

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 pm on Monday 9 June 2014

MEMBERS PRESENT: **Waikato Regional Council**
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Hauraki District Council Representative
Cr M McLean
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Mayor M Baxter
Taupo District Council Representative
Cr A Park
Waikato District Council Representative
Cr J Church
Waitomo District Council Representative
Cr A Goddard

IN ATTENDANCE: **Ministry of Civil Defence and Emergency Management**
S Vowles

Cr S Husband (Alternate Waikato Regional Council)

STAFF **CEG Chair**
L Cavers

Waikato Regional Council
Group Controller (L Hazelwood), Programme Manager GEMO
(G Ryan), Committee Administrator (D Atkinson)

APOLOGIES Mayor JP Tregidga, (Hauraki District Council), Councillor T Lee
(South Waikato District Council), Cr P French and Mayor G Leach
(Thames Coromandel District Council),

Accepted

Confirmation of Agenda (Agenda Item 1)

No additions, deletions or alterations were made to the circulated agenda which was confirmed without a formal resolution being passed

FOR RECOMMENDATION TO WAIKATO CDEM GROUP

Disclosures of Interest

(Agenda item 2)

There were no disclosures of interest.

Minutes of Previous Meeting –

File: 03 04 18 (Agenda Item 3), (Docs #2968716)

Mayor M Baxter moved/Councillor Leo Tooman seconded.

CD14/6

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 3 March 2014 be received and approved as a true and correct record.

The motion was put and carried (CD14/6)

Group Controller's Report

File: 33 10 01 (Agenda Item 4)

Presented by Group Controller (L Hazlewood) the purpose of this item was to provide an overview of the Group Controllers priority work areas. The following matters were covered during the presentation.

Business Outreach

The Group Controller outlined the approach that was being undertaken to engage with business and emphasised that such engagement is critical to the development and sustainment of a coordinated, appropriately resourced and informed response. Business outreach intentions will be further expanded in the Corporate Engagement Strategy which will be developed early next financial year.

All Hazards Centre

This matter is firmly on the agenda due to the current Police and fire station leases in Hamilton coming to the end of their term. Government requirements are that whenever this situation occurs, the possibility of co-location or shared services arrangement must be considered in the first instance prior to any new lease arrangements being entered into. Obviously the development of an all hazards centre has significant benefits for both emergency response coordination and business as usual activities. The proposal under review will provide for significant cost sharing opportunities by reducing the need to meet the high level building standards needed on such facilities multiple times and also the required redundancy features such as generators and IT back-up, etc. A business case is currently under development and the details will be presented at the next meeting.

Integrated Training Framework

In response to questions the Group Controller advised in the medium term target training hours achieved would increase significantly. It was noted that most of the staff concerned were engaged in non Civil Defence Local Government occupations. In response to a question the Group Controller advised that the Group now has a competent well trained professional Civil Defence Staff. While there may be some gaps at the moment in our target capability as we start building general capacity, any event that occurred today would ultimately be coped with through the skills of our existing CDEM staff.

Councillor Goddard moved/Mayor Hunter seconded.

CD14/7 **THAT the Group Controllers Report (Doc #3065626 dated 29 May 2014) be received for Information.**

The motion was put and carried (CD14/7)

Group Emergency Management Office (GEMO) Report

File: 33 10 01 (Agenda Item 5)

The purpose of this item presented by GEMO Programme Manager (G Ryan) was to provide a consolidated update on work being undertaken by the GEMO.

During the presentation and related questions the Committee noted:

- Labour is tracking to budget.
- The direct cost budget is expected to be under spent at the end of the 2013/2014 financial year.
- Development of the role description for Group Welfare Manager has been commenced to ensure the recruitment process can commence as soon as final approval for the role is received as an Annual Plan outcome.

Councillor Tooman moved/Councillor Park seconded

CD14/8 **THAT the Group GEMO Report (Doc #3064935 dated 29 May 2014) be received for Information.**

The motion was put and carried (CD14/8)

Summarised Coordinating Executive Group (CEG) minutes

File: 03 04 18 (Agenda Item 6)

The purpose of this item presented by CEG Chair (L Cavers) was to provide the Joint Committee with a summary of matters discussed at the CEG meeting held 16 May 2014. It was noted the requested appointment of Local and Alternative Local Controllers in the Thames Valley Area involved the appointment of Roger Fisher (who is an appointed Local Controller in the South Waikato EOA) as a Local Controller in the Matamata Piako District. Email advice was tabled from Councillor Thomas Lee (CDEM Group Joint Committee member for South Waikato District Council) advising that the South Waikato District Council has a pool of Controllers and is happy to share Roger Fisher with Matamata Piako District Council.

In presenting the report the CEG Chair noted that the Local Recovery Plan Template appended to the Minutes is based on the Taupo District Council Local Recovery Plan, the development of which was undertaken by the Council in conjunction with Brendon Brendan Morris Consulting during 2013, as a pilot project within Waikato CDEM Group.

