

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

Notice is hereby given of a meeting of the Waikato Civil Defence and Emergency Management Group Joint Committee, to be held in the Council Chamber, Waikato Regional Council office 401 Grey Street Hamilton East at 1.00pm on Monday 7 March 2016.

**MEMBERS:**

**Waikato Regional Council**

Cr Hugh Vercoe /alt Cr Stu Husband

**Hamilton City Council Representative**

Cr Leo Tooman /alt Mayor Julie Hardaker

**Hauraki District Council Representative**

Mayor John Tregidga /alt Cr Max McLean

**Matamata Piako District Council Representative**

Cr Brian Hunter /alt Mayor Jan Barnes

**Otorohanga District Council Representative**

Mayor Max Baxter /1<sup>st</sup> alt Cr Robert Prescott /2<sup>nd</sup> alt Cr Phil Tindle

**South Waikato District Council Representative**

Cr Thomas Lee / alt Mayor Neil Sinclair

**Taupo District Council Representative**

Cr Anna Park /1<sup>st</sup> alt Cr Kirsty Trueman /alt Mayor David Trewavas

**Thames Coromandel District Council Representative**

Cr Peter French /alt Mayor Glenn Leach

**Waikato District Council Representative**

Cr Jacqui Church / alt Cr Dynes Fulton

**Waipa District Council Representative**

Cr Judy Bannon /alt Mayor Jim Mylchreest

**Waitomo District Council Representative**

Cr Allan Goddard / alt Mayor Brian Hanna

**IN ATTENDANCE:**

**Ministry of Civil Defence & Emergency Management**

Suzanne Vowles

**STAFF:**

CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Acting Democracy Advisor (Jenny Robertson)

**APOLOGIES:**

J Tregidga

**1 Confirmation of Agenda**

**2 Disclosures of Interest**

*Any disclosures of interest relating to the business at this meeting.*

**(FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**

- |          |  |              |
|----------|--|--------------|
| <b>3</b> | <b>Minutes of Previous Meeting</b><br>File: 03 04 18 (Doc#3615365)   | <b>4-11</b>  |
|          | <i>Minutes of the meeting of Waikato CDEM Group Joint Committee held on 23 November 2015.</i>  |              |
| <b>4</b> | <b>Guest Speaker – Philippa Fourie re Fonterra Emergency Response Capability</b><br>File: 03 04 18   |              |
|          | <i>This verbal report from Phillipa Fourie will update the Joint Committee with regard to Fonterra emergency response capability.</i>  |              |
| <b>5</b> | <b>Summarised CEG Minutes</b><br>File: 33 10 01 (Doc#3703838)  | <b>12-18</b> |
|          | <i>This report provides the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting held on 19 February 2016.</i>                  |              |
| <b>6</b> | <b>Group Controllers Report</b><br>File: 33 10 01 (Doc#3704107)  | <b>19-20</b> |
|          | <i>This report provides the Joint Committee with an overview of the current priorities of the Group Controller.</i>  |              |
| <b>7</b> | <b>GEMO Report</b><br>File: 33 10 01 (Doc#3705729)   | <b>21-29</b> |
|          | <i>This report provides a consolidated update on the work the Group Emergency Management Office is undertaking, including key projects and any additional matters for Joint Committee attention.</i> |              |
| <b>8</b> | <b>MCDEM Work Programme Status Report</b><br>File: 33 10 01 (Doc#3707974)  | <b>30-31</b> |
|          | <i>This report provides the Joint Committee members with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management.</i>                            |              |
| <b>9</b> | <b>Waikato CDEM Group Plan Review</b><br>File: 33 10 01 (Doc#3708017)  | <b>32-36</b> |
|          | <i>This report provides the Joint Committee with an update regarding the review of the Waikato CDEM Group Plan, including an overview of the outcome of the risk assessment process.</i>             |              |

**10 Items for next meeting**

File: 03 04 18

*Meeting scheduled for 13 June 2016*

- *Waikato CDEM Group Plan (approval for public consultation)*

Docs #3710207

**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 1.02pm on Monday 23 November 2015.

**MEMBERS:**

**Waikato Regional Council**  
Cr Hugh Vercoe  
**Hamilton City Council Representative**  
Cr Leo Tooman  
**Hauraki District Council Representative**  
Mayor John Tregidga  
**Matamata Piako District Council Representative**  
Cr Brian Hunter  
**Otorohanga District Council Representative**  
Cr Robert Prescott  
**South Waikato District Council Representative**  
Cr Thomas Lee  
**Taupo District Council Representative**  
Cr Anna Park  
**Waikato District Council Representative**  
Cr Jacqui Church  
**Waipa District Council Representative**  
Cr Judy Bannon  
**Waitomo District Council Representative**  
Cr Allan Goddard

**IN ATTENDANCE**

**Ministry of Civil Defence & Emergency Management**  
Suzanne Vowles

**STAFF:**

CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Group Welfare Manager (Irving Young), Democracy Advisor (Jennie Cox)

**APOLOGIES**

**Thames Coromandel District Council Representative**  
Cr Peter French /alt Mayor Glen Leach

Accepted

**Confirmation of Agenda**

(Agenda Item 1)

Cr Church moved/Cr Bannon seconded

**RESOLVED**

CD15/25

**THAT with the inclusion of a presentation on “Chile Tsunami Research Deployment September 2015” by Richard Woods of the Auckland Civil Defence Group, the agenda of the Waikato Civil Defence Emergency Management Group of 23 November 2015 as circulated be confirmed as the business for the meeting.**

The motion was put and carried (CD15/25)

**Disclosures of Interest**

(Agenda Item 2)

There were no disclosures of interest.

**SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)****Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3496432

Cr Tooman moved/Cr Park seconded

**RESOLVED**

CD15/26

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 4 September be received and approved as a true and correct record.**

The motion was put and carried (CD15/26)

**Chile Tsunami Research Deployment September 2015**

File: 33 10 01

The Joint Committee received a presentation from Richard Woods, Head of Emergency Management Planning, Auckland Civil Defence Group, on the Chile Tsunami Research Deployment September 2015.

The presentation covered:

- After the magnitude 8.3 earthquake on 16 September 2015, the province of Coquimbo was subjected to overland flow depths up to 7 metres. For some communities waves arrived within 20 minutes of earthquake onset.
- A New Zealand research contingent travelled to Chile 10 days after the earthquake to undertake research on the lifeline impacts and subsequent emergency response to the event.
- There was a 50 year gap (1960 to 2010) between major incidents and earthquakes for the region. This meant that public preparedness was low in 2010 and resulted in 150 fatalities.
- In 2015, there were 15 fatalities.
- The government of Chile made improvements between 2010 and 2015 to public education, public knowledge of what action to undertake and effective, reliable cell broadcasting messaging system supported by 24 hour central government operations centres.
  - o Clearly marked evacuation routes and standard signage and routes marked on roads.
  - o Annual physical evacuation drills were conducted, with over 300,000 people now practicing annually.
  - o High level of public awareness to evacuate following natural or official warning.
  - o Significant investment in warning systems, allowing received notification to be sent within 6 minutes of earthquake occurring.
- It was proposed to implement an Auckland tsunami work programme, to be completed by June 2017, with public awareness and education of what necessary actions the public should take, a priority.

