

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, Hamilton City Council, Garden Place, Hamilton at 10.10 am on Friday 5 October 2012.

MEMBERS

PRESENT:

Waikato Regional Council

Cr S Friar

Hamilton City Council

Cr PM Mahood

Hauraki District Council

Mayor JP Tregidga

Matamata Piako District Council

Mayor H Vercoe (Chairman)

Otorohanga District Council

Cr Sue Blackler

South Waikato District Council

Cr M Gubb

Taupo District Council

Cr M Downard

Thames Coromandel District Council

Cr P French

Waikato District Council

Cr N Smith

Waipa District Council

Cr D Finn

IN ATTENDANCE:

Ministry of Civil Defence and Emergency Management

S Vowles

STAFF

CEG Chair

L Cavers

Waikato Regional Council

GEMO Manager (L Hazelwood), Programme Manager Community Safety (A Munro), Acting GEMO Team Leader (G Ryan), General Manager River and Catchment Services (DS Fowlds), Section staff: S Cousins-O'Donnell, A Alexander, I Young, W Valois, S Ward, Committee Administrator (D Snape)

APOLOGIES

Hamilton City Council

Cr P Mahood (for early departure)

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr Friar moved/ Cr Smith seconded

CD12/29

THAT the agenda of the Waikato Civil Defence and Emergency Management Group of 5 October 2012 be confirmed as the business for the meeting.

The motion was put and carried (CD12/29)

Minutes of Previous Meeting – 13 August 2012

File: 03 04 18 (Agenda Item 2) Docs# 2238348

Cr Friar moved/ Cr Smith seconded

CD12/30

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee, including the Public Excluded section of the meeting of 13 August 2012, be received and approved as a true and correct record.

The motion was put and carried (CD12/30)

GEMO report

File: 03 04 19 (Agenda Item 4) Docs# 2267575

The GEMO Manager, L Hazelwood, presented the report updating the Group on progress towards its strategic goals, projects and BAU tasks, noting adoption of the Public Education plan (doc#1773867).

The Group Public Education and Awareness Coordinator, Wendy Valois, demonstrated the interactive training module that will initially be accessed through the Waikato CDEM Group website and then promoted regionally.

Arising from discussion it was noted that:

- The module has not yet been tested on smartphone technology, but there is no reason why it should not work.
- The module will be available on CDEM Facebook website and other TA's can promote the module on their sites.
- Cr Mahood noted a problem with her login to the CDEM website that will be checked and reported back to her.

L Hazelwood continued with the preparation, noting:

- Phase 3 of the Strategic report – Organisational and Administrative Efficiency – is progressing well and the delegations manual is scheduled to be ready early in the new year.
- KPIs will be finalised this week, for both general performance and WRC support, and will be released to the next meeting
- Monitoring tool has been developed, updated monthly, which will provide a complete overview of all GEMO projects and potential projects.
- Job descriptions are ready for the approval of the Joint Committee in a later agenda item.

Acting GEMO Team leader, G Ryan, continued with the GEMO report, and the power point presentation (doc#2272806), noting:

- 59 specific projects are on the books at present, including capability assessment recommendations, group plan actions and after action reports.
- 17 projects have been ticked off this year, 12 are expected to be completed by the financial year end and 8 new projects are identified for next year and 7 new projects further out in the group plan.
- Business as usual includes the administration of 36 meetings and a further participation in 76 additional meetings.
- In summary: Progress has been made with: Key appointments; Resources; Strategic and tactical projects; GEMO administration; GECC readiness.
- CAR recommendations and Group Plan actions continue to be given priority
- GEMO shifting focus to engagement
- Continued support from Group members essential to maintaining momentum
- For the future, a large number of the GEMO projects identified for 2013/2014 require the support of Group members in terms of labour and direct costs, CDEM staff support, and requires the GEMO working along side Group members to support annual planning process

Arising from discussion it was further noted that:

- A three tier approach to the Lifelines Outreach programmes is planned to organisations and corporations. It was noted that the possibility exists for overlap with the work already accomplished by local offices and that strategic planning is crucial to avoid this.

Cr Mahood out at 10.35 am

- There could be significant changes to the Waikato Valley EOA in the next few months. Hamilton City Council is the key decision maker. A broader discussion on all the issues was called for.

Lee Hazelwood continued with the presentation, noting:

- Updated financial position is 25 per cent complete and 21.8 per cent aligned with the budget.
- CEG approved the recommendation of the Waikato Welfare Advisory Group to appoint Pat Goldsmith to the role of Group Welfare Manager for the Waikato CDEM Group.

- I Young has been appointed to the position of Lifeline Utilities Coordinator with the GEMO.

Discussion ensued on adopting the budget, which was presented 'as aligned with the LTP'.

A breakdown of how the budget is to be spent, with broad parameters of the work programme, was requested for presentation to the Joint Committee at the November meeting.

M Downward moved/ J Tregidga seconded.

