



Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Waikato Civil Defence and Emergency Management Group Joint Committee will be held on:

Date: Monday 26 June 2017
Time: 1pm
Meeting Room: Council Chamber
Venue: Waikato Regional Council, 401 Grey Street, Hamilton East

VRJ Payne
Chief Executive Officer

Waikato Civil Defence and Emergency Management Group Agenda

Chairman	Cr Hugh Vercoe	
Deputy Chairman	Cr Leo Tooman	
	Members	Alternates
Hamilton City Council	Cr Leo Tooman	Cr James Casson
Hauraki District Council	Cr P Buckthought	Mayor John Tregidga
Matamata Piako District	Mayor Jan Barnes	Cr Brian Hunter
Otorohanga District Council	Mayor Max Baxter	Cr Annete Williams / Cr Katrina Christison
South Waikato District Council	Cr Thomas Lee	Mayor Jenny Shattock
Taupō District Council	Mayor David Trewavas	Cr Anna Park / Cr Tangonui Kingi
Thames Coromandel District Council	Cr Rex Simpson	Cr Sally Christie / Mayor Sandra Goudie
Waikato District Council	Cr Noel Smith	Cr Dynes Fulton
Waikato Regional Council	Cr Hugh Vercoe	Cr Stu Husband
Waipa District Council	Cr Judy Bannon	Mayor Jim Mylchreest
Waitomo District Council	Mayor Brian Hanna	Cr Allan Goddard
 Quorum	 Half of the members (including vacancies)	

Sarah McLeay
Democracy Advisor

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OBJECTIVE:

To provide governance and oversight of all planning, co-ordination and delivery of Civil Defence Emergency Management within the Waikato Region Civil Defence Emergency Management Group area.

SCOPE OF ACTIVITY:

The functions of the Group and of each member of the Group are to:

1. In relation to relevant hazards and risks:
 - (a) identify, assess, and manage those hazards and risks; and
 - (b) consult and communicate about risks; and
 - (c) identify and implement cost-effective risk reduction; and
2. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
3. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
4. Respond to and manage the adverse effects of emergencies in the Waikato Region Civil Defence Emergency Management Group area; and
5. Carry out recovery activities; and
6. When requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Waikato Region Civil Defence Emergency Management Group area and any other requests for assistance from other civil defence emergency management groups); and
7. Within the Waikato Region Civil Defence Emergency Management Group area, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act; and
8. Monitor and report on compliance within the Waikato Region Civil Defence Emergency Management Group area with the Act and legislative provisions relevant to the purpose of the Act; and
9. Develop, approve, implement, and monitor the Waikato Civil Defence Emergency Management Group Plan and regularly review the plan; and
10. Participate in the development of the National Civil Defence Emergency Management Strategy and the National Civil Defence Emergency Management Plan; and
11. Promote civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area that is consistent with the purpose of the Act.

GENERAL POWER TO ACT:

1. A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.
2. Without limiting the generality of subsection (1), a Group may—
 - (a) recruit and train volunteers for civil defence emergency management tasks;
 - (b) conduct civil defence emergency management training exercises, practices, and rehearsals;
 - (c) issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan;
 - (d) provide, maintain, control, and operate warning systems;
 - (e) provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;
 - (f) exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

POWERS AND OBLIGATIONS OF CDEM GROUP MEMBERS:

1. Each member of a Civil Defence Emergency Management Group—
 - (a) may acquire, hold, and dispose of real or personal property for the use of the Group; and
 - (b) may remunerate its representative for the cost of that person's participation in the Group; and
 - (c) must provide to the Group the information or reports that may be required by the Group; and
 - (d) must pay the costs of administrative and related services in accordance with section 24 of the CDEM Act 2002; and
 - (e) must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay; and may carry out any other functions or duties conferred on a member of a Group under this Act.

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- Report to provide an update on the direct local Waikato District Council and Hamilton City Council delivery arrangements.*
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- Report to provide an update of the status and phasing of the current GEMO Work Programme.*
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**Waikato Civil Defence Emergency Management Joint Committee
OPEN MINUTES**

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 6 March 2017 at 1.02 pm.

Present:

Hamilton City Council	Cr L Tooman
Hauraki District Council	Cr P Buckthought
Matamata Piako District	Cr B Hunter
Otorohanga District Council	Cr A Williams
South Waikato District Council	Cr T Lee
Taupo District Council	Cr A Park
Thames Coromandel District Council	Cr R Simpson
Waikato District Council	Cr N Smith
Waikato Regional Council	Cr H Vercoe
Waipa District Council	Cr J Bannon
Waitomo District Council	Cr A Goddard

In Attendance:

Ministry of Civil Defence and Emergency Management	G Talbot
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Staff

L Cavers – CEG Chair
L Hazelwood – Group Controller
J Snowball – Team Leader Operations
V McDonald – Team Leader GEMO
J Douglas – Emergency Management Coordinator, HCC
M Taito – Emergency Management Coordinator, Training
J Cox – Democracy Advisor

SECTION A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)**Apologies**

There were no apologies for the meeting.

Confirmation of Agenda

(Agenda Item 3)

The agenda of the Waikato Civil Defence Emergency Management Joint Committee of 6 March 2017 was accepted by the members.

Disclosures of Interest

(Agenda Item 3)

There were no disclosures of interest.

Minutes of Previous Meeting

File: 03 04 18 (Agenda Item #5) Doc #9572017

Cr Simpson moved/Cr Smith seconded.

CD17/01

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 28 November 2016 be received and approved as a true and correct record.

The motion was put and carried (CD17/01)

Welcome and Introductions

The Chair introduced to members Gary Talbot of MCDEM who attended the meeting in place of Suzanne Vowles.

Members were further introduced to two new team members of the GEMO:
Justin Douglas – Emergency Management Coordinator, Hamilton City Council.
Mere Taito – Emergency Management Coordinator – Training.

Sendai Framework

File: 35 00 05 (Agenda Item #6) Doc #10020638, 10018242, 10021409

The report provided the Joint Committee with an overview of the Sendai Framework and the implications of it for Civil Defence Emergency Management in the Waikato. GEMO Team Leader (V McDonald) provided the presentation and responded to questions from the Joint Committee.