Councillor Church moved/Councillor McLean seconded

CD14/9

THAT

1. **The report “Summarised CEG minutes” (Doc #3065646 dated 29 May 2014) be received.**
2. **The Local Controller appointments for the Thames Valley EOA appointments as recommended in Section 4.1 of the report and detailed hereunder, be approved.**
3. **The proposed Local Recovery Plan Template for use by Waikato CDEM Group Local Authorities be adopted.**

The motion was put and carried (CD14/9)

District	Local Controller	Alternative Local Controller
Hauraki	Steve Fabish* Community Services Manager Hauraki DC	Roger Fisher Garry Towler
Matamata-Piako	Roger Fisher Special Projects Manager South Waikato DC	Garry Towler Steve Fabish
Thames-Coromandel	Garry Towler* Area Manager Whangamata, Tairua, Pauanui Thames-Coromandel DC	Steve Fabish Roger Fisher

*Subject to completion of required training – the Group Controller will act as Local Controller until training has been completed.

Group 6 Year Strategy 2014/2015 – 2019/2020

File: 03 04 18 (Agenda Item 7)

Presented by Group Controller (Lee Hazlewood) the purpose of this item was to provide the Joint Committee with an update regarding the development of the Waikato CDEM Group strategic direction (following initial engagement with CDEM coordinators emergency services and CEG sub-groups).

The Joint Committee noted that the Waikato CDEM Group Six Year Strategy was created to provide a framework from which to plan in advance, the work programme of both the GEMO and the local CDEM members of the Waikato CDEM Group.

The purpose or mission of the six year strategy is:

1. To promote and support the building and sustaining of resilience in the Waikato
2. Effective, efficient and expedient (3Es) response to major emergencies

The six year period encompasses:

- The coming financial year (2014/2015),
- The three years of the Waikato Regional Council long-term plan (2015/2016 – 2017/2018)
- The five year period of the next generation Waikato CDEM Group Plan (2015/2016 – 2019/2020).

Councillor Church moved/Mayor Baxter seconded

CD14/10

THAT

- 1. The report “Group 6 Year Strategy” (Doc #3067474 dated 29 May 2014) be received.**
- 2. The Joint Committee support the strategic intent of the Waikato CDEM Group 6 Year Strategy**

The motion was put and carried (CD14/10)

Ministry of CDEM Update

File: 03 04 18 (Agenda Item 8)

The MCDEM Work Programme Status Report – April 2014 was taken as read. In response to a question S Vowles (Waikato REMA) undertook to respond directly to Councillor J Church regarding a query relating to part 14 (CDEM Resilience Fund) of the report.

Councillor Church moved/Mayor Baxter seconded

CD14/11

THAT the report “MCDEM Work Programme Status Report – April 2014” (Doc #3067641) be received for information.

The motion was put and carried (CD14/11)

Process for release of the 2014 MCDEM Capability Assessment

File: 33 10 01 (Agenda Item 9)

This item was presented by CEG Chair (L Cavers). During the Presentation and related questions, answers and discussion the Joint Committee noted or discussed:

- The second capability assessment of the Waikato CDEM Group has been undertaken by MCDEM and will be publicly released (PM) on Friday 27 June 2014. Committee members will receive email advice of the capability assessment report in the morning of the release date.
- In the initial capability assessment conducted in 2009 the Waikato CDEM Group scored 44.7% and was the second lowest scoring Group nationally. For the current assessment Waikato CDEM Group is the national pilot and MCDEM has set a target score of 58%. The Group wants to do better.

Differences this time include:

- A simpler report with a few key recommendations
- A group score (self assessment with MCDEM moderations)
- A previous score to measure any changes
- A Local Authority score (self assessment with NO moderation)

The assessment tool provides:

- An assessment of organisational strengths, weaknesses and gaps
- An audit and accountability trail to stakeholders and government
- A strategic planning function
- A nationwide picture of implementation of requirements of the CDEM Act
- A nationwide picture of progress towards CDEM’s high-level goals and objectives

Councillor Tooman moved/ Councillor Hunter seconded

CD14/12

THAT the report “Process for the release of the 2014 MCDEM Capability Assessment Report” (Doc #3067641 dated 29 May 2014) be received for information.

The motion was put and carried (CD14/12)

Proposed Revision to National CDEM Plan

File: 33 10 01 (Agenda Item 10)

CEG Chair (L Cavers) presented this item.

Chair moved/ Councillor Tooman seconded

CD14/13

THAT

- 1. The report “Group Participation in National CDEM Plan Consultation” (dated 29 May 2014) be received (and)**
- 2. Authorisation be given to the GEMO (with subsequent critiquing by CEG) to make an appraisal (draft submission to the intended provisions) of the proposed revision of the National CDEM Plan.**
- 3. Should there be no political ramifications or other elements of potential interest to the Joint Committee members identified by the GEMO, the completed appraisal will be submitted to the Joint Committee Chair for final approval and ultimate submission to MCDEM.**

The motion was put and carried (CD14/13)

Items for next meeting

File: 03 04 18 (Agenda Item)

Items noted were:

- The Chair advised he has requested the Group Controller to include an appropriate guest speaker item on the agenda of future meetings

Meeting closed at 3.07pm