CD12/31

THAT:

1. **the report 'Joint Committee GEMO report' (doc#2267575 dated 27 September 2012) be received, and that**
2. **the Waikato CDEM GEMO 2013/2014 work programme as presented in the report be received.**

The motion was put and carried (CD12/31)

Shakeout

File: 03 04 18 (Agenda Item 5)

W Valois spoke to the presentation (doc#2272806) summarising the region's response to Shakeout and thanking all who participated.

Mayor Tregidga reported on the Hauraki district experience, which was run as a whole day event scenario, and found to be well worthwhile.

Cr Finn reported on the Waipa district experience, which was well publicised and participated in.

Cr Friar, Waikato region, was on the way to a marae at the time and was impressed at the response despite there being no immediate cover under which to drop.

Cr Downward reported on the Taupo district experience, in which 5,650 residents and businesses had taken part. MRP had evacuated three main power sites and all schools had participated.

Cr Smith reported for Waikato district that he was at the airport at the time and was disappointed to see there was no response organised. N Pritchard reported that Waikato district had undertaken a full scale evacuation, including loss of power, which had resulted in many lessons being learned.

Cr Gubb reported for South Waikato district that 5,500 people and businesses had taken part and it had provoked a lot of discussion amongst Council staff, though they had not taken part in the exercise.

Cr French reported for Thames-Coromandel district that it was well publicised, though registration numbers were low compared to other districts. A practice had been held, and there was a Council meeting on the day of the event.

Cr Blackler reported for Otorohanga district that there was very good participation from the schools and libraries.

Mayor Vercoe reported for Matamata-Piako district that it was well supported, with Te Aroha hospital undertaking a 24 hour event.

Hamilton City Council's activity report was circulated to members in the absence of Cr Mahood.

Cr Friar moved/ Cr Smith seconded

CD12/32 THAT the verbal reports on Shakeout be received.

The motion was put and carried (CD12/32)

Summarised CEG minutes – 24 September 2012

File: 33 10 01 (Agenda Item 6) Docs# 2268419

L Cavers presented the summarised CEG minutes of 24 September 2012.

Cr Downard moved/ Mayor Tregidga seconded

CD12/33 THAT the summarised CEG minutes of 24 September 2012 report be received for information.

The motion was put and carried (CD12/33)

Ministry of CDEM Update

File: 03 04 18 (Agenda Item 7)

The representative from the Ministry of Civil Defence, S Vowles, advised that:

- a press release will be prepared in response to the just released review and the 108 recommendations by MCDEM in regard to the CD response to the Canterbury earthquake.

A summary of the report will be presented to the next Joint Committee meeting.

Mayor Tregidga moved/ Cr Smith seconded

CD12/34 **THAT the report from the Ministry of Civil Defence be received.**

The motion was put and carried (CD12/34)

Reaffirmation of Local Controllers

File: 33 10 01 (Agenda Item 8) Docs# 2269040

L Covers presented the report to reaffirm the position and powers of local controllers across the Waikato CDEM group, in advance of the completion of the Controllers Development Needs Analysis process.

Cr Friar moved/ Cr Downard seconded

CD12/35 **THAT:**

(1) The report “Reaffirmation of Local Controllers” (Doc #2269040, dated 27 September 2012) be received for information

(2) That the Waikato CDEM Group reaffirms the following Local Controllers for the Waikato CDEM Group:

Hugh Vercoe (TVEOA), Basil Morrison (TVEOA), Peter Barratt (TVEOA), Paul Blewman (WVEOA), Nath Pritchard (WVEOA), Wayne Allen (WVEOA), Johan Coulis (WVEOA), Andrew Loe (WVEOA), Shamus Howard (Taupo), Tina Jakes (Taupo), Joe Mickelson (Taupo), Roger Fisher (South Waikato), Andrew Pascoe (South Waikato), Gordon Naidoo (South Waikato),

and according to the CDEM Act (2002) section 27 (1)(2) and the Waikato CDEM Group Plan (2011-2015) section 8.4.3, confers the powers of the group controller to them for the territorial authorities they have been nominated for.

The motion was put and carried (CD12/35)

Alternate Group/Local Controller and Local Controller report – Draft Job Description recommendations

File: 33 10 01 (Agenda Item 9) Docs# 2269183

L Cavers presented the report updating the Joint Committee on proposed recommendations for the job descriptions for the Alternate Group/Local Controller.

Mayor Vercoe moved/ Mayor Tregidga seconded

CD12/36

THAT:

1. the report 'Alternate Group/Local Controller and Local Controller report – Draft Job Description recommendations; (Doc#2269183 dated 27 September 2012) be received for information, and that
2. the Job Description Recommendations contained in the document (Docs#2269183) be approved and circulated to Group members for use in Controller selection and appointment.

The motion was put and carried (CD12/36)

Presentations

Presentations in appreciation of the work undertaken in the past on behalf of Civil Defence were awarded to the outgoing controllers, Adam Munro and Scott Fowlds.

Items for next meeting

File: 03 04 18 (Agenda Item 10)

Item noted was:

- Appointment of new Local Controllers and Local Recovery Manager

Meeting closed 11.45 am