- Public education would include:
  - o Installation of nationally consistent signage.
  - o Where appropriate demarcation of routes and safe zones on roads.
  - o Annual physical evacuation drills in collaboration with community networks.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The deployment occurred 10 days post earthquake and at that stage it was too soon to determine what the recovery/rebuild would look like. It was surmised that due to the nature of the low socioeconomic community that any rebuild would be sporadic in nature.
- The Public education and tsunami drill would commence in Orewa with the help of the local Rotary. The intention is that training will be provided to Rotary and they would champion the education programme through schools.
- Investigations are underway to determine the impact of tsunami events for the Waikato with the Thames Coromandel District Council leading the way. The next focus for Waikato (following the completion of the current West Coast investigation) was the Firth of Thames.
- There was a move to update coastal inundation maps as global warming changes come in to effect.
- Part of the reviews in to tsunami effects would need to include road congestion between Auckland and the north or Waikato to the south.

Cr Vercoe moved/Mayor Tregidga seconded

**RESOLVED**

CD15/27

**THAT the verbal presentation “Chile Tsunami Research Deployment September 2015” by Richard Woods of Auckland Civil Defence Group be received.**

**The motion was put and carried (CD15/27)**

**GEMO Report**

File: 33 10 01 (Agenda Item 4) Doc # 3607606

Presented by Team Leader GEMO (Greg Ryan), the report provided a consolidated update on the work the Group Emergency Management Office is undertaking, including key projects and any additional matters for Joint Committee attention.

Members were introduced to the Group Welfare Manager Irving Young, who detailed for the committee some of his background including:

- Graduating from university with a Degree in Business
- Time spent in the South African Army including time in infantry and the armoured division.
- Working for the Ministry of Social Development as a Community Liaison Advisor and later Group Welfare Manager.
- Deployment to Christchurch in 2010-2011 to support welfare

The report was taken as read and there were no further questions.

Mayor Tregidga moved/Cr Lee seconded

**RESOLVED**

CD15/28

**THAT the Waikato CDEM Group Joint Committee receive this report “GEMO Report” (Doc # 3607606, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/28)**

**Group Controllers Report**

File: 33 10 01 (Agenda Item 5) Doc # 3607613

Presented by Group Controller (Lee Hazelwood), the report provided the committee with an overview of the current priorities of the Group Controller.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Due to a change in Fire Service priorities the GEMO was considering alternative options for the All Hazards centre to include WRC assuming project lead. The project could move forward to meet the needs of the GEMO while still factoring in the inclusion of other agencies as it progressed.
- A contractor would be taken on to investigate the property management options. There was an opportunity to utilise the same company who was facilitating a similar project currently being undertaken by the Bay of Plenty CDEM Group.
- The conversation of co-location is continuing between the Director of the Ministry of Civil Defence and Emergency Management (MCDEM) and the Commissioner of Police and the Fire Service.
- It was noted that the Fire Service review currently underway may have an impact on investment decisions.
- The Emergency Management Information System was tested in an exercise in the Hawkes Bay recently. This was the first true test of the system with a reasonable number of users involved. The system did apparently have some issues though on the whole appeared to perform. The issues would be investigated further by the GEMO as to their operational impact. MCDEM explained from their point of view there were two instances of the system working very slowly, once these were rectified the system worked well.
- The Civil Defence Centre project aimed to clarify the function of Civil Defence Centres and the more expanded role the council had to play in their operation. It also defined the differences between Civil Defence Centres, that provide various government psychosocial support services, and Community led centres, which are community initiatives that typically provide basic care and comfort. Civil Defence was working through the timing of the communication and transition period for the region. The expectation was that the assortment of confusing historical signage currently present in the region would be removed and that this stage would commence in February 2016.
- There would be a database of locations for Civil Defence Centres and a database for Community led centres. The historical focus of a rural community on their school was still an idea for initial response, however research has identified that for recovery purposes having a school up and running as soon as possible after an incident was the ideal state.
- A marae as a focal point for a community would also be taken in to consideration under community response plans.

- The Group Controller thanked Waikato Police, particularly Superintendent Bruce Bird and Inspector Karen Henrikson for taking the initiative in the recent large scale table top exercise that included CDEM, a number of council and welfare staff. Civil Defence staff became integrated in to the Police CIMS structure and where appropriate assumed a lead role.
- It had been acknowledged at a national level that the Waikato exercise was the best coordinated to date.

Cr Prescott moved/Cr Lee seconded

**RESOLVED**

CD15/29

**THAT the Waikato CDEM Group Joint Committee receive this report “Group Controllers Report” (Doc # 3607613, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/29)**

**Summarised CEG Minutes**

File: 33 10 01 (Agenda Item 6) Doc # 3607950, 3493447, 3499111

Presented by the CEG Chair (Langley Cavers), the report provided the committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The proposed Waikato CDEM Group Welfare Roles and Responsibilities Policy has been designed to be similar to the controller appointment and is formalising a process that is already in action.
- The process is for new appointments to the welfare role as all districts have a manager with the exception of South Waikato.
- The CEG recommendation to appoint Kelvin Powell to the role of Local Controller for Hamilton City is to replace the current controller Olly Te Ua as he is no longer an employee of Hamilton City Council.
- The ability for controllers to move from their council boundary in to another area for their role is not yet within policy. When the policy is updated there will be a rationalisation of roles and it will be determined which council prefers their own member as controller or will be happy to share a controller with a neighbouring district.

Cr Church moved/Cr Goddard seconded

**RESOLVED**

CD15/30

**That the Waikato CDEM Group Joint Committee...**

**(a) ...receive this report “Summarised CEG minutes” (doc# 3607950, dated 13 November 2015) for information.**

**(b) ...adopt the proposed “Waikato CDEM Group Welfare Roles and Responsibilities Policy (CDC and EOC)”.**

**(c) ...appoint Kelvin Powell to the role of Local Controller for Hamilton City.**

**The motion was put and carried (CD15/30)**

### **Waikato CDEM Group Annual Planning (2016/2017)**

File: 33 10 01 (Agenda Item 7) Doc # 3608410

Presented by Team Leader GEMO (Greg Ryan), the report provided the details of the 2016/2017 annual plan for the GEMO, and request formal approval before inclusion in the Waikato Regional Council annual planning process.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Overall there had been a 1.7% increase in the projected costs for the work programme from the figures that were presented and approved through the Waikato Regional Council Long Term Plan. The updated projected costs would be submitted to the Waikato Regional Council for consideration in the 2016/2017 Annual Plan.
- It was questioned if the 1.7% increase was enough to trigger the significance policy, requiring Waikato Regional Council to undergo public consultation to alter the Long Term Plan. It was confirmed that, at the time, it was anticipated the Waikato Regional Council would be consulting on the 2016/2017 Annual Plan (for reasons additional to those noted above), but that this was still to be finally determined as part of ongoing annual plan development process.
- It was noted that the money allocated to CDEM activities had not been affected and that the change was attributed to allocated costs.