During questions, answers and related discussion the following points were noted:

- In response to a question around the work that was done to inform councils of the risks it was noted there were a number of projects including work with the Regional Council on tsunami considerations and fault line research. Work was being undertaken to identify safe areas for tsunami evacuation on the East coast and how to simply communicate these messages. A summary of this work would be brought to the June 2017 meeting for the Joint Committee.

- It was noted that Civil Defence did not work in silos and there were regular lifeline group meetings where communication occurred with all organisations involved. Welfare agencies were also in receipt of updates from Civil Defence on a regular basis.
- The bigger picture for all councils was the recent National Policy Statement on dealing with risk. It was already clear within the Resource Management Act that hazard planning must be undertaken. Members were reminded that they were the champions for Civil Defence for their councils and that as champions should be asking the relevant questions of their organisations particularly when reviewing district plans.
- The National Disaster Resilience Strategy was also discussed. Informal consultation was being undertaken with key stakeholders over the next couple of months. Formal consultation with the public would occur over July-September 2017. MCDEM planned to present the strategy to Cabinet in November/December 2017.

Cr Hunter moved/Cr Tooman seconded.

CD17/02

THAT the report Sendai Framework (Doc #10020638 dated 23 February 2017) be received for information only.

The motion was put and carried (CD17/02)

MCDEM

File: 35 00 05 (Agenda Item #7) Doc #10015203, 10022799

The verbal report by G Talbot, of MCDEM provided the Joint Committee with an update on the legislative changes from the Ministry.

During questions, answers and related discussion the following points were noted:

- There was no one Act that took precedent over another Act. The frustration shown following the Christchurch and Kaikoura emergencies highlighted the concern over the fact that each agency's incident controller was working under their own Act and there was not one central controller or act to provide guidance where it was needed (unified command). The Minister was wanting a stronger command and control model for CDEM.
- Need to be able to stand up the welfare function as quickly as possible.
- Good situational awareness and communications during an event was essential to ensure the Ministry are kept informed throughout the event.
- A lot of grey areas in the current legislation that needed to be addressed in regards to control and command.
- It was noted that some communities had voiced to Councillors their willingness to pay more for CDEM services if it was required.
- With respect to a public alerting system members were advised that there was likely a direction the minister may wish to go, work had been done in workshops and with GNS science to consider what was reasonable to spend and these discussions were continuing. It was noted that there was likely to be a suite of tools as it was recognised there was not a "one size fits all" for public alerting.

Cr Bannon moved/Cr Park seconded.

CD17/03

THAT the verbal report of G Talbot of MCDEM be received.

The motion was put and carried (CD17/03)

New CDEM Legislation and Implications for Recovery

File: 35 00 05 (Agenda Item #8) Doc #10044322

The report provided the Joint Committee with information regarding the need for an additional resource within the GEMO to meet the new requirements surrounding Recovery legislation and the transition from response. Acting Group Manager (J Snowball) spoke to the report and responded to questions.

During questions, answers and related discussion the following points were noted:

- The proposal to reconfirm the appointment of Greg Ryan as the Group Recovery Manager would be appropriate even though he was no longer a staff member of the GEMO. The proposal had been discussed with him and he was happy to continue in the role until the matter had been sorted properly with respect to the new legislation.
- The change in legislation meant that more staff would be required to work within the Civil Defence Group and the group would advise the Regional Council that additional funding was required to meet with legislative requirements. This would occur within the Annual Plan deliberation and adoption meeting in June 2017.

Cr Simpson moved/Cr Buckthought seconded.

CD17/04

1. **THAT the report “New CDEM Legislation and Group Recovery Manager Position Request” (Doc # 10044322 dated 1 March 2017) be received.**
2. **THAT the Joint Committee note that additional resources within the GEMO and Group will be required as a result of the Civil Defence Emergency Management Amendment Act 2016**
3. **THAT the Joint Committee approve the development of a business case to support the provision of this additional resource**
4. **THAT a sub-committee of the Chair, Cr Tooman, Cr Park and Cr Smith be appointed to approve the business case, for submission to the Waikato Regional Council annual plan.**
5. **THAT Greg Ryan be appointed (re-confirmed) as the Group Recovery Manager**
6. **THAT Kurt Abbott be appointed the alternate Recovery Manager position (, pending confirmation of appointment at Waikato District Council)**

The motion was put and carried (CD17/04)

Further to the recommendations it was noted that within the Waikato Group Plan the Joint Committee had identified members appropriate for making a declaration in an emergency. With the change in legislation it was considered appropriate to make a similar determination under Section 25 of the CDEM Act, to allow for members to declare a transition period. The transition period gave powers to the Recovery manager to continue within their role.

It was noted to be sensible that the same person who could make the declaration as provided for in the Group Plan could also declare a transition period.

It was noted as important that where the members present at the meeting were the alternates, but were to be the primary member attending for their council, that they sought a council resolution to alter the membership arrangement. This would then ensure that they met the requirements under legislation and within the Group Plan.

Cr Smith moved/Cr Goddard seconded.

CD17/05

1. **THAT in accordance with Section 25 of the CDEM Act 2002, the following persons are appointed by the Waikato Civil Defence Emergency Management Joint Committee to make local declarations of transition for all or part of the Waikato Group area:**
 - **The Chairperson of the Joint Committee.**
2. **THAT in the absence of the Chairperson, the following person is authorised, in order, to undertake this function:**
 - **The Deputy Chairperson of the Joint Committee.**
3. **THAT in the absence of the Chairperson and Deputy Chairperson, the following persons are authorised to undertake this function:**
 - **Any other Member's representative on the Joint Committee.**

The motion was put and carried (CD17/05)

Joint Committee CEG Minutes

File: 35 00 05 (Agenda Item #9) Doc # 10017590

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (17 February 2017).

During questions, answers and related discussion the following points were noted:

- Members sought to be advised on the Waikato Lifelines group meetings in order to be able to attend where possible. It was noted that the quarterly meeting had occurred in February and the next would be in May with a workshop at the end of August.

Cr Lee moved/Cr Park seconded.

