

---

**Waikato Civil Defence Emergency Management Joint Committee  
MINUTES**

---

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chambers, 401 Grey Street, Hamilton East on Monday 26 June 2017 at 1.01pm.

---

**Waikato Regional Council**  
**Hamilton City Council**  
**Matamata Piako District**  
**Otorohanga District Council**  
**Taupō District Council**  
**Thames Coromandel District Council**  
**Waipa District Council**  
**Waitomo District Council**

**Present:**

Cr Hugh Vercoe - Chair  
Cr Leo Tooman – Deputy Chair  
Cr Brian Hunter  
Mayor Max Baxter  
Cr Anna Park  
Cr Rex Simpson  
Cr Judy Bannon  
Mayor Brian Hanna

**CEG Chair**  
**Ministry of Civil Defence and  
Emergency Management**

**In Attendance:**

**Waikato Regional Council Staff**

Langley Covers – Chief Executive Hauraki District Council  
Suzanne Vowles – Regional Emergency Management  
Advisor  
Marama Edwards  
Neville Williams – Director – Community and Services  
Lee Hazlewood – Group Controller / Group Emergency  
Management Office  
Vanessa McDonald – Team Leader Strategy and Planning  
Julian Snowball – Team Leader Operations  
Danielle Kruger – Emergency Management Coordinator  
Strategic Planner and ICT  
Jenny Bouwer – Emergency Management Coordinator  
Administration  
Sarah McLeay – Democracy Advisor

**Apologies**

Cr Thomas Lee – South Waikato District Council  
Cr Phillip Buckthought – Hauraki District Council  
Cr Noel Smith – Waikato District Council

**Accepted**

**Confirmation of Agenda**

Agenda Item 2 Doc 10598181 and 8327758

Cr Brian Hunter moved/Mayor Max Baxter seconded

CD17/10

**RESOLVED**

- 1 THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 26 June 2017 (Doc 10598181) and the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758), both as circulated, be confirmed as the business for the meeting.**
- 2 THAT the order of the agenda be amended so that:**
  - the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758) be included as item 11.**
  - items 6 and 11 be dealt with on the availability of the reporting Members.**

**The motion was put and carried (CD17/10)**

**Disclosures of Interest**

Agenda Item 3

There were no disclosures of interest.

**Minutes of Previous Meeting**

Agenda Item 4 Doc 10061620

Cr Rex Simpson moved/Cr Judy Bannon seconded

CD17/11

**RESOLVED**

**THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 6 March 2017 (Doc 10061620) be received and approved as a correct record.**

**The motion was put and carried (CD17/11)**

**Changes to fire legislation**

Agenda Item 5

This was a verbal presentation delivered by Roy Breeze – Area Manager New Zealand Fire Service to provide information on changes to fire legislation.

During discussion, the following was noted:

- The new legislation is the Fire and Emergency New Zealand Act 2017. From 1 July 2017 rural fire functions of multiple organisations would combine with the New Zealand Fire Service Commission to create Fire and Emergency New Zealand.
- The functions of Fire and Emergency New Zealand would include search-and-rescue and entrapment events, as well as fire.
- The repair or replacement of unsupported community sourced equipment may be resourced by Fire and Emergency New Zealand if it is required to meet local risk, assessed using nationally consistent criteria.
- The continued use of water tankers was supported with many tankers being transferred to the ownership of the New Zealand Fire Service Commission for transfer to Fire and Emergency New Zealand.
- There would be no charge for attendance at rural fires and false alarm charging would be consistent.
- There would be 16 regions and each would have an advisory group feeding into Fire and Emergency New Zealand.

Cr Anna Park moved/Cr Rex Simpson seconded.

CD17/12

**RESOLVED**

**THAT the verbal report on changes to fire legislation be received.**

**The motion was put and carried (CD17/12)**

With consent of the meeting, item 6 was considered following item 10.

**Ministry of Civil Defence and Emergency Management**

Agenda Item 7

Verbal report by Suzanne Vowels from the Ministry of Civil Defence and Emergency Management to provide a Ministry update.