Mayor Tregidga moved/Cr Park seconded

### **RESOLVED**

CD15/31

**That the Waikato CDEM Group Joint Committee:**

**(a) ...receive this report “Waikato CDEM Group annual plan (2016/2017)”**  
(Doc # 3608410, dated 13 November 2015) for information.

**(b) ...approve the proposed GEMO annual plan (2016/2017) for inclusion in the Waikato Regional Council annual planning process for 2016/2017.**

**The motion was put and carried (CD15/31)**

Cr Tooman recorded his vote against the motion.

### **Waikato CDEM Group Plan Review**

File: 33 10 01 (Agenda Item 8) Doc # 3610877

Presented by Team Leader GEMO (Greg Ryan), the report provided the committee with an update regarding the review of the Waikato CDEM Group Plan, including a focus on the review of the Waikato CDEM Group risk profile.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The work being completed on the review of risk profile was required by the Director guideline for CDEM Group Planning, although some changes had been made to the methodology to make the profile more useful for driving Waikato CDEM Group work programmes. There had been a number of discussions between Civil Defence and stakeholders and partner agencies

during the review, particularly with those who “own” certain hazards (e.g. Waikato DHB and human pandemic).

- The approach being put forward would allow the Waikato CDEM Group (i.e. local authorities, emergency services, welfare providers and lifeline utilities) to collectively discuss and agree on how to resolve common risk management issues (e.g. the need for land use decisions to be informed by readiness, response and recovery work areas).
- Concern was noted over where there was sufficient time allocated for the Joint Committee to provide input to the Group Plan Review and provide for public consultation before the review is required to be signed off.
- The involvement of the CDEM Group Plan was the management of land use was discussed, with some concern expressed around the potential for duplication of existing plans and processes. Team Leader GEMO noted that he did not expect the group plan would lead to this duplication, but would instead “join the dots” across everything that is contributing to the management of risk (with local authority plans being just one element).

Mayor Tregidga moved/Cr Hunter seconded

**RESOLVED**

CD15/32

**That the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group Plan review” (Doc # 3610877, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/32)**

**MCDEM Report**

File: 33 10 01 (Agenda Item 9) Doc # 3611733, 3593926, 3593930

Presented by Suzanne Vowles, the report provided the committee with an update regarding the work undertaken by the Ministry of Civil Defence and Emergency Management. The report was taken as read.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There would be a 3 day Tsunami exercise happening in 2016. This would be a national exercise and would affect all members of the Joint Committee and not only the coastal members. The warning order was contained within pages 56-59 of the Agenda for the meeting. This was a major undertaking for all members and partners of the Waikato CDEM Group, and the committee would be advised further regarding the work that would be required over the coming year in preparation.
- Consideration would be given to back up systems such as Mystery Creek for the purpose of the exercise.

Cr Tooman moved/Cr Prescott seconded

**RESOLVED**

CD15/33

**That the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3611733, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/33)**

**Items for the next meeting**

File: 03 04 18 (Agenda Item 10)

Next meeting is scheduled for 7 March 2016:

- Waikato CDEM Group Plan (first draft).

Meeting closed at 3.34pm.

Doc # 3615365

# Report to CDEM Joint Committee

**File No:** 33 10 01  
**Date:** 26 February 2016  
**To:** CDEM Joint Committee Members  
**From:** CEG Chair (Langley Cavers)  
**Subject:** **Summarised CEG minutes**

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## 1 Purpose

To provide the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (19 February 2016).

## 2 Recommendations

That the Waikato CDEM Group Joint Committee...

- (a) ...receive this report "**Summarised CEG minutes**" (document 3703838, dated 26 February 2016) for information.
- (b) ...appoint Julian Snowball to the role of **Alternate Group Controller for the Waikato CDEM Group**.

## 3 Section A (decisions made)

### 3.1 Controller appointments

The CEG was asked to decide whether or not to recommend to the Joint Committee that J Snowball be appointed to the role of Alternate Group Controller.

**DECISION:** That the CEG recommends to the Joint Committee that J Snowball be appointed to the role of Alternate Group Controller for the Waikato CDEM Group.

## 4 Section B (feedback provided)

### 4.1 Exercise Tangaroa

The CEG were provided with an update on preparations for Exercise Tangaroa and were asked to provide feedback on agency participation, along with the objectives for the Waikato CDEM Group.

#### 4.1.1 Background

Exercise Tangaroa is a national (tier 4) exercise that is scheduled to occur over the following 3 days:

- August 31<sup>st</sup> (up to impact)
- September 14<sup>th</sup> (post impact)
- September 28<sup>th</sup> (recovery)

To support the preparation of the Waikato CDEM Group for this major exercise, the following exercise governance structure has been established:

- Exercise planning (ITEC and CDEM professionals (TVEOA, Waikato DC and Western Waikato EOA).
- Exercise steering (CEG).
- Exercise governance (JC).

#### 4.1.2 Progress update

The Exercise Planning Group has met twice, and will continue to meet every 4-6 weeks until the exercise days.

The areas of focus for these meetings are outlined in the following sections.

##### 1. Waikato CDEM Group participation in national exercise work programme

The GEMO Emergency Management Coordinator (Training and Exercising), Sharon Cousins-O'Donnell was nominated and has been accepted onto both the National Exercise Tangaroa planning group and writing group. This will ensure that, in planning its participation in Exercise Tangaroa, the Waikato CDEM Group is appropriately informed regarding progress and decisions that are being made at a national level.

##### 2. Agency participation

Given this is a national exercise, the issue of agency participation is a complex one given the potential for local or regional participation to be determined at a national level for many organisations.

The Exercise Planning Group is currently seeking confirmation of agency participation by:

- Facilitating discussions with welfare agencies through the WCG.
- Facilitating discussions with lifeline utilities through the WLUG.
- Requesting other agencies outside of these groups (primarily emergency services) to confirm their level of participation.

In addition to this, it has been confirmed that all local authorities within the Waikato CDEM Group will be participating and that it is preferable that all authorities have a similar level of participation (e.g. a functional activation for day 1 of the exercise).

### 3. Waikato CDEM Group exercise objectives

Given the exercise is spread over 3 days, with specific areas of focus for each day, it is appropriate that the Waikato CDEM Group objectives are aligned to each day. The Exercise Planning Group has discussed these, and has drafted the following.