CD17/06

THAT the report Joint Committee CEG minutes (Doc #10017590 dated 17 February 2017) be received for information only.

The motion was put and carried (CD17/06)

Public Information Management Update

File: 35 00 05 (Agenda Item #10) Doc #10018177

The report informed the Joint Committee of strategic issues related to:

- Public Information Management (PIM) developments and arrangements
- Public education developments and arrangements

The Waikato CDEM Group Public Information Manager (S Ward) and Emergency Management Co-ordinator – Community Resilience (D Mehrtens) presented the report and responded to questions.

During questions, answers and related discussion the following points were noted:

- GEMO support was provided to the Territorial Authority Communications departments with access to centralised training.

- It was noted that within the PIM sector there was already a tight network with the Group Public Information Manager and Emergency Management Co-ordinator.
- Additional training was being developed in response to the needs and requests from Council Communications/PIM staff throughout the Waikato region requiring further training and support for dealing with emergency events.

Cr Williams moved/Cr Bannon seconded.

CD17/07

That the report Public Information Management (PIM) Update (Doc #10018177 dated 23 February 2017) be received for information only.

The motion was put and carried (CD17/07)

Kaikōura Earthquake

File: 35 00 05 (Agenda Item #11) Doc #10018866

The report informed the Joint Committee of the Waikato CDEM group contribution to the Kaikōura Earthquake response as well as the related impact on the Waikato region.

During questions, answers and related discussion the following points were noted:

- The Kaikōura earthquake had an impact on the water supplies at Raglan whereby the mountain spring was impacted with sediment. This highlighted an issue for Waikato District Council where if a filter had been installed between the spring and water treatment plant there would not have been an issue. The exercise with Waikato District Council had provided very useful training for local staff.
- Certificates of appreciation had been provided to all staff deployed to Kaikōura.
- The East Coast tsunami evacuation went reasonably well considering the alerting infrastructure available. It was noted that in at least one area there was confusion over where to go and many did not have an appreciation of what they should take with them when evacuating. It was noted that lessons had been learned from the evacuation and work was ongoing to ensure those lessons turned into action and education for the community.
- The focus had primarily been on the east coast of the Coromandel peninsula and it was noted from recent expos in Whitianga the promotion “Long and Strong, Get Gone” was good however the most relevant question still was “Where do I go?”.
- Further work needed to be undertaken to ensure the community have the right information and are prepared. As a matter of some urgency easy to use evacuation maps were generated by the GEMO and WRC in support of key east coast communities. Additional resources would be provided to Local Councils by the GEMO to be delivered directly to the community ie through the Community Response Plans. The challenge of avoiding complacency by the community due to repeated evacuations was also discussed.
- There was further work to be done with the evacuation plans for the West Coast of the peninsula.

Cr Lee moved/Cr Goddard seconded.

CD17/08

THAT the report Kaikōura Earthquake (Doc #10018866 dated 23 February 2017) be received for information only.

The motion was put and carried (CD17/08)

Central Government Policy Direction

File: 35 00 05 (Agenda Item #12) Doc #10021954

The report provided the Joint Committee with an overview of Central Government's policy direction as recently indicated by various Ministers and Executive Management.

During questions, answers and related discussion the following points were noted:

- The Joint Committee would be advised of any review of powers
- Discussion occurred around tsunami warning systems, the National Policy on Natural Hazards and the interest in CDEM shown by WorkSafe.

Cr Bannon moved/Cr Tooman seconded.

CD17/09

That the report Central Government Policy Development (Doc #10021954 dated 23 February 2017) be received for information only.

The motion was put and carried (CD17/09)

2017 Meeting Dates

File: 35 00 05 (Agenda Item #13) Doc #10021375

The report provided the Joint Committee with relevant meeting dates for 2017.

Items for the Next Meeting

File: 35 00 05 (Agenda Item #14)

The item provided for discussion with the Joint Committee over proposed reports and items for the next meeting scheduled for 26 June 2017.

Meeting closed at 3.06.

Doc #10061620

Report to CDEM Joint Committee – To be Received

File No: 35 00 05
Date: 16 June 2017
To: CDEM Joint Committee
From: Group Recovery Manager (Greg Ryan)
Subject: Recovery from March/April 2017 flood events

Purpose

To provide the Joint Committee with an overview of the recovery that is currently underway following the flood events in March and April 2017.

Recommendation:

1. That the report **Recovery from March/April 2017 flood events** (Doc #10632748 dated 16 June 2017) be received for information only.

Background

During March and April 2017 the Waikato CDEM Group area was impacted by a number of significant rainfall events. Specifically:

