

# 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 13 June 2011.

## 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 D Pilkington  
**South Waikato District Council**  
Mayor N Sinclair  
**Taupo District Council**  
Cr M Downard  
**Waikato District Council**  
Cr N Smith  
**Waipa District Council**  
Cr D Finn  
**Waitomo District Council**  
Mayor B Hanna

## IN ATTENDANCE:

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

## STAFF

**Hauraki District Council**  
L Cavers  
**Waikato Regional Council**  
Group Manager River and Catchment Services, DS Fowlds,  
Manager, Emergency Management Officer (A Munro), Committee  
Administrator (D Snape)

## APOLOGIES

**Thames Coromandel District Council**  
Mayor G Leach and Cr P French for absence

**Waipa District Council**  
Cr D Finn for lateness

Accepted

CD11/13      **Confirmation of Agenda**  
(Agenda Item 1)

Cr Downard moved/ Cr Smith seconded

**THAT the agenda of the Waikato Civil Defence and Emergency Management Group of 13 June 2011 be confirmed as the business for the meeting.**

**The motion was put and carried (CD11/13)**

CD11/14      **Minutes of Previous Meeting – 18 April 2011**  
File: 03 04 18 (Agenda Item 2) Docs# 1955364

Mayor Sinclair moved/ Cr Mahood seconded.

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 18 April 2011 be received and approved as a true and correct record.**

**The motion was put and carried (CD11/14)**

CD11/15      **Minutes of CEG meeting 6 May 2011**  
File: 03 04 18 (Agenda Item 2) Docs# 1975538

Mayor Tregidga moved/ Mayor Hanna seconded.

**THAT the Minutes of the CEG meeting of 6 May 2011 be received and decisions noted.**

**The motion was put and carried (CD11/15)**

CD11/16      **2GP Review Update**  
File: 03 04 18 (Agenda Item 3) Docs# 1985396

L Cavers presented the report and accompanying power point presentation (docs#1990936) to update the Joint Committee on the progress of the plan to this stage and the activities associated with the 2GP Review.

During questions, answers and discussion subsequent to or during the presentation the Joint Committee commented or noted that:

- The Plan was commended as being more enabling, less prescriptive and easy to read with an emphasis on collaborative approaches in terms of the provision of Civil Defence Emergency Management.
- Current best practice and also the Northland Plan were considered during redrafting of the Plan.
- The Plan sets high objectives and goals, to be put in place over the next five years.

- Once adopted, all parties are legally obliged to follow the Plan.
- Clarification of persons appointed to make local declarations (page 30) within all or part of a territorial authority, and the consultation process for Group declarations, was requested.
- The paragraph 'Alternative arrangements for local declaration....' (page 30) to be deleted
- Natural Hazards Forum to be re-labelled Regional Hazards Forum.
- St John's Ambulance representative to be included as a fifth bullet point on page 42.
- Any major changes to the Plan, subsequent to its adoption, as a result of changes to the Civil Defence Act would be required to go out for public consultation.
- CEG is tasked with implementing the Plan once it is adopted.
- A clause in respect of 'management and governance' is to be added to CDEM Organisational Readiness and Response (page 50).

Cr N Finn in at 2.00 pm

- The proposal to implement a Lifelines Co-ordinator was discussed and endorsed.
- The funding principles for training / activation for GEOC staff was clarified.

Mayor Sinclair moved/ Cr Downard seconded

CD11/16

**THAT:**

1. **the report '2GP Review Update (doc#1985396) be received for information, and that**
2. **the Civil Defence Emergency Management Group Joint Committee adopts the Draft CDEM Group Plan (2GP), with agreed amendments, for the purposes of public consultation.**

**The motion was put and carried (CD11/16)**

The Chairman congratulated the team who had contributed to the 2GP Review.

#### **2GP Hearing Committee Appointment**

File: 03 04 18 (Agenda Item 4) Docs#1985232

Mayor Sinclair moved/ Cr Downard seconded

CD11/17

**THAT:**

1. **the report '2GP Hearing Committee Appointment' (Doc#1985232) be received for information, and that**
2. **the Waikato Civil Defence Emergency Management Group Joint Committee confirms the establishment of a Hearing Committee for the CDEM Group Plan (2GP) and confirms the membership as: Mayor Hugh Vercoe, Cr Simon Friar, Cr Pippa Mahood and Cr Dennis Finn, and that**
3. **The quorum for the meetings is to be 3 members.**

**The motion was put and carried (CD11/17)**

**2010/11 Annual Work Programme and Budget Update report**

File: 03 04 18 (Agenda Item 5) Doc# 1981743

GEMO Manager, A Munro, presented the report updating the Joint Committee on key CDEM work activities, the resilient fund projects, emergency management information system (EMIS) and Controller Development Needs Analysis (DNA), along with an update on expenditure to date in respect to the annual budget (as at 30 April).

During questions, answers and discussion subsequent to the presentation the Joint Committee commented or noted:

- The \$60k overspend this year will be funded 50:50 between the Waikato regional Council and the territorial authorities.
- For subsequent years, WRC has agreed to fund any additional costs over and above additional costs for the year (not including any overrun).
- Differentiating of costs between the local and regional budget needs to be transparent and clearly presented to the Joint Committee.
- The TAs need information on what resources are held by each other.
- The Resilience funding has provision for gathering information on what staff each TA has, and to what level they are trained.
- As a Group, there is no baseline for training, as yet.
- The action plan encompasses the next five years and funding is set for Year 1 at \$470,000. Subsequent years' funding will be set according to the progress being made.

Cr Smith moved/ Cr Pilkington seconded

CD11/18 **THAT the report '2010/11 Annual Work Programme and Budget Update report' (doc#1981743) be received.**

**The motion was put and carried (CD11/18)**

CD11/19 **Ministry of CDEM Update**

File: 03 04 18 (Agenda Item 6)

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

- An earthquake debrief for the Waikato region is in the pipeline, and John Hamilton may present this to the Joint Committee.
- Including the EOAs and other organisations in the debrief was suggested. Each TA is to instruct CEG how they would like this to be undertaken.
- EMIS training for the Waikato region is set for 13-15 September 2011. The CEG presentation is set for the 8 July 2011.
- S Vowles will be undertaking the monitoring of Auckland City in June/July, followed by Southland.
- The nomination dates for Ministry awards for Civil Defence are to be checked and reported back to Mayor Vercoe.

Cr Mahood moved/ Mayor Hanna seconded

**THAT the verbal report from the Ministry of Civil Defence be received.**

**The motion was put and carried (CD11/19)**

**Items for next meeting – 13 June 2011**

File: 03 04 18 (Agenda Item 7)

Items noted were:

- 2GP Review Update
- Christchurch earthquake – lessons for the Waikato
- Quarterly work programme report

**2011 Meeting Schedule**

File: 03 04 18 (Agenda Item 8)

The next CDEM group meetings were noted as

1.00 pm Monday 5 September, 2011 at Waikato Regional Council office  
1.00pm Monday 28 November 2011 at Waikato Regional Council office.

Meeting closed 2.36pm

Doc #1989647

Unconfirmed