- Day 1 (up to impact, functional exercise)

National focus	Waikato CDEM Group objectives
NCMC, ECC and EOC activations	<ul style="list-style-type: none"> <li>- Controller connections</li> <li>- GECC activation</li> <li>- EOC activation</li> <li>- Agency activation</li> <li>- Response staff logistics</li> </ul>
EMIS	<ul style="list-style-type: none"> <li>- Situational awareness</li> <li>- Message management</li> <li>- Interagency sharing</li> <li>- Communications</li> <li>- Inundation mapping</li> </ul>
PIM	<ul style="list-style-type: none"> <li>- Interagency arrangements</li> <li>- Public warning systems</li> <li>- Consistent messaging</li> <li>- Timeliness of information</li> <li>- Public knowledge</li> <li>- PIM decision making</li> <li>- Social media</li> </ul>
Evacuations	<ul style="list-style-type: none"> <li>- Activation of CRP (evacuation)</li> <li>- Waikato CDEMG Evacuation Plan</li> <li>- Evacuee movement</li> </ul>
National Warning System	<ul style="list-style-type: none"> <li>- Receipt of messages</li> <li>- Interagency dissemination</li> <li>- Notification processes</li> <li>- Communication plans</li> </ul>
Declarations	<ul style="list-style-type: none"> <li>- Declaration decision making</li> </ul>
Business continuity	<ul style="list-style-type: none"> <li>- Understanding of impact</li> </ul>

- Day 2 (post impact, table top)

National focus	Waikato CDEM Group objectives
Welfare arrangements	<ul style="list-style-type: none"> <li>- Local welfare committee activation</li> <li>- WCG activation</li> <li>- Use of NWRS</li> <li>- CDC activation</li> <li>- CRP activation</li> </ul>
Rapid impact assessments	Nothing identified
Post-impact arrangements	Nothing identified

- Day 3 (transition to recovery, table top)

National focus	Waikato CDEM Group objectives
Transition to recovery	<ul style="list-style-type: none"> <li>- New CDEM Act requirements</li> </ul>
Recovery arrangements	<ul style="list-style-type: none"> <li>- Local recovery issues</li> <li>- Group recovery issues</li> </ul>

The Exercise Planning Group has sought feedback from the CEG (as the Exercise Steering Group) regarding the scope of these objectives (which will ultimately determine both the Waikato CDEM Group and local work programmes over the remaining 7 months prior to the exercise). It should however be noted that the appropriateness of these objectives is dependent on the confirmation of agency participation in this exercise, and more specifically the scale of agency participation. To this end, the MCDEM has now requested this be confirmed through the completion of an "Agency Participation Form", which has been distributed across the Waikato CDEM Group.

Following the confirmation of agency participation and exercise objectives, the Exercise Planning Group will focus on establishing an exercise plan, which will identify the tasks that participating councils/agencies will need to complete before each exercise day. These tasks will span all participating organisations, including local preparations for the exercise.

## 5 Section D (presentations)

### 5.1 Ross McNeil (Rangitikei District Council)

The CEG was provided with an overview of the 2015 flooding that impacted the Rangitikei District, with a particular focus on the CDEM response and recovery.

### 5.2 Brian Fox (Taupo District Council)

The CEG was provided with an overview of how the Taupo District Council has integrated CDEM into council work programmes.

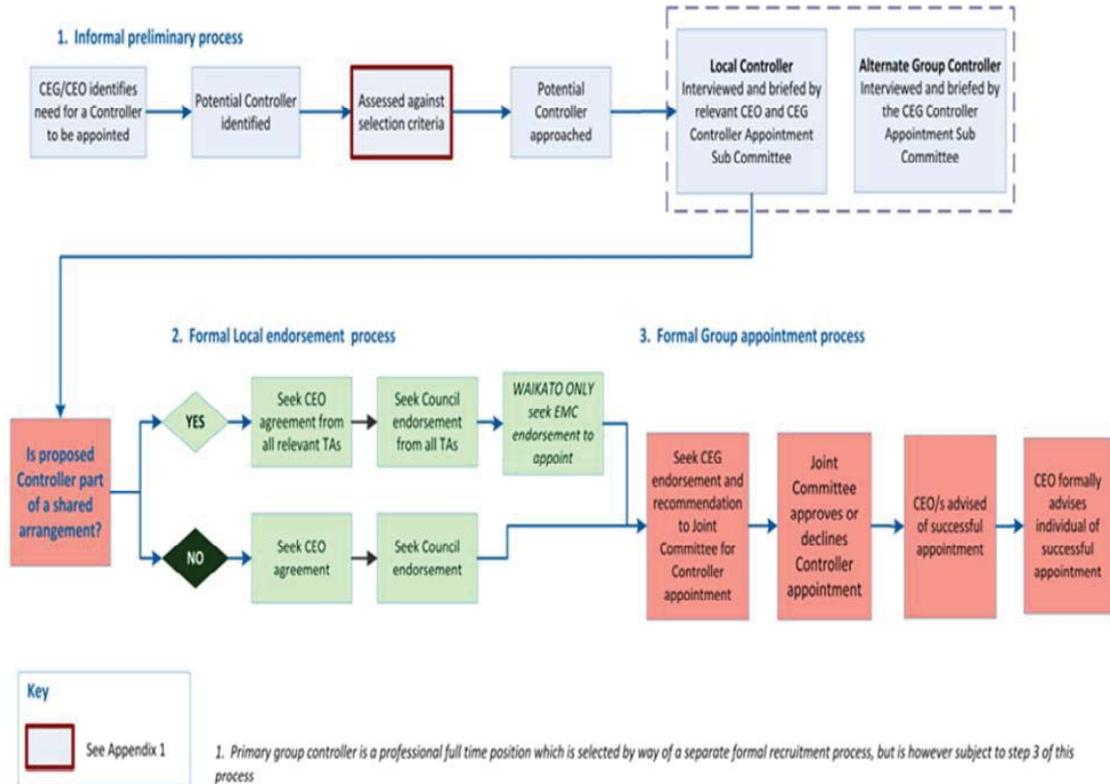
### 5.3 Te Rehia Papesch (Ministry of Social Development)

Te Rehia Papesch was presented with a gift from the CEG for her contribution to CDEM over the past 14 years as Chair of the Welfare Coordination Group (previously known as the Welfare Advisory Group).

## 6 Decisions requested from the Joint Committee

### 6.1 Controller appointment (Alternative Group Controller)

The process for the appointment of controllers within the Waikato CDEM Group is shown in the following diagram:



Julian Snowball (Emergency Management Coordinator – Operations and Lifelines at the GEMO) has been nominated for the role of Alternate Group Controller given his experience, which includes:

- Julian served with the Royal Air Force, both in the United Kingdom and Germany, before becoming a sworn police officer in the UK in 1995. He has a Bachelor with Honours degree in Policing and Police Studies and a Masters degree in Police Leadership and Management.
- In his UK police career, Julian predominantly undertook operational policing roles; rising from the rank of Constable to Acting Superintendent. Julian's recent operational roles included being a senior detective and a nationally accredited advanced public order commander.
- Julian's experience of being a public order commander includes him being deployed to spontaneous riots, as well as being responsible for planning and commanding significant public demonstrations and high risk sporting events, such as the Manchester United vs. Manchester City Premier League football fixture.
- Julian joined the Group Emergency Management Office (GEMO) in January 2014 and he is responsible for coordinating the CDEM response planning and operations, as well as being our Lifeline Utilities Coordinator.

The CEG Controllers Appointment Sub-group has interviewed Julian, along with the Waikato Regional Council CEO (Vaughan Payne), and has received the agreement for this appointment to progress. It is noted that the current Controllers Policy requires

the relevant council to endorse a candidate, however in this situation the jurisdiction of the role (Alternate Group Controller) is not the Waikato Regional Council, but instead the Waikato CDEM Group (which is the purview of the Joint Committee). The Controllers Policy, which is currently under review, will contain an appropriate statement to this effect.