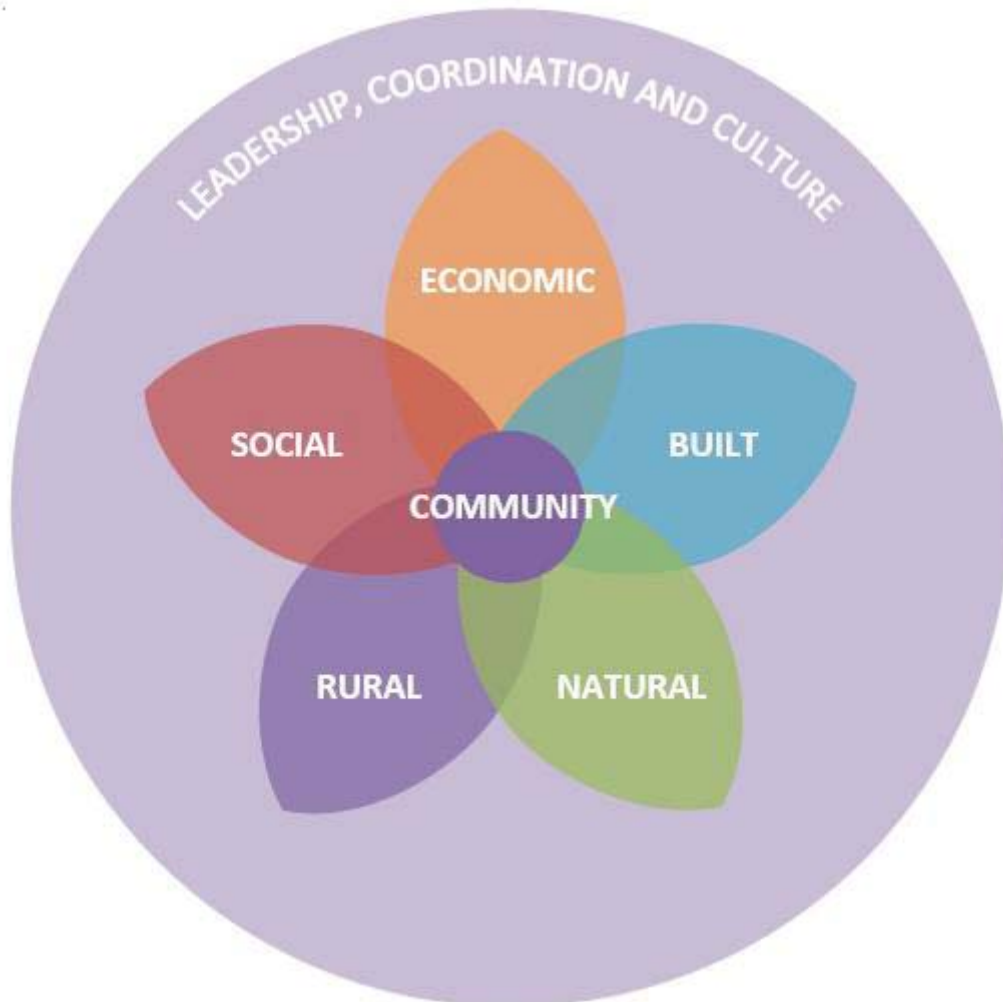
- Ex-tropical Cyclone Debbie (4th to 6th March 2017)
- Tasman Tempest (7th to 11th March 2017)
- Tasman low (11th to 13th April 2017)
- Ex-tropical Cyclone Cook (13th to 14th April)

These events inundated the flood plains of the Lower Waikato River and Piako River. This inundation was significant with regard to peak flood levels and also the duration of inundation due to the successive nature of these events.

As a consequence of these events and the impact on the community (particularly the rural community), the Waikato, Hauraki, Thames-Coromandel and Matamata-Piako district councils have initiated a coordinated recovery effort, with coordination provided at a group level.

Recovery framework

The Waikato CDEM Group Recovery Plan and local recovery plans provide a framework for recovery that ensures consideration is given to a number of aspects of our communities (refer to diagram below).



Overview of current recovery

While there was an initial focus on the rural aspect of recovery (related to the physical damage to farms, and the impact of that damage on land owners), the current recovery relates to all aspects noted in the above recovery framework.

The following is an overview of the issues that are currently being addressed:

1. Rural

- Farms have sustained damage from the immediate and ongoing effects of inundation, including pasture inundation, silt and debris deposition, slips and damage to farming infrastructure.
- There is an increased rural workload and stress due to recovery from event (during the traditionally quiet time).
- There is a need for information to be shared with recovery partners and communicated to the community in a coordinated and consistent way.

2. Social

- As well as what has been identified under the rural aspect of recovery, impacted persons in the community may be under stress due to what has happened and what may happen (e.g. a further weather event).

3. Built

- Work is required to remediate roading and water infrastructure damaged during these events.
- There is significant interest in the performance of land drainage and flood protection infrastructure, particularly on the Piako River floodplain.

4. Economic

- The immediate recovery costs will have a short-term and immediate impact on the primary industry and their communities.
- There is expected to be a reduction in primary industry production for 6 to 12 months and a consequential reduction in farm income.
- The combination of the above may have an impact on the broader communities and the towns that serve those communities.

Coordination of recovery

The current recovery is being coordinated at two levels:

- Locally, each affected territorial authority has an appointed Local Recovery Manager who is overseeing the development of local recovery action plans and the engagement of those organisations involved in the recovery. These local recovery structures report directly to their respective territorial authority, as prescribed by local recovery plans.
- At a group-level, the Group Recovery Manager has established a Group Recovery Team (consisting of key organisations, impacted local recovery managers and GEMO staff providing support). The focus of this arrangement is on providing the coordination that has been identified as necessary to support local recovery efforts (which currently includes the sharing and management of recovery information, the oversight of community messaging and engagement, and providing a connection across the territorial authorities that are recovering). This group recovery structure reports to the Coordinating Executive Group and this Joint Committee.

END OF REPORT

Greg Ryan
Group Recovery Manager

Attachments

No attachments or supporting reports/appendices are included with this item.

Report to CDEM Joint Committee – To be Received

File No: 30 00 05
Date: 13 June 2017
To: CDEM Joint Committee
From: CEG Chair – Langley Cavers
Subject: Summarised CEG minutes

Purpose

To provide the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (2nd June 2017).

Recommendation:

1. That the report **Summarised CEG minutes** (Doc #10615121 dated 2 June 2017) be received for information only.

Section A (Information Only)

CEG Chair's Report

The minutes of the CEG Management and Governance meeting were presented to the CEG.

Group Controllers Report

The Group Controllers report was presented to the CEG. It was noted that the expected move in date to the GECC and GEMO facility will be the 15th December. Furthermore it was noted that an oversight team will be set up to notify Management and Governance of the costings of the project.

GEMO Report

The GEMO Report was presented to the CEG, and taken as read.

Waikato CDEM Group Response

It was noted that work will be starting on the Council LTP. As soon as the documentation has been formalised around the Long Term Plan, this will be sent out to the Councils to use.

CEG Advisory Groups

It was discussed that the Terms of Reference are in the process of being developed and will be signed off at the next CEG meeting to be held on the 18th August. Note was taken of the resignation of the Chair of the Lifelines Group, Alan Harrop.

MCDEM Report

It has been noted that due to the number of events during the past months, it has not been possible to do 'cold debriefs' after every event. Due to this fact an activation learnings workshop will be held to plan a clear way forward.

Section B (Decisions Required)

New Deputy Chair of CEG

Blair Bowcott was nominated as the Deputy Chair of CEG.

Use of emergency Vehicles Proposed Policy

This Policy was created to facilitate primarily movement of vehicles through traffic, potentially resulting from an event, during an activation, and to a lesser extent the necessity for timely response with specific reference to a Tsunami activation.

