findings of the 2014 MCDEM Capability Assessment Report for the Waikato CDEM Group. During the presentation (Doc # 3148696) and related questions, answers and discussion the Joint Committee noted that:

- Areas that will be focused on going forward include:
  - Readiness: Community Resilience; Community Resilience Monitoring; Volunteers
  - Reduction: Risk Reduction
  - Response: Resources and Logistics
  - Recovery: Local recovery planning
- There was discussion around the drop in score for the Community Participation. Expect to see this improve going forward with the push on the local recovery planning.
- As an outcome of the Capability assessment the WCDEMG Joint Committee are required to produce a corrective action plan. L Hazlewood advised that the six-year strategy, currently under development, will cover this requirement. The six-year strategy will be brought to the WCDEM Joint Committee for approval at the next meeting.
- Councillor Tregidga noted that congratulations are due to the Joint Committee, CEG and the wider CDEM Group for their efforts in achieving the score that they have. This congratulations were echoed by other members of the Committee.

Councillor Park moved/Councillor Lee seconded

CD14/17

**THAT the report “2014 MCDEM Capability Assessment Report” (Doc # 3142266 dated 22 August 2014) be received for information.**

**The motion was put and carried (CD14/17)**

### **Group Controller’s Report**

File: 33 10 01 (Agenda Item 5) Docs # 3142492

Presented by Group Controller (L Hazlewood) this item provided an overview of the Group Controller’s current and future priority work areas. The following matters were covered during the presentation:

#### **The year in review**

- Establishment of an alternate GECC location at Mystery Creek.
- CDEM Foundational training has been delivered to over 650 council staff and 50 external parties.
- Strong engagement with response partners (emergency services, WCG, WLUG etc).

#### **Challenges ahead**

- Building on the infrastructure
- Improving resilience of communities
- Ensuring the CDEM Group works collectively

### Current priorities

- Development of the six-year strategy to align the CDEM groups (local and regional) focus. This will also align with Council and MCDEM requirements.
- Integrated training framework will focus on the development of the Intermediate with this being rolled out to the sector by the end of this calendar year.
- Progressing the 'All Hazards Centre' initiative to work with Fire, Police, Ambulance in one location. It was noted that this is a very different model to what is being developed in Canterbury. Canterbury is building a 'justice precinct' which contains a multitude of agencies. The All-Hazards Centre is a multi-agency operations centre that will provide better operational collaboration combined with closer BAU coordination .
- Social media is now key to operations in a modern day GECC and we need to be in a position to both provide accurate and timely information to the public and gain information from the public. To facilitate this there will be a realignment of the current roles (within the current headcount) of the GEMO.

There was further discussion focused on the 'All Hazards Centre'. It was clarified that this centre would be used as a business as usual centre on a day to day basis. However, when the need arises the operational area of the facility will be available to the parties that need it. On a day to day basis it is envisaged that the Police and Fire would use this regularly. Both Police and Fire at a national level are very supportive of this approach.

Concern was raised around the relocation of community constables into a centralised point. L Hazlewood advised that the police have plans for keeping officers in the community to include the "shop front" approach of officers working out of key community facilities and greater use of mobile technology. There was concern raised regarding the location of the centre making it Hamilton centric. It was advised that the location would not change the GEMOs focus on the regional CDEM activities.

Councillor Vercoe advised that the Waikato Regional Council had debated this as part of the LTP workshop process and there was great support.

Councillor Vercoe noted that the employment model with the Waikato District Council CDEM Coordinator is working well and could, in future, be the way forward for other councils.

### Controllers for Waikato District Council

Waikato District Council have requested that the Western Waikato Controllers be endorsed to work in the Waikato District Council operational area.

Councillor Tooman moved/Councillor French seconded

CD14/18

### **THAT**

- 1. The report "Group Controller's Report" (Doc # 3142492 dated 22 August 2014) be received for information.**
- 2. The Controllers (Wayne Allan, Andrew Loe, Johan Cullis) for the Western Waikato operating area be approved to operate in the Waikato District Council operating area if required.**

**The motion was put and carried (CD14/18)**

**Group Emergency Management Office (GEMO) Report**

File: 33 10 01 (Agenda Item 7) Doc # 3142830

Presented by GEMO Programme Manager (G Ryan) this report provided an update on the work being undertaken by the Group Emergency Management Office (GEMO), including key projects. During the presentation and related questions the Joint Committee noted that:

