

## **WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE**

Minutes of an Extraordinary meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Committee room no. 1, Hamilton City Council offices, Garden Place, Hamilton at 1.00 pm on Monday 13 August 2012.

### **MEMBERS:**

#### **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

#### **Taupo District Council**

Cr M Downard

#### **Thames Coromandel District Council**

Cr J Wells

#### **Waikato District Council**

Cr N Smith

#### **Waipa District Council**

Cr D Finn

#### **Waitomo District Council**

Cr C Digby

### **IN ATTENDANCE:**

#### **Ministry of Civil Defence and Emergency Management**

S Vowles

### **STAFF**

#### **CEG Chair**

L Cavers

#### **Waikato Regional Council**

Group Manager River and Catchment Services, DS Fowlds,  
Manager, GEMO (A Munro), Team Leader GEMO (L Hazelwood),  
Committee Administrator (D Snape)

### **APOLOGIES**

Mayor G Leach and Cr P French (Thames Coromandel District Council), Mayor N Sinclair (South Waikato District Council), Cr Friar (Waikato Regional Council) for lateness and early departure, Cr Finn (Waipa District Council) for lateness.

Accepted

**Confirmation of Agenda**

(Agenda Item 1)

Mayor J Tregidga moved/ Cr M Downard seconded

CD11/18 **THAT the agenda of the Extraordinary Waikato Civil Defence and Emergency Management Group of 13 August 2012, with the addition of a late item 'Update on the Tongariro eruption' and that the Public Excluded items be brought forward to the start of the meeting, be confirmed as the business for the meeting.**

The motion was put and carried (CD11/18)

**Minutes of Previous Meeting – 11 June 2012**

File: 03 04 18 (Agenda Item 3) Docs# 2233059

Cr N Smith moved/ Cr M Downward seconded.

CD11/19 **THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 11 June 2012 be received and approved as a true and correct record.**

The motion was put and carried (CD11/19)

**Resolutions to Exclude the Public**

Cr P Mahood moved/ Cr M Downward seconded

CD11/20 **Resolved that in accordance with the provisions of Standing Orders NZS 9202:2003 Incorporating Amendment No 1, Appendix A&B (p40/42) and Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from the following part/s of the meeting:**

**The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

<b>Item No.</b>	<b>Item Name and general subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<b>9</b>	<b>Appointment of Waikato CDEM Group Controller</b>	Good reason(s) to withhold exist(s) under Section 7	Section 48 (1) (a)
<b>10</b>	<b>All Hazard Emergency Centre</b>	Good reason(s) to withhold exist(s) under Section 7	Section 48 (1) (a)

**This resolution is made in reliance on Section 48 (1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:**

Item No	Reason/s for withholding official information	Section/s
9	Protection of privacy of natural persons	S7(a)
10	Commercial activities	S7 (h)
10	Conduct of negotiations	S7 (i)

**Resolved that in accordance with the provisions of Standing Orders NZS9202:2003, (Incorporating Amendment No 1) Clause 2.16.4 and the Local Government Official Information Act 1987, Section 48(5) and (6) that with respect to item 10 All Hazard Emergency Centre, R Breeze from NZFS and W van der Velde from NZP remain in the public excluded session to make a presentation to the Joint Committee.**

**The motion was put and carried (CD11/20)**

Return to open meeting 1.40 pm

#### **Items reported into Open Meeting**

It was resolved that it be reported into Open Meeting that:

1. The Waikato Civil Defence Emergency Management Joint Committee appoints Lee Hazelwood as Waikato CDEM Group Controller, effective from 14 August 2012, and that
2. Scott Fowlds, Chris McLay and Clayton Stent be appointed as Alternate Group Controllers on an interim basis until the Group Controller arrangements are further developed.

#### **NZ ShakeOut rollout across the Waikato region**

File: 03 04 18 (Agenda Item 4) Docs# 2233059

The report updating the Joint Committee on planning across the Group for the New Zealand ShakeOut national public education exercise occurring at 9.26am on 26 September 2012 was taken as read.

The Chair requested that the opportunity presented by ShakeOut be used to feed information into an EOC, to ensure it becomes a meaningful exercise and invited each council to elaborate on its planned individual activities.

Cr Downward noted that Taupo District Council was planning a CD Expo for all staff; building inspectors and engineers are undertaking assessments of buildings; posters and presentations to schools; live radio chat shows.

Cr Digby referred to the Waitomo District Council activities already documented in the report and added that many more ideas were being sparked by the discussions underway.

Mayor J Tregidga noted a continuous information campaign around Hauraki District Council offices and libraries and an exercise on the day to test CD planning.

Cr Blackler noted that Otorohanga District Council was contacting schools, encouraging staff to get involved and to get their families involved. No EOC was planned, as resources were insufficient.

Cr Wells for Thames Coromandel District Council noted a presentation to Council and to a staff meeting; posters and displays in Council buildings, media releases, social media sites; Drop Cover Hold and evacuation of all Council buildings on 26 September; a debrief in October; and plans updated in November. Thames Valley Emergency Operating area was assisting in planning and preparation for ShakeOut; contacting community organisations and businesses to encourage them to register and key lifeline organisations to remind them of their community responsibilities. Cr Wells also noted that the tsunami alarms on the eastern seaboard would have no back up power to sound in the event of an earthquake and that access to the eastern side of the Coromandel would be limited if roads were out due to liquifaction, and bridges down.