Clarification was made with regards to the red light: The intent behind the red light is primarily to facilitate movement through traffic during an emergency event. Other vehicles are prone to making way for a vehicle with red lights flashing, excess speed would not be required.

Suggestion to have this matter differed until the next CEG to allow further discussion on this topic. It was agreed that this Policy would be accepted as a noting that prior to it being implemented that criteria be established as to when it was appropriate to operate the lights and sirens. A sub-committee needs to be formed to address criteria of use. This will then be forwarded to Joint Committee.

The following action was taken:

Adopt the policy subject to appropriate criteria being developed and agreed on the use of vehicles under red lights, and that we would set up a Sub Committee to come up with these criteria. As of adopting this policy no one can drive an Emergency Response Vehicle with lights and siren until the training has been done and criteria developed.

Alternate Controller Appointment

Andre Chatfield was interviewed for this position. Members in the interview were Karen Henrikson, David Hall and Lee Hazlewood. It is noted that he has experience in law enforcement and critical incident management. He is currently employed in risk management with HCC.

Decisions requested from the Joint Committee

Joint Committee to vote on appointment of Andre Chatfield as Alternate Controller



Signed by Langley Cavers
CEG Chair

Attachments

No attached or supporting reports / appendices are included with this item.

Report to CDEM Joint Committee – Decision Required

File No: 35 00 05
Date: 2 June 2017
To: CDEM Joint Committee
From: Group Controller/GEMO Manager – Lee Hazlewood
Subject: Endorsement of appointment of new alternate controller

Purpose

To request that the Joint Committee accept the CEG’s endorsement of the appointment of Andre Chatfield as Alternate Controller for Hamilton City Council.

Recommendation:

That the Joint Committee endorse the appointment of Andre Chatfield as the Alternate Controller for Hamilton City Council as outlined by the report **Endorsement of appointment of new alternate controller** (Doc #10611212 dated 2 June 2017)

Background

Andre Chatfield has been interviewed by the Controller Appointment sub-Committee and assessed as being a highly qualified candidate and suitable for the position of alternate controller.

END OF REPORT



Signed by Lee Hazlewood
Group Controller/GEMO Manager

Attachments

No attached or supporting reports / appendices are included with this item.

Report to CDEM Joint Committee – Feedback Required

File No: 35 00 05
Date: 14 June 2017
To: CDEM Joint Committee
From: Group Controller/GEMO Manager – Lee Hazlewood
Subject: Ministerial Review of Civil Defence Emergency Management

Purpose

To inform the Joint Committee of the Ministerial Review of Civil Defence Emergency Management, and provide the Joint Committee with an opportunity to identify concerns and feedback to the Technical Advisory Group.

Decisions Required

1. Whether or not to receive the report
2. Whether or not to endorse the CEG Working Group to finalise the Waikato CDEM submission on behalf of the Group.
3. The Joint Committee to provide feedback from an elected member perspective to be included in the final submission to the Ministerial Review's Technical Advisory Group.

Recommendations:

1. That the report "Ministerial Review of Civil Defence Emergency Management" (Discover #10616700 dated 14 June 2017) be received.
2. That the Joint Committee endorse the CEG Working Group to finalise the Waikato CDEM submission on behalf of the Group.
3. The Joint Committee request the GEMO alter the Group submission to the Technical Advisory Group to include the following points:
 - (1) ...
 - (2) ...
 - (3) ...
 - (4) ...
 - (5) ...
 - (6) ...

Background

Since November 2016, there have been a number of emergency events throughout New Zealand. Civil Defence Emergency Management (CDEM) have been involved in all of the responses, however were not necessarily the lead agency in each event. The knowledge of who is responsible for responses in various emergency events is not widely publicised or understood by the public. It is this level of complexity that saw the effectiveness of the CDEM sector called into question and has resulted in a loss of stakeholder, public and Ministerial confidence in the response system.

In response, a Technical Advisory Group (TAG) was established on 23rd April 2017 to undertake a Ministerial Review of CDEM. The TAG consists of the following people:

- Roger Sowry, as Chair;
- Benesia Smith MNZM, independent consultant;
- Malcolm Alexander, Chief Executive, Local Government New Zealand;
- Assistant Commissioner Mike Rusbach, New Zealand Police;
- Deputy National Commander Kerry Gregory, New Zealand Fire Service;
- Major General Tim Gall, New Zealand Defence Force;
- Sarah Stuart-Black, Director, Ministry of Civil Defence Emergency Management

In addition, a cross parliamentary reference group has been established to support the work of the advisory group, and provide views on any recommendations they may make.

The Review aims to provide advice to the Minister of Civil Defence on the most appropriate operational and legislative mechanisms required to support effective responses to natural disasters and other emergencies in New Zealand¹.

Note: The Group Controllers have collectively expressed concern at the lack of representation from CDEM Groups and have requested that additional people be added to the TAG. In the likely event that this request is not granted, Malcolm Alexander will be required to represent both the CDEM Groups and Local Government.

It should also be noted that there is no representation from Health, Welfare/Community Groups, Iwi or the community on the TAG. All of these groups play a critical part in effective emergency preparedness, response, recovery and reduction activities.

SCOPE

The review scope emphasises the prioritisation of an emergency response in addressing community needs, and the prevention of death, injury, property/critical infrastructure damage. This means having clear authority and chains of command, good information and communications, and the right capability.

With this in mind, the Waikato CDEM Group seek Joint Committee members input from an elected member's perspective on the following areas of CDEM operational and legislative mechanisms:

- Outcome 1:** The emergency response system is fit for purpose and aligns with stakeholder expectations, taking account of the need to prioritise preventing death, injury, and property damage, and the fast-moving nature and uncertainty of emergencies.

¹ <http://www.dpmc.govt.nz/review-better-responses-natural-disasters-other-emergencies>

Outcome 2: New Zealand has the appropriate response capability and capacity for civil defence emergency management responses.

Outcome 3: Clearer definition of who determines the need for and declares a state of emergency and at what point the Director Civil Defence Emergency Management can step in to declare a state of emergency.