The CEG now seeks the approval of the Joint Committee with regard to this appointment.

## **7 Additional Matters**

No additional matters have been identified.

## **8 Decision Making**

The CEG is requesting the following decisions from the Joint Committee:

1. Whether or not to appoint Julian Snowball to the role of Alternate Group Controller for the Waikato CDEM Group.

## **9 Significance of Decision**

With regard to the decisions requested:

1. The appointment of this role is significant as it relates to the exercising of a number of powers under the CDEM Act.

## **10 Consultation**

This decision has received support from the CEG prior to being put forward to the Joint Committee.

## **11 Financial and Resourcing Implications**

No financial or resourcing implications identified.

## **12 Legal and Legislative Implications**

With regard to the decisions requested:

1. This appointment relates to the ability of the Waikato CDEM Group to exercise a number of powers under the CDEM Act.

## **13 Implementation Issues**

No issues have been identified.

## **14 Attachments**

None.

A handwritten signature in black ink, appearing to read 'Alvaro', written in a cursive style.

Langley Covers  
**CEG Chair**

# Report to CDEM Joint Committee

**File No:** 33 10 01  
**Date:** 26 February 2016  
**To:** CDEM Joint Committee Members  
**From:** Group Controller (Lee Hazlewood)  
**Subject:** **Group Controllers Report**

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## 1 Purpose

To provide the Joint Committee with an overview of the current priorities of the Group Controller.

## 2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report "**Group Controllers Report**" (Doc # 3704107, dated 26 February 2016) for information.

## 3 All Hazards Centre

This project is progressing well, but is also currently very fluid. Therefore, a verbal update will be provided at the meeting.

## 4 Management of Hamilton CC CDEM

Hamilton City Council approached the Waikato Regional Council before Christmas to fulfil an urgent need to provide CDEM management for the city (following the resignation of incumbent). It was felt that the Group Controller would be able to provide the necessary technical support required by the council to ensure delivery of their current services.

The Group Controller has established an interim arrangement through until July 2016 to allow a full evaluation of the CDEM needs of Hamilton City Council, before potentially committing to a permanent arrangement. If such an arrangement is pursued, the model will closely match what currently exists for the Waikato District Council.

It should be noted that the model used by Waikato District Council has proved very effective for the Group Controller to fulfil the level of engagement expected of his role, particularly with elected members, executives and senior management. It is hoped that this same benefit would also be achieved through any permanent arrangement with the Hamilton City Council.

**5 Additional Matters**

No additional matters have been identified.

**6 Decision Making**

No decisions requested

**7 Significance of Decision**

No decisions requested

**8 Consultation**

No decisions requested

**9 Financial and Resourcing Implications**

No decisions requested

**10 Legal and Legislative Implications**

No decisions requested

**11 Implementation Issues**

No decisions requested

**12 Attachments**

None.

A handwritten signature in black ink, appearing to read "Lee Hazlewood". The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.

Lee Hazlewood  
**Group Controller**

# Report to CDEM Joint Committee

**File No:** 33 10 01  
**Date:** 26 February 2016  
**To:** CDEM Joint Committee Members  
**From:** Group Controller (Lee Hazlewood)  
**Subject:** **GEMO Report**

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## 1 Purpose

To provide a consolidated update on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

## 2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report " <b>GEMO Report</b> " (Doc # 3607606, dated 13 November 2015) for information.
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## 3 Work programme

### 3.1 Level of effort

A monthly overview of the allocation of GEMO labour time is provided below (for the first half of the 2015/2016 financial year).

In general, there continues to be an increased level of effort directed towards the CDEM projects area, with the development of ITF material and the review of the Waikato CDEM Group Plan. The level of effort in the BAU work area is also fluctuating (as is expected due to the variable meeting schedule from month to month).

### 3.2 Highlights

#### 1. Public alerting

Public alerting has previously been identified as an area that the Waikato CDEM Group needs to improve on, and following the completion of the Waikato CDEM Group Warning System Strategy, work has continued to identify various solutions.

Over the past year, much of the focus for the Waikato CDEM Group has been on the Emergency Response System (ERS) project, which is a national project that aims to:

- Enable the public to select and call the emergency service required and provide the emergency services with the location of the mobile device.
- Allow the emergency services and other agencies to send threat alerts and other relevant information to at-risk communities in geo-targeted areas during emergencies.

It was initially expected that this national project would be completed and available for implementation by July 2016. However, we have now been advised that the public alerting aspect of this project has been separated and will be driven by MCDEM independently. As a consequence of this project change, the above project milestone is now not expected to be met until a later date.

Given this change, and in the interests of continuing to move forward in this work area, the Waikato CDEM Group has identified and commenced the implementation of the Red Cross Hazards Application. This public alerting solution has previously been identified as a potential option for the Waikato CDEM Group, and has a number of benefits, including:

- It is owned by the Global Disaster Preparedness Centre (a federation of The American Red Cross and the International Federation of Red Cross and Red Crescent Societies) and is freely available to the public to download onto Apple and Android devices.
- It is being rapidly adopted by most CDEM Groups.
- It is freely available to the Waikato CDEM Group to push notifications to targeted areas using straightforward support (e.g. the programme is web based and requires minimal training).
- It will be compliant with the Common Alerting Protocol (CAP), is already pushing notifications from a number of our partners (e.g. MetService and USGS) and is expected to shortly receive notifications from additional partners (e.g. NZTA and Geonet).
- The Red Cross will support CDEM Groups, free of charge, to market the roll-out of the app, including the provision of analytics that will help the Waikato CDEM Group manage and target this process.
- The adoption of this solution is not expected preclude the use of other solutions, including the national ERS project, given the ability of the app to be configured to receive alerts from other platforms.

This app is currently available for public download, and is already adding value to our community through the provision alerts from partners noted above (e.g. severe weather warnings). When implemented by the Waikato CDEM Group, these alerts from our national partners will be complemented with our local or regional alerts that can be initiated by the CDEM Group as a whole, local authorities or shared services (e.g. Thames-Valley EOA).

## 2. Training

The Integrated Training Framework, which emerged from what was initially the Waikato CDEM Group Professional Development Strategy, has continued to be developed and implemented, and is a key part of our work to develop our response capability. Some highlights to date include:

- Around 500 individuals from the Waikato CDEM Group (and around 3,000 nationally) have received the initial foundational training, which is a half day course designed to introduce participants to the basics of CDEM.
- The intermediate training curriculum, which is the next stage in the professional development pathway and provides an overview of the functions within an EOC, is now being rolled out.
- Development work is continuing, with the focus now on function-specific advanced curriculum.

In addition to the Integrated Training Framework, the Waikato CDEM Group has continued to facilitate the delivery of CIMS training to our emergency response partners.

## 3. Social media

Our social media presence continues to grow, and we now are the third most followed CDEM Group on Facebook in New Zealand after Wellington and Auckland CDEM Groups. We have also built and are sustaining a high (compared with other CDEM Groups) level of ongoing engagement with our followers, something that was previously limited to major events using timely and topical posts that entertain while also informing and educating our community about our hazards and risks. This includes our Twitter channel emerging as a favoured channel for engaging and sharing information with media.

