
**Waikato Civil Defence Emergency Management Joint Committee
MINUTES**

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Te Puia Room, Genesis Building, 94 Bryce Street, Hamilton on Monday 26 March 2018 at 10am.

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	Mayor J Shattock
Taupō District Council	Cr A Park
Thames Coromandel District Council	Cr S Christie
Waikato District Council	Cr N Smith
Waikato Regional Council	Cr H Vercoe (Chair)
Waipā District Council	Cr J Bannon
Waitomo District Council	Cr A Goddard

In Attendance:

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

Staff

L Cavers – CEG Chair
L Hazelwood – Group Controller
M Ahipene – Manager Democracy Services

Apologies

The apology from Councillor Christie for lateness were accepted.

Confirmation of Agenda

Agenda Item 3

Cr Park moved/Cr Hunter seconded.

CD18/01

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 26 March 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (CD18/01)

Disclosures of Interest

Agenda Item 4

There were no disclosures of interest.

Minutes of Previous Meeting

Agenda Item 5 Doc#11461758

Cr Buckthought moved/Cr Williams seconded.

CD18/02

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 27 November 2017 be received and approved as a correct record.

The motion was put and carried (CD18/02)

MCDEM Update

Agenda Item 6 Doc #11951809

The Regional Emergency Management Advisor (S Vowles) presented the report which provided an update on the work programme undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM).

During discussion the following was noted:

- Minister to attend a Civil Defence Meeting.
- Coastline. Preliminary cost of \$1 million per plan. Most of the works would be undertaken by the Ministry of Business, Innovation and Employment.
- MCDEM had been busy responding to events (ex-tropical cyclones Fehi and Gita).

Cr Bannon moved/Cr Smith seconded.

CD18/03

RESOLVED

THAT the report MCDEM Update (Doc # 11951809 dated 16 March 2018) be received for information.

The motion was put and carried (CD18/03)

Summary of Coordinating Executive Group Minutes

Agenda Item 7 Doc# 11966049

The Chair of the Coordinating Executive Group (L Cavers) presented the report which provided a summary of the minutes from the 9 March 2018 meeting of the Coordinating Executive Group. Given that most of the items summarised in the CEG minutes were highlighted in other reports within the agenda, further discussion would occur at the relevant time.

Mayor Shattock moved/Cr Smith seconded

CD18/04

RESOLVED

THAT the report Summary of Coordinating Executive Group Minutes (Doc # 11966049 dated 16 March 2018) be received.

The motion was put and carried (CD18/04)

Appointment of Group Recovery Manager

Agenda Item 8 Doc# 11959469

Group Controller (L Hazelwood) presented the report which provided the opportunity to consider the suitability of the nominated candidate for the position of Group Recovery Manager. By way of background information it was reported that the Joint Committee previously approved a full time recovery manager position to address both the strategic and operation requirements of the role. Gary Talbot had been appointed the role.

During discussion it was noted that Gary was most recently employed by the Ministry of Civil Defence & Emergency Management and also held previous roles that provided a strong background in emergency management.

The Joint Committee endorsed the appointment and formally recognised Greg Ryan's resignation from the position.

Mayor Shattock moved/Cr Buckthought seconded.

CD18/05

RESOLVED

- 1. THAT the report Appointment of Group Recovery Manager (Doc # 11959456 dated 16 March 2018) be received.**
- 2. THAT the Joint Committee appoint Gary Talbot as the Waikato CDEM Group Recovery Manager.**

- 3. THAT the Joint Committee acknowledge the resignation of Greg Ryan from the position of Group Recovery Manager.**

The motion was put and carried (CD18/05)

Waikato CDEM Group Plan 2016/2021 Public Consultation

Agenda Item 9 Doc #11959469

The Group Recovery Manager (G Talbot) presented the report which provided an overview of the notification process and the submissions received to the proposed Waikato CDEM Group Plan (the proposed Plan) and recommended changes. By way of background information it was reported that the proposed Plan was approved for consultation by the Joint Committee in November 2017. One late submission was received from the Ministry of Civil Defence and Emergency Management and the newly appointed Group Recovery Manager was given the opportunity to provide comment. The submission points were detailed within the report.

During discussion it was noted that once approved the proposed Plan would be presented to the Minister for feedback as required by legislation (s49 Civil Defence & Emergency Management Act 2002). The Plan would then be represented to the Joint Committee in mid-May to allow adoption prior to the deadline of 1 June 2018.

Cr Bannon moved/Cr Buckthought seconded.

CD18/06

RESOLVED

- 1. THAT the report Waikato CDEM Group Plan (Doc # 11959469 dated 16 March 2018) be received.**
- 2. THAT the Joint Committee approve the changes made and adopt the proposed Group Plan for Ministerial Feedback.**

The motion was put and carried