Outcome 4: The chain of command and control, coordination, and decision making during an emergency is effective and appropriate.

Outcome 5: Information flows into, across, and out of the emergency response system effectively, allowing timely and accurate communication to Ministers; agencies; officials; stakeholders with particular interests; and to the public during emergencies.

Key questions to consider under each outcome include:

1. What works well?
2. What doesn't work?
3. What could be done better?
4. How could these proposed changes be achieved?
5. Lastly, what legislative changes are required to the Civil Defence Emergency Management Act 2002 (and other legislation related to emergency response)?

The Waikato CDEM Group submission will reflect the perspectives of elected members, executive management and operational staff.

Timeline

The timeline for this review has been announced as follows:

- 2 June 2017 - Terms of reference released and submissions sought.
- 7 July 2017 - Submissions close.
- July 2017 - Opportunity for submissions to be heard in four locations only - Auckland, Whakatane, Christchurch and Selwyn.
- Late August 2017 - TAG to provide an interim report to Minister of CDEM.

CEG Working Group

Due to the extremely short timeframe for developing the Group Submission, the CEG have put together a working group to finalise this document. This group consists of the following people:

- Langley Cavers – CEG Chair
- Dennis Bellamy – Matamata Piako District Council
- Karen Henrikson – New Zealand Police
- Roy Breeze – New Zealand Fire and Emergency Service
- Trevor Ecclestone – Waikato District Health Board
- Stuart Cockburn – St John

END OF REPORT

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Signed by Lee Hazlewood
Group Controller/Manager

Attachments

Ministerial Review Terms of Reference (Discover #10608195)

Ministerial Review Terms of Reference

Better responses to natural disasters and other emergencies in New Zealand

1. Purpose

This review will provide advice to the Minister of Civil Defence on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.

The purpose is to ensure that New Zealand's emergency response framework is world leading, and well placed to meet future challenges. In light of recent events it is appropriate to see how we can further enhance and strengthen the current system.

2. Context

A series of recent hazard events and emergencies in New Zealand have resulted in wide spread reflection on whether the current operational and legislative settings for responding to natural disasters and other emergencies are fit for purpose.

Responsibility for the management of these events lay with three different agencies¹. The civil defence emergency management sector was however involved in all three responses as either lead or support agency. In all three cases the effectiveness of the civil defence emergency management sector was called into question resulting in a loss of stakeholder, public and Ministerial confidence in the response system.

The National Security System, of which civil defence emergency management is a part, has a range of lead agencies that operate under different legislative mandates, depending on the hazard type. The complexity of the system is well understood by those agencies that operate within its framework, but are not widely publicised or understood by the public².

Many lessons from the Canterbury earthquakes of 2010 and 2011 and other events have been successfully embedded into the operation of the current civil defence emergency management system. However there has been no significant review of the organisational structures, roles and decision-making powers, within which responses are orchestrated. It is timely to take a wide look at how the sum of those parts work together. In particular, to consider whether any changes to settings could optimise the civil defence emergency management system's performance in the response phase.

¹ August 2016 Hawkes Bay gastroenteritis outbreak (lead agency Health); 2 September 2016 East Cape earthquake and tsunami (lead agency Civil Defence Emergency Management); 14 November 2016 Kaikoura earthquake and tsunami (lead agency Civil Defence Emergency Management); and 13 February 2017 Port Hills fire (lead agency Selwyn Rural Fire Authority).

² November 2016, Controller and Auditor General report Governance of the National Security System.

3. Project Definition

The problem The purpose of the review is to ensure that New Zealand's emergency response framework is world leading, fit-for-purpose, and well placed to meet future challenges.

The current organisational structures, roles and decision-making powers in the civil defence emergency management response system need to align with the expectations for system performance.

Recent events tested New Zealand's response framework, and its effectiveness in supporting decision making, information sharing and operational capability. In particular it has been noted that:

- The underlying principle of "act locally, coordinate regionally, support nationally" may not be suitable in all circumstances.
- Decisions are not necessarily made by adequately skilled and experienced people, mandated at the appropriate level of government, and supported by the best information possible in the circumstances.
- Volunteers may not be adequately supported by a professional emergency management force.
- Information is not always readily available to decision makers on the scale, complexity and evolving nature of the emergency, to determine the capacity and capabilities required for the response effort.
- There is a need for timely, consistent and accurate communication to the public.
- Response capabilities are not necessarily deployed as promptly and seamlessly as possible, taking advantage of economies of scale and the experience of senior responders.

In summary, the operational and legislative settings within the system may not be performing optimally to meet current and future needs, and the role that New Zealanders need it to play.

Scope The work will examine:

- The current devolved decision-making model from central to local government, and framework of lead and support agencies to manage response to emergencies arising from specific hazards.
- Decision making and chain of command, including:
 - who has the power to declare a State of Emergency, and
 - whether there is a need for an interim mechanism to manage a localised event with significant consequences or that could evolve into a state of local emergency or a state of national emergency.
- Response capability and capacity.

- Whether legislative changes are required to the Civil Defence Emergency Management Act 2002 (and other legislation related to emergency response).

Outcome 1: The emergency response system is fit for purpose and aligns with stakeholder expectations, taking account of the need to prioritise preventing death, injury, and property damage, and the fast-moving nature and uncertainty of emergencies.

Outcome 2: New Zealand has the appropriate response capability and capacity for civil defence emergency management responses.

- The system capacity supports the availability of appropriately skilled and responsive resourcing, regardless of the location and scale of the emergency.
- Appropriate protocols exist to enable supporting agencies to swing promptly into action.
- Agencies with specialist capabilities (such as logistics, aerial surveillance and interpretation) are knitted into the fabric of a response.
- Business continuity across the whole of government supports an effective response and prompt recovery.

Outcome 3: Clearer definition of who determines the need for and declares a state of emergency and at what point the Director Civil Defence Emergency Management can step in to declare a state of emergency.

- A single lead role across any geographical area affected by natural disaster
- The purpose and consequences of declarations of states of emergency are clear
- Appropriate interventions and escalations are available.

Outcome 4: The chain of command and control, coordination, and decision making during an emergency is effective and appropriate.