Pages to Watch  
Compare the performance of your Page and posts with similar Pages on Facebook.

[Add Pages](#) ■ Reactions, comments & shares

Page	Total Page Likes	From last week	Posts This Week	Engagement This Week
1  Auckland Civil Defence a...	28.3K 	▲0.1%	8	526 
YOU 2  Civil Defence Waikato	12.4K 	▲0.7%	7	1.9K 
Keep up with the Pages you watch. <a href="#">Get More Likes</a>				
3  Taranaki Civil Defence	10.3K 	▲1.8%	1	30 
4  Bay of Plenty Civil Defence	9K 	▲1.2%	8	946 
5  Civil Defence Manawatu ...	6.7K 	▲0.1%	4	84 
6  Civil Defence Northland	6.5K 	▲0.5%	5	107 

In February 2016 the Waikato CDEM Group will update the Social Media Strategy to bring it into line with the current tone of the channels, and produce instructional material that will enable more members of the GEMO to manage the social media channels.

- Facebook

The number of followers on the Waikato Civil Defence has continued to grow over the past three months, and has now has a total of 11,346 page 'likes', which is an increase of 38% since the last Joint Committee meeting.



We are continuing to have an excellent post reach on the Waikato Civil Defence Facebook page. Posts are consistently reaching 60,000 to 70,000 people.

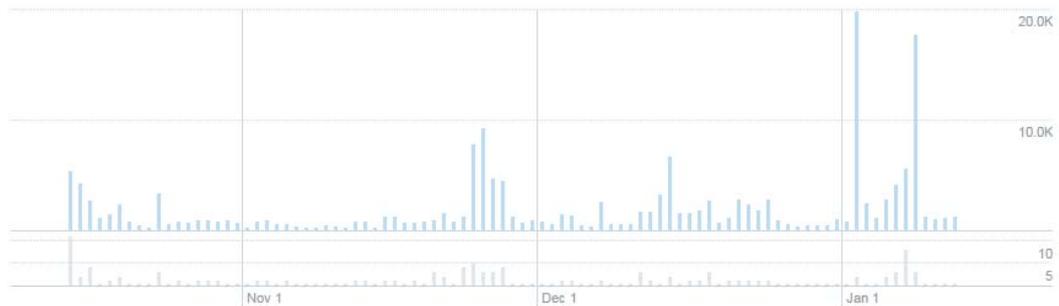


The Waikato Civil Defence Facebook page has received more positive media coverage, and was voted the best Facebook page in Hamilton by Waikato Times, and one of the top three New Zealand social media sites by Idealog (an AUT innovation publication and website).

- Twitter

The Twitter handle continues to grow, and currently has 1,737 followers. This is an increase of 461 since the last Joint Committee meeting. From October 2015 to January 2016 the Twitter handle earned 176,600 impressions, and @CivilDefenceWKT tweets have been published multiple times in online news outlet articles.

Your Tweets earned **176.6K impressions** over this **91 day** period



#### 4 GEMO financial update (Q2)

Reporting on the GEMO expenditure is available for the first quarter of the 2015/2016 financial year. An overview is provided in the following table.

Key to status of GEMO budgets		
On plan	Off plan	Help needed

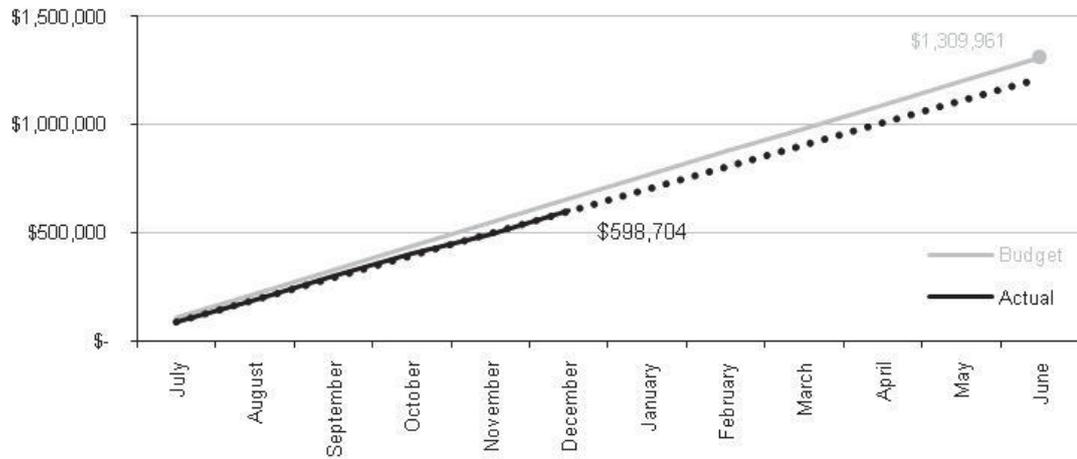
Expenditure <sup>1</sup>	Actual	Full year budget	% spent	Forecast
Labour (raw)	\$323,953	\$624,479	52 %	93 % <sup>2</sup>
Direct costs +	\$82,514	\$194,631 +	35 %	100 %
Carry forwards		\$42,082 <sup>3</sup>		
Allocated costs	\$192,236	\$448,769	43 %	92 % <sup>2</sup>
<b>GEMO TOTAL</b>	<b>\$598,703</b>	<b>\$1,309,961</b>	<b>46 %</b>	<b>94 %</b>

Notes:

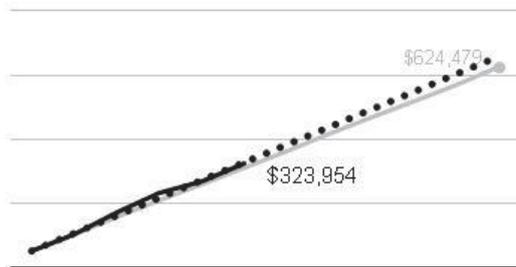
- Excludes expenditure associated with Waikato DC CDEM Coordinator and the direct costs associated with MCDEM Resilience Funded projects (ITF curriculum development).
- The GEMO has been unable to fill the role of EM Coordinator (ICT) to date, and is therefore expecting this vacancy to persist until at least March 2016 (i.e. 6 months). As a result, the GEMO labour and allocated cost budget is currently forecast to be underspent.
- GEMO was approved to carry the following budgets forward from the 2014/2015 financial year:
  - The budget (\$3,790) for elected member media training, which was unable to be scheduled in the 2014/2015 financial year and is now scheduled for August 2015.
  - The remaining budget (\$25,812 out of \$40,000) for the review of the Waikato CDEM Group Plan, which will carry into the 2015/2016 financial year (as per the agreed project plan).
  - The budget (\$3,600) to support the development of the Waikato CDEM Group Engagement Strategy, which was unable to be completed before the end of the financial year (but is now complete).
  - The budget (\$8,800) for the delivery of the ITF Intermediate training course, which was delayed due to the curriculum development complexity (it is expected to be completed by the end of August 2015).

In addition to the above snapshot (to the end of December 2015), the following charts show the monthly expenditure for the year to date.