- The overall results for the GEMO level of effort chart show that targeted time spent was accurate for the financial year.
- Councillor Vercoe explained to the Committee that carry-overs for the GEMO is very different to the normal Council system. Any carry-overs are set aside in a 'pool' for use on projects as required and is not available to other areas of the Council. There was concern raised regarding the ability to carry-over funds through financial years and the level to which this may go to. L Cavers confirmed that a lot of the CDEM work is project based and if an event occurs then the project work is put on hold, thus the funds to conduct this work is also affected. If funds were not able to be carried-over the GEMO would be required to request further funds from the Committee each year to cover the costs of the response. It was noted that any such fund should be kept in check at a reasonable level. Hazlewood noted that the reserve will be recorded in the budget report in November.
- Group Welfare Manager role. The Committee were advised of the appointment of I Young to the position of Group Welfare Manager. Irving has held the role of Lifelines Coordinator for the past 1.5 years, however his prior experience is in the Welfare sector working for MSD. I Young is known throughout the sector as a champion for welfare issues and has the full support of the current MSD Commissioner.

Councillor Goddard moved/Councillor Bannon seconded

CD14/19

**THAT the report "GEMO Report" (Doc # 3142830 dated 22 August 2014) be received for information.**

**The motion was put and carried (CD14/19)**

**Summarised Coordinating Executive Group (CEG) Minutes**

File: 33 10 01 (Agenda Item 8) Doc # 3141858, 3143247 and 3126204

CEG Chair (L Cavers) provided the Joint Committee with a summary of matters discussed at the CEG meeting held on 15 August 2014. The Joint Committee noted that:

- L Cavers acknowledged the work of the GEMO staff and the Waikato group members in general for their efforts towards the recent MCDEM capability assessment score.
- S Fowlds was recently acknowledged for his work with the WCDEMG. S Fowlds is no longer employed by WRC, however retains the role of Alternate Controller for the Group should the need arise.

**Warning Systems Strategy**

- L Cavers introduced D Phyn (Information Systems Coordinator) and advised the Committee that when documents are adopted through this

forum they are binding on all local authorities that were members of the group.

- D Phyn presented to the Committee the Warning systems strategy. He covered the areas that could be better implemented in supporting the use of warning systems.
- There was discussion regarding the need to include the investment of warning systems in upcoming LTP discussions. There was a general agreement that some Committee members would like to see more strength in the recommendations from the strategy. L Cavers noted that the CEG felt that if this was made mandatory it would be unacceptable to some councils. The key is to have communities understand the requirements of the strategy and the costs involved.
- The need to focus on a national strategy was raised. D Phyn advised that the document encourages Councils to implement systems while being as consistent with other regions as possible. However it is noted that there is a need to cater for the uniqueness of some local authorities. It was also noted that the 16 CDEM group managers are looking at working collaboratively on many systems and there are various system being investigated at present.
- In addition, it was suggested that the length of the Mission statement is reduced. D Phyn will take this advice on board and amend as requested.

Councillor Hunter moved/Councillor Church seconded

CD14/20

**THAT:**

1. **The report “Summarised CEG Minutes”** (Doc # 3141858 dated 22 August 2014) **be received for information; and**
2. **The proposed Waikato CDEM Group Warning System Strategy** (Doc # 3143247) **be adopted.**

**The motion was put and carried (CD14/20)**

### **Waikato CDEM Group 6 Year Strategic Plan**

File: 33 10 01 (Agenda Item 9) Doc # 3142845

Presented by Group Controller (L Hazlewood) this report provided an update regarding development of the Waikato CDEM Group 6 Year Strategic Plan (2014/2015 to 2019/2020). During the presentation (Doc# 3148696) and related questions, answers and discussion the Joint Committee noted that:

- Civil Defence Centres (formerly known as welfare centres) were discussed and it was noted that there are still many Warden Post, Welfare Centre signs currently in the community. L Hazlewood confirmed that these signs will be removed eventually and that this will be done in consultation with the community.
- Costs associated with the strategy are yet to be confirmed but will be presented to this Committee at the next meeting. It was also noted that some projects may be fully funded through the MCDEM resilience fund.
- There was discussion regarding the cost of the All Hazards Centre. The Committee was advised that the decisions around the location of the EOC ultimately belong with the WRC. Councillor Vercoe confirmed the current building occupied by the GEMO is not suitable.

Councillor Hunter moved/Mayor Tregidga seconded

CD14/21 **THAT the report “Waikato CDEM Group 6 Year Strategic Plan”** (Doc # 3142845 dated 22 August 2014) **be received for information.**

**The motion was put and carried (CD14/21)**

**MCDEM Report**

File: 33 10 01 (Agenda Item 10) Doc # 3142896

The MCDEM Work Programme Status Report for June 2014 was taken as read.

Councillor French moved/Councillor Church seconded

CD14/22 **THAT the report “MCDEM Work Programme Status Report – June 2014”** (Doc # 3142896) **be received for information.**

**The motion was put and carried (CD14/22)**

Meeting closed at 3.46 pm

Doc # 3145907