Cr D Finn noted that in addition to the activities noted in the report, Waipa District Council has an advertising campaign underway; was active on social media; was holding an evacuation following the Drop Cover Hold exercise; putting an EOC into place for the day and trialling the standby generators including a new standby generator for IT.

Cr N Smith and N Pritchard noted that in addition to the activities noted in the report, Waikato District Council has an unpublished event planned, details of which would be made available later in the week.

Cr Friar noted that in addition to the activities noted in the report, Waikato Regional Council's iwi unit had developed a marae strategy; was active in the media, particularly the Maori media; presentations by staff; posters, council publications outlined issues in general in respect of preparedness and earthquake risk to the Waikato. Similar information was also included in the rates mail out.

Cr Mahood noted that Hamilton City Council and the Waikato Valley EOA were combining activities and an EOC and advised that Hamilton has 56.5 per cent of the share of registrations, with 27,000 people registered and that Waikato is leading the country as an area. Signage, social media, stickers, pamphlets, City News, I site, competitions in schools and radio media have been included. A fire alarm event is planned and power will be turned off in the municipal buildings.

S Barnes for Matamata-Piako District Council noted the use of flyers, posters, bulletins; working on business continuity plans; displays in offices, social media; signature blocks on emails, revamp of the CD cupboard; information to schools, community groups, industry; advert in local newspapers. Drop Cover Hold on the day, no EOC was planned at this stage. Girl Guides attending in the evening and another Drop Cover Hold for them. Te Aroha District Hospital is holding a 24 hour exercise including shutting off power and water, so no toilet facilities; will be heating water outdoors; cooking regular meals on BBQs; families of staff are invited to assist; all staff have been allocated different roles; and one ward will be evacuated to another part of the building.

In response to the initiatives being shown by Te Aroha District Hospital it was suggested that media could become involved and the Group Controller

advised he is considering filming the day's events there and will visit the hospital beforehand to offer any additional advice.

GEMO has primarily been supporting the initiative through websites and will capture all the activities reported for follow up, but at this stage saw no value in setting up an EOC. Collected information will be sent to the Ministry.

Cr Finn moved/ Cr Friar seconded

CD12/25

**THAT:**

- 1. the report 'NZ shakeout rollout across the Waikato regional' (doc#2233059 dated 3 August 2012) be received for information, and that**
- 2. Representatives promote the New Zealand Shakeout exercise and general civil defence preparedness to each of their own councils and communities.**

**The motion was put and carried (CD12/25)**

Cr Friar out at 2.10 pm

**2011/2012 end of year work programme and Budget**

File: 03 04 18 (Agenda Item 5) Docs# 2233532

The report overviewing the CDEM Group's key achievements during 2011/12 including the end of year financial position was taken as read, noting it had been a successful and productive year resulting in a final result of an \$11,500 surplus carried forward.

Mayor J Tregidga moved/ Cr Finn seconded

CD12/26

**THAT the report '2011/2012 end of year work programme and budget' (doc#2233532 dated 13 August 2012) be received for information,**

**The motion was put and carried (CD12/26)**

**Ministry of CDEM Update**

File: 03 04 18 (Agenda Item 6) Docs# 2233539

The report from the Ministry of Civil Defence, S Vowles, was taken as read; noting that ShakeOut continues and the team had been very busy with the Tongariro event.

Cr Finn moved/ Cr Smith seconded

CD12/27

**THAT the report 'MCDEM work programme Status Report – July 2012' (doc#2233539) from the Ministry of Civil Defence be received.**

**The motion was put and carried (CD12/27)**

**Mt Tongariro Eruption and CDEM response arrangements**

(late Agenda Item)

Manager GEMO, A Munro, presented an update (power point presentation #2239836) to provide an increased situational awareness of the Mt Tongariro eruption, illustrating the key learning opportunities to date, overviewing the likelihood of further eruptions, and seeking the Group's support for potential ongoing involvement in the event. A brief update on the current flood situation was also presented.

Arising from discussion it was noted that:

- Cr Downward thanked the GEMO team for support given to the Taupo team and noted that the last eruption in 1897 resulted in activity continuing for the next ten years.
- Cr Wells noted that the Coromandel area is keeping a watching brief on White Island and also on Mayor Island.
- While a 'blue sky' event can never be ruled out, there are indicators for major eruptions.
- Cr Mahood noted that she would have appreciated an email informing her of the situation earlier than 11 am on the morning of the event.
- There is now a new system in place to provide information when the internet system is not reliable in an event, including the use of faxes and SMS text.
- The initial connections with Taupo had been made at 1.30 – 2.30 am on the morning of the event.

Cr Mahood moved/ Cr Downard seconded

CD12/28

**THAT the verbal update and presentation (doc#2239836) 'Mt Tongariro Eruption and CDEM Response arrangements' be received.**

**The motion was put and carried (CD12/28)**

Meeting closed 2.50 pm