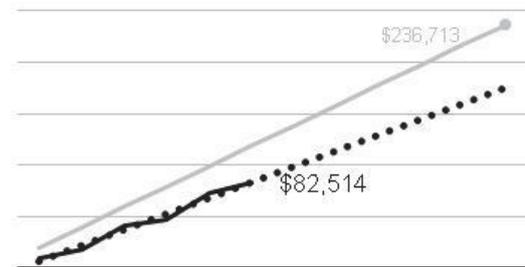
GEMO overall expenditure



GEMO labour



GEMO direct costs



## 5 Recruitment

The recruitment process has now been completed for the Emergency Management Coordinator (ICT) role. This process proved particularly challenging due to the need to find an individual that had the appropriate subject matter expertise, along with more general emergency management skills and experience.

The successful candidate is Ellen Thomas, who currently has the role of Business Support Specialist within the GEMO. Ellen has an extensive background in communications and geography, along with emergency management experience as team leader for the local Red Cross response team.

Ellen will be introduced to the Joint Committee at the meeting.

## 6 Additional Matters

No additional matters have been identified.

## 7 Decision Making

No decisions requested

## 8 Significance of Decision

No decisions requested

## 9 Consultation

No decisions requested

**10 Financial and Resourcing Implications**

No decisions requested

**11 Legal and Legislative Implications**

No decisions requested

**12 Implementation Issues**

No decisions requested

**13 Attachments**

A. Description of Waikato CDEM GEMO activities

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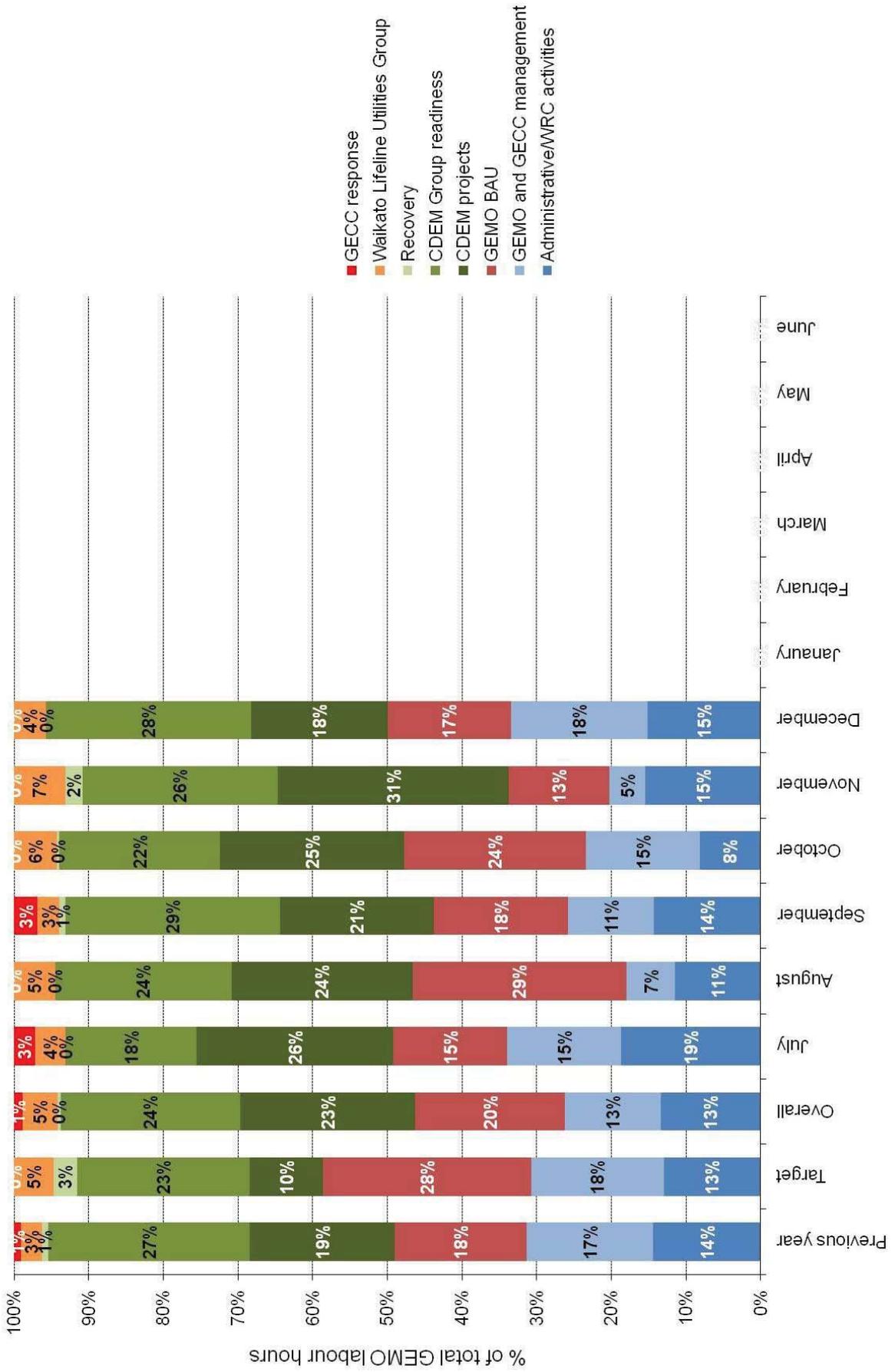
Lee Hazlewood  
**Group Controller**

## Attachment A: Description of Waikato CDEM GEMO activities

The level of effort by GEMO staff across the different work areas is shown in the chart over the page. A description of these work areas is provided below.

Work area	Description
<b>Response</b>	Time required to respond to emergency and developing situations
Waikato Lifeline Utilities Group (WLUG)	Work completed in support of the WLUG, including project management and meeting facilitation
Recovery	Group Recovery Manager activities Recovery plan activities GEMO support to Recovery
CDEM Group readiness	Controller/PIM/PEAC/LUC/EMIS meetings Training development and coordination Exercise design and implementation GECC training and exercise participation GECC facility readiness Duty officer monitoring
CDEM projects	Project management and oversight Group projects Resilience projects
GEMO BAU (business as usual)	Support to Joint Committee/CEG/Sub-Groups Advisory group support (5 groups) Liaison Policy/plan review and comment Website
GEMO/GECC management	Team meetings General management activities Reports Budget/finance/strategic planning
Administration/WRC activities	Recruitment Training Leave Annual and long-term planning

2015/2016 monthly allocation of GEMO/GECC time (GEMO labour hours)



# Report to CDEM Joint Committee

**File No:** 33 10 01  
**Date:** 26 March 2016  
**To:** CDEM Joint Committee Members  
**From:** Group Controller (Lee Hazlewood)  
**Subject:** **MCDEM report**

---

## 1 Purpose

To provide the Joint Committee members with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM).

**REPORT TO BE PRESENTED BY SUZANNE VOWLES**

## 2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report "**MCDEM report**" (Doc # 3707974, dated 26 March 2016) for information.