- There is a clear operating model and chain of command and control and coordination during response, including the recognition of lead and support agencies.
- The system enables decisions to be made quickly, by appropriately skilled and experienced people, mandated at the right level, within the most appropriate agency and incorporating the best available information.
- All participants in the system understand the operating picture and their respective roles and responsibilities, including how these might change over the course of the response or as the event unfolds.

Outcome 5: Information flows into, across, and out of the emergency response system effectively, allowing timely and accurate communication to Ministers; agencies; officials; stakeholders with particular interests; and to the public during emergencies.

- Recognition of the modern news cycle – immediacy of social media and power of factual decisive information delivered as speedily as possible
- Stakeholder needs are understood (what information is required; where and how to gather the information, providing it at the right time and in the right format).
- Official information maintains pace with media dialogue and social media activity.

The work will not examine the current legislative framework for hazard risk assessment and management set out in other legislation, for example the Resource Management Act 1991, but may make reference to any further work or consideration that may be necessary to better fit other Acts to enable resilience and preparedness.

**Consultation
and
Engagement**

The chair of the Technical Advisory Group is expected to agree with the Minister of Civil Defence the overall process, including matters of consultation and engagement. There is significant benefit in direct engagement with key stakeholders, as their contribution will add value to the Technical Advisory Group's advice. This should include providing for engagement with local government, emergency services, relevant government departments, and iwi and Māori. The means of consultation and engagement will need to reflect the time available and it is recognised that engagement will commonly be through the chair and the secretariat.

**Key
Deliverable**

A review document examining the current operational and legislative settings for responding to emergencies and the recommended options for change.

The document will be provided to the Minister of Civil Defence no later than three months from the date of the agreement to these Terms of Reference.

4. Governance

Sponsor Minister of Civil Defence

Technical Advisory Group A Technical Advisory Group made up of:

- Roger Sowry, as Chair;
- Benesia Smith MNZM, independent consultant;
- Malcolm Alexander, Chief Executive, Local Government New Zealand;
- Assistant Commissioner Mike Rusbatch, New Zealand Police;
- Deputy National Commander Kerry Gregory, New Zealand Fire Service;
- Major General Tim Gall, New Zealand Defence Force;
- Sarah Stuart-Black, Director, Ministry of Civil Defence and Emergency Management.

Project Team and Secretariat The project team and secretariat is headed by Jeremy Corban.

Report to CDEM Joint Committee – To be received

File No: 35 00 05
Date: 16 June 2017
To: CDEM Joint Committee
From: Group Controller/GEMO Manager – Lee Hazlewood
Subject: New GECC AND GEMO Facility Update

Purpose

To inform the Joint Committee on the status of the new GECC and GEMO facility.

Recommendation:

1. That the report **New GECC and GEMO Facility Update** (Doc #10634466 dated 16 June 2017) be received for information only.

Background

The Waikato CDEM Group Emergency Management Office (GEMO) and Group Emergency Coordination Centre (GECC) are currently operating from a temporary location at the Deloitte Building (24A Anzac Parade).

This new temporary location is not fit-for-purpose with regard to seismic performance and service redundancy. The assessment of potential options for a fit-for-purpose facility has resulted in decision to relocate to the new Genesis Energy building. This agreement was underpinned by a detailed business case supported by the Joint Committee and endorsed by the Waikato Regional Council.

Therefore, the GEMO/GECC will remain in the current temporary location until the construction of the new Genius Energy Building is completed.

Current Status

The new GECC and GEMO facility (Genesis project) has slipped to December 15, 2017, with possibility of the operational and training areas not coming on line until January 2018. We will be remaining at the Deloitte facility for the interim. It should be noted that the risks identified in earlier reports regarding the fact that there are communication and space limitations at the current interim location will continue to exist until the December move. However, the identified risks did not become issues during any of the recent events and the Group manager/Controller is of the opinion (from a cost/benefit perspective) that the existing contingency arrangements are acceptable for the extended interim arrangement time-frame.

There were concerns raised at a recent HCC Council meeting regarding the increase in cost from the original estimate (rather than ultimate cost which is still appropriate). A report will be going part to the Chair of the relevant committee explaining the reasons. However, in short, this was an

opportunity not a long-term planned action. That is, when the original All-hazards Centre concept fell through on the withdrawal of the Fire Service (due to FENZ implementation) after 3-years of planning, an inquiry was sent out to all CDEM stakeholders asking if anybody was building or planning an IL4 facility. Very fortunately, as IL4 buildings are few and far between, Genesis noted they were but we would need to jump on quickly to take advantage of the opportunity.

To take advantage of this exceptional offer the scoping of specifications had to be done in days rather than months. In addition, other partners were also sought to make the facility as efficient and effective as the original concept. HCC came on board with the Transport Operations Centre (to be renamed), City Safe and their EOC. WRC also has a share of the coordination Centre area for their emergency response obligations. A combination of the added complexity and the speed in which the facility had to be planned to meet the lease deadline resulted in some inaccuracies in the original estimates and some additional costs simply because the change in nature of the facility as components were added.

END OF REPORT



Signed by Lee Hazlewood
Group Controller/Manager

Attachments

No attachments or supporting reports/appendices are included with this item.

Report to CDEM Joint Committee – To be received

File No: 35 00 05
Date: 16 June 2017
To: CDEM Joint Committee
From: Group Controller/GEMO Manager – Lee Hazlewood
Subject: Direct Local WDC and HCC Delivery Arrangements

Purpose

To update the Joint Committee on the direct local Waikato District Council (WDC) and Hamilton City Council (HCC) delivery arrangements.

Recommendation:

1. That the report **Direct Local WDC and HCC Delivery Arrangements** (Doc #10635645 dated 16 June 2017) be received for information only.

Background

The CEO's of Waikato District Council (WDC) and Hamilton City Council (HCC) both signed agreements for the delivery of Local CDEM services to be managed by the GEMO starting 1 October 2016. While this continued an existing arrangement held by WDC, it was a new agreement for HCC.

The contract in place assures that both Councils meet their section 17a obligations. It also supports the Group Controller in providing a greater level of engagement and coordination opportunities with the staff, executives and elected officials of each respective jurisdiction.