Cr Rex Simpson moved/Mayor Max Baxter seconded

CD17/13

**RESOLVED**

**THAT the verbal update from the Ministry of Civil Defence and Emergency Management be received.**

**The motion was put and carried (CD17/13)**

**Summarised CEG minutes**

Agenda Item 8 Doc 10615121

Presented by Langley Covers Chair of the Co-ordinating Executives Group to provide a summary of the matters raised at the last Coordinating Executive Group meeting on 2 June 2017.

Cr Leo Tooman moved/Cr Anna Park seconded

CD17/14

**RESOLVED**

**THAT the report 'Summarised CEG minutes' dated 2 June 2017 (Doc 10615121) be received.**

**The motion was put and carried (CD17/14)**

**Endorsement of appointment of new alternate controller**

Agenda Item 9 Doc 10611212

Presented by Lee Hazlewood Group Controller to seek the appointment of Andre Chatfield as Alternate Controller for Hamilton City Council. Andre's past experience and evidence of operational capability was outlined.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/15

**RESOLVED**

**THAT Andre Chatfield be appointed as the Alternate Controller for Hamilton City Council as outlined in the report 'Endorsement of appointment of new alternate controller' dated 2 June 2017 (Doc 10611212).**

**The motion was put and carried (CD17/15)**

**Ministerial Review of Civil Defence Emergency Management**

Agenda Item 10 Doc 10616700

Presented by Langley Cavers Chair of the Co-ordinating Executives Group to provide information on the Ministerial Review of Civil Defence Emergency Management, and to provide an opportunity to identify concerns and feedback to the Minister's Technical Advisory Group.

During discussion, the following was noted:

- Findings of the Review so far include a recognition that communication is one of the weakest components of civil defence emergency management during response. The Minister is seeking feedback from the Sector on how to manage rapid means of communication such as social media.
- There was concern about the resilience of the current civil defence emergency management system. It was recognised that it was difficult for small councils to run major events.
- There was no nation-wide training or competency framework and no nationally consistent standard for controller training. This limited the number of personnel capable of undertaking the roles required, as they must all be sourced from within the Sector.
- Other themes in the review were the relationship with iwi and the role of government agencies.
- The Co-ordinating Executives Group had formed a working group to formulate a submission to the Minister. The submission was likely to include:
  - the need for national consistency, especially in training. This would allow controllers to operate anywhere in the country.

- civil defence emergency management to work with all emergency services.
- The need for improved leadership in the Sector.

Cr Leo Tooman moved/Brian Hunter seconded

CD17/16

**RESOLVED**

- 1 THAT the report 'Ministerial Review of Civil Defence Emergency Management' dated 14 June 2017 (Doc 10616700) be received.**
- 2 THAT the proposed submission from the Waikato Civil Defence Emergency Management Joint Committee be emailed to each Member for questions and comments.**
- 3 That the Chair (Cr Hugh Vercoe) is authorised to sign the submission on behalf of the Waikato Civil Defence Emergency Management Joint Committee in its final form following the email process set out above giving each Member the opportunity to ask questions and make comments.**

**The motion was put and carried (CD17/16)**

With the consent of the meeting, item 6 was considered at this time.

**Recovery from March/April 2017 flood events**

Agenda 6 Item Doc 10632748

Presented by Greg Ryan – Principal Advisor Integrated Catchment Management, Waikato Regional Council, to provide information on recovery from the March/April 2017 flood events.

During discussion, the following was noted:

- There was a number of work-streams underway to investigate issues relating to the Kōpuatai Peat Dome which plays an important water storage role in flood protection.
- Some farmers had been angry about the severity of flooding on their properties. The Department of Conservation and Waikato Regional Council were working together on the flood recovery and would be organising public meetings in the affected areas to talk about what was different about these flood events and why.
- Marama Edwards from Ministry of Civil Defence and Emergency Management outlined the recovery experience at Whakatane. Assistance was offered to the Waikato locations currently undertaking recovery.