## 3 MCDEM work programme status update

**REFER TO ATTACHMENT A**

The latest MCDEM work programme status update (up to November 2015) is attached for the information of the Joint Committee. The MCDEM Regional Emergency Management Advisor for the Waikato CDEM Group (Suzanne Vowles) will be available to answer any questions from committee members.

## 4 Additional Matters

No Additional matters have been identified.

## 5 Decision Making

No decisions requested

## 6 Significance of Decision

No decisions requested

**7 Consultation**

No decisions requested

**8 Financial and Resourcing Implications**

No decisions requested

**9 Legal and Legislative Implications**

No decisions requested

**10 Implementation Issues**

No decisions requested

**11 Attachments**

A. MCDEM work programme status report (document 3707982)



Lee Hazlewood  
**Group Controller**

# Report to CDEM Joint Committee

**File No:** 33 10 01  
**Date:** 26 March 2016  
**To:** CDEM Joint Committee Members  
**From:** GEMO Team Leader (Greg Ryan)  
**Subject:** **Waikato CDEM Group Plan review**

---

## 1 Purpose

To provide the Joint Committee with an update regarding the review of the Waikato CDEM Group Plan, including an overview of the outcome of the risk assessment process.

## 2 Recommendations:

That the Waikato CDEM Group Joint Committee:

- |   |
|---|
| (a) ...receive this report " <b>Waikato CDEM Group Plan review</b> (Doc # 3708017, dated 26 February 2016) for information. |
|---|

## 3 General project update

The review of the Waikato CDEM Group Plan is being undertaken in several phases:

- Phase 0 (project planning): Complete.
- Phase 1 (workshops): Complete.
- Phase 2 (risk profile): Complete.
- Phase 3 (drafting): In progress.
- Phase 4 (consultation): Pending.

With regard to the above phases, the following is noted:

- The drafting of the new Waikato CDEM Group Plan has commenced, and a working draft is now circulating amongst our partners for initial feedback (including CDEM professionals, CEG, welfare organisations and lifelines utilities).
- The project delay noted at the last meeting has meant that timing of the various project milestones associated with Phase 4 (consultation) have been reviewed and where necessary revised, noting that the general objective is to complete this phase before the 2016 triennial elections. These milestones are summarised in the following table.

What	When
The Joint Committee is asked to approve proposed plan for public consultation (no change from initial project plan)	13 June 2016
1 month opportunity for public submissions to be made (this is the minimum period required by the CDEM Act). This public consultation period will immediately following Joint Committee approval, and will require some preparation work to be undertaken prior to this milestone.	June/July 2016
Hearings, deliberations and decisions on the submissions received will be undertaken over the 6 week period immediately following the close of submissions. The steps in this part of the project have also been compressed in the interests of concluding this process prior to the 2016 local government elections. The specific key dates will be advised at the meeting.	August/September 2016
The Joint Committee is asked to approve the proposed Waikato CDEM Group Plan for submission to the Minister for feedback.	5 September 2016
1 month opportunity for the Minister to provide feedback on the proposed plan (this is the minimum period required by the CDEM Act).	September/October 2016
5 week period to consider and implement feedback from the Minister, prior to the November 2016 Joint Committee meeting. This period will straddle the 2016 local government elections.	October/November 2016
The Joint Committee adopts the Waikato CDEM Group Plan (this is the first meeting of the new local government triennium).	14 November 2016

#### 4 The proposed Waikato CDEM Group risk profile

As discussed at the last meeting, the review of the Waikato CDEM Group Plan includes a review of the group-wide risk profile, which identifies the hazards that effect the Waikato CDEM Group, and prioritises those hazards based on a risk assessment process (which the Waikato CDEM Group has developed to better suit the context of this risk assessment process).

This risk assessment process has yielded the following results, which will be included in the proposed Waikato CDEM Group Plan for further discussion:

- a. No hazards have been identified as presenting an **EXTREME RISK** to the Waikato CDEM Group area. This is due to the efforts of the Waikato CDEM Group and other parties to reduce the likelihood and/or consequence of the following hazards (which would otherwise be identified as having an extreme risk):
  - Pandemic (animal)
  - Pandemic (human)
  - Infrastructure failure (lifeline)
  - Infrastructure failure (technological)

- Marine oil spill

This outcome is consistent with the current Waikato CDEM Group Plan.

- b. The following hazards have been assessed as presenting a **VERY HIGH RISK** to the Waikato CDEM Group.

Hazard	Current CDEM Group Plan
Drought	Moderate
Pandemic (animal)	Moderate
Pandemic (human)	High
Tsunami	Very high
Volcanic (ashfall)	Moderate
Volcanic (caldera unrest)	High

This shows that a number of hazards have been elevated from a lower risk assessment, primarily due to the recognition that regionally or nationally significant consequences are expected.

The following hazards would also be identified as having a very high risk were it not for the efforts of the Waikato CDEM Group and other parties to reduce this risk:

- Fire (vegetation)
- Hazardous substance incident
- River flooding
- Severe storm
- Volcanic (eruption)

- c. The following hazards have been assessed as presenting a **HIGH RISK** to the Waikato CDEM Group.

Hazard	Current CDEM Group Plan
Earthquake	High
Infrastructure failure (lifeline)	Moderate
Infrastructure failure (technological)	Not assessed
Land instability (long-term deformation)	Not assessed
Marine oil spill	Not assessed
River flooding	Moderate
Severe storm	High
Volcanic (caldera eruption)	Not assessed
Volcanic (eruption)	High

The following hazards would also be identified as having a high risk were it not for the efforts of the Waikato CDEM Group and other parties to reduce this risk:

- Dam break
- Fire (structure)

- d. The following hazards have been assessed as presenting a **MODERATE RISK** to the Waikato CDEM Group area.

Hazard	Current CDEM Group Plan
Coastal (surge/flooding/erosion)	Moderate
Dam break	Moderate
Fire (structure(s))	Not assessed
Fire (vegetation)	Moderate
Hazardous substance incident	Moderate
Land instability (subsidence)	Not assessed
Landslide	Moderate
Mass casualty incident (land/sea/air)	Low
Terrorism	Moderate

This shows that a number of hazards previously identified as having a moderate risk have seen no change, but that several of these hazards have now been elevated to higher risk categories.

- e. The following hazards have been assessed as presenting a **LOW RISK** to the Waikato CDEM Group area.

Hazard	Current CDEM Group Plan
Geothermal ground activity	Low

This outcome is consistent with the current Waikato CDEM Group Plan.

- f. No hazards have been identified as presenting a **VERY LOW RISK** to the Waikato CDEM Group area.

This outcome is consistent with the current Waikato CDEM Group Plan.

## 5 Additional Matters

No Additional matters have been identified.

## 6 Decision Making

No decisions requested

## 7 Significance of Decision

No decisions requested

**8 Consultation**

No decisions requested

**9 Financial and Resourcing Implications**

No decisions requested

**10 Legal and Legislative Implications**

No decisions requested

**11 Implementation Issues**

No decisions requested

**12 Attachments**

None.

A handwritten signature in black ink, appearing to read 'Greg Ryan', with a stylized flourish extending to the right.

Greg Ryan  
**GEMO Team Leader**