From an efficiency perspective the GEMO now has a further 3.5 FTE's to support, where required, other areas during an emergency or high demand. Their time is obviously offset through use of other GEMO resources at some other more appropriate time in return. The benefits of this can be demonstrated through the use of Kelly Newell (WDC) for 3 weeks full time to develop the regional exercise. The time she spent on the group's needs was offset by technical support provided by Irving Young (GEMO) to assist with the development of WDC's welfare programme.

Both Councils also benefit from a Local Duty Officer arrangement, providing greatly needed relief for the 24-hour call out obligation placed on each of the Local CDEM professionals.

Current Status

Both Waikato District Council (WDC) and Hamilton City Council (HCC) recently took part in moderated audits based on the MCDEM Monitoring and Evaluation (M&E) Capability Assessment. The HCC audit was for the purpose of establishing a baseline by which the effectiveness of the

GEMO delivery can be accurately measured. The WDC audit was carried out for the purpose of gauging progress to date on the arrangement against the M&E carried out previously by MCDEM.

WDC has done exceptionally well with an increase in score from 44% to 69.9% in 3-years. On completion of the full 5-year monitoring and evaluation (M&E) reporting cycle this score is expected to be even higher (the Group Controllers goal is into the 80's). According to MCDEM the council is maturing well. The success of this arrangement is in a significant part due to the efforts of Sue Duignan (retiring CEG rep) and the GEMO resource dedicated to WDC, Kelly Newell. As the Group Controller I would like to congratulate both Sue and Kelly, along with the other members of the WDC staff, that have helped integrate CDEM into the council's business as usual activity so effectively.

Western Waikato has officially declined the proposal requested from the GEMO to provide local services but is considering an increase in resourcing.

END OF REPORT



Signed by Lee Hazlewood
Group Controller/Manager

Attachments

No attached or supporting reports / appendices are included with this item.

Report to CDEM Joint Committee – To be received

File No: 35 00 05
Date: 15 June 2017
To: CDEM Joint Committee
From: Group Controller/GEMO Manager – Lee Hazlewood
Subject: GEMO Work Programme Update

Purpose

To update the Joint Committee of the status and phasing of the current GEMO Work Programme.

Recommendation:

That the report Work Programme Update (Doc # 10632075 dated 15 June 2017) be received for information.

Background

As per the *Civil Defence Emergency Management (CDEM) Act 2002*, CDEM Groups are required to prepare a plan describing local arrangements and how these arrangements support the national framework for CDEM in New Zealand. For the purposes of full disclosure, the Waikato CDEM Group included a work programme outlining all of the intended projects to be undertaken.

Current Status

Attachment 3 provides a summary of the work as established in the Group Plan (see grey shading). It includes related projects generated to support or compliment completion of these actions (see white shading). Some of these actions relate to just the GEMO, others relate to combined efforts and others are targeted specifically at local CDEM. There are likely to be additional local projects not recorded here because of their uniqueness to their own jurisdiction.

The programme phase and status is indicated, along with projects that have been completed.

It should be noted that this is a living document. All completed projects will be reported at least once for your oversight and interest. Once reported, completed projects will be removed and new projects may be added. Variations to this work programme may also occur in response to National direction, new initiatives and/or activation learnings that require immediate implementation.

END OF REPORT

A handwritten signature in black ink, reading "Lee Hazlewood". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Signed by Lee Hazlewood
Group Controller/GEMO Manager

Attachments

GEMO Work Programme Phase and Status Spreadsheet (Discover # 10636761)

GEMO Work Programme Update as at 16 June 20017

Keys:

Assignment

(G) GEMO

(L) local CDEM work programmes

(C) Combination

Actions	Group Plan Year			Annual Review	Phase	Status	Comments
	16/17	17/18	3-5 years				
0. C: Develop a project plan for delivery of major projects, including scope, deliverables, resources/costs.					Functional	On track	
1. C: Collation of hazard and risk information, gap analysis and data improvement programme.					Implementation	On track	
2. G: Ongoing development of the regional multi-hazard lifeline utilities vulnerability assessment project.					Functional	Completed	
3. C: Ongoing implementation of the hazard and risk data improvement programme.					Planning	On track	
4. G: Develop a platform for collection, collation and sharing of hazard and risk information (Waikato Hazards Database).					Planning	On track	
5. C: Promote the availability of hazard and risk information to CDEM Partners, stakeholders and the community.					Functional	On track	
6. G: Review risk reduction reporting requirements to CEG to support a more coordinated approach across all agencies.						Not Started	
7. G: Implement the risk reduction framework to facilitate a consistent approach to risk reduction across the Group.						Not Started	

Phase

Planning
Implementation
Functional
Optimal

Status

Not Started
On track
Off track - plan in place
Off track - help needed
Completed

44. C: Commence an audit of Group and Local recovery plans (against the new Bill, Group template, DGL for Recovery and Group Recovery Plan).									Not Started
Group Recovery Plan									Not Started
Local Recovery Plan									Not Started
45. C: Update Group (16/17) and Local (17/18) Recovery Plans following audit.									Not Started
Group Recovery Plan Update									Not Started
46. L: Report on achievements against Recovery Plan actions.									Not Started
47. G: Incorporate recovery exercises in Group Exercise Plan.									Not Started
48. C: Build recovery relationships through Waikato forum, sector group, meetings, national recovery forum.									Not Started
49. G: Develop and implement Group Recovery Manager Policy (including professional development requirements).									Not Started
50. G: Develop a Terms of Reference for the Emergency Services Advisory Group.								Functional	Completed
51. G: Develop a Welfare Coordination Group (WCG) business plan and report on progress to CEG.								Functional	On track
Welfare Cluster Group Arrangements								Planning	On track
52. G: Review the WCG Plan.									On track
53. L: Develop local welfare plans.								Implementation	On track
Review MOU with Welfare partner agencies									On track
Understanding the vulnerabilities of our communities									On track
Local Welfare Plans - Priority									On track
Local Evacuation Plans									On track
Local Psychosocial Plans									On track
Local Welfare Arrangements - Priority									On track
54. C: Report on iwi engagement across the Group on CDEM matters.								Planning	On track