Cr Judy Bannon moved/Cr Allan Goddard seconded

CD17/17

**RESOLVED**

**THAT the report 'Recovery from March/April 2017 flood events' dated 16 June 2017 (Doc 10632748) be received.**

**The motion was put and carried (CD17/17)**

With consent of the meeting, the order of the agenda resumed at item 12.

**New GECC and GEMO Facility Update**

Agenda Item 12 Doc 10634466

Presented by Lee Hazlewood Group Controller to provide information on the status of the new Group Emergency Coordination Centre and Group Emergency Management Office facility.

Cr Judy Bannon moved/Cr Rex Simpson seconded

CD17/18

**RESOLVED**

**THAT the report 'New GECC AND GEMO Facility Update' dated 16 June 2017 (Doc 10634466) be received.**

**The motion was put and carried (CD17/18)**

**Direct Local WDC and HCC Delivery Arrangements**

Agenda Item 13 Doc 10635645

Presented by Lee Hazelwood Group Controller to provide information on the direct local Waikato District Council (WDC) and Hamilton City Council (HCC) delivery arrangements.

Cr Brian Hunter moved/Cr Rex Simpson seconded

CD17/19

**RESOLVED**

**THAT the report 'Direct Local WDC and HCC Delivery Arrangements' dated 16 June 2017 (Doc 10635645) be received.**

**The motion was put and carried (CD17/19)**

**GEMO Work Programme Update**

Agenda Item 14 Doc 10632075

Presented by Lee Hazlewood Group Controller Waikato Regional Council to provide an update on the status and phasing of the current Group Emergency Management Office Work Programme.

During discussion, the following was noted:

- There was potential for disruption and delays to the work programme caused by staff taking time in lieu following events.
- Overtime in place of time in lieu was raised for consideration.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/20

**RESOLVED**

**THAT the report 'Work Programme Update dated 15 June 2017 (Doc 10632075) be received.**

**The motion was put and carried (CD17/20)**

With consent of the meeting, item 11 was considered at this time.

**Use of Vehicles in an Emergency**

Agenda Item 11 Doc 10614803 and 8327758

Presented by Julian Snowball, Team Leader Civil Defence Emergency Management Operations Waikato Group, to provide a policy proposal on the use of vehicles in an emergency as raised at the last Coordinating Executive Group meeting on 2 June 2017.

During discussion, the following was noted:

- It was acknowledged that the power for civil defence vehicles with lights and sirens to exceed ordinary speed limits to maintain progress through traffic was statutory with the policy acting to restrict and temper its application.
- Civil defence vehicles occasionally needed to use lights and sirens and exceed ordinary speed limits to initiate a response.
- There was a New Zealand Unit Standard for training people who used these type of vehicles in emergency situations. There was a training program in place run by emergency services that possibly, could be shared with Civil Defence Emergency Management.
- It was suggested that the policy include a review panel process to review civil defence vehicle accidents that involved vehicles using lights and sirens. This would provide ongoing monitoring.
- It was noted that the policy would bind all territorial authorities in the region.

Cr Anna Park moved/Cr Rex Simpson seconded.

CD17/21

**RESOLVED**

- 1 THAT the report 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 10614803) be received.**
- 2 THAT the 'Policy: CDEM vehicles in an emergency' (Doc 8327758) be adopted subject to:**
  - a the Waikato Emergency Services Coordinating Committee agreeing to the threshold criteria in the Policy for the use of red lights and siren by vehicles.**
  - b the inclusion in the Policy of a requirement that there is a panel established consisting of the Group Controller and two suitable others to review all accidents involving civil defence vehicles travelling using lights and sirens, including operating at speeds in excess of the ordinary speed limits.**
- 3 THAT there is a temporary prohibition of driving civil defence emergency response vehicles with lights and sirens until the threshold criteria is agreed.**

The motion was put and carried (CD17/21)

Meeting closed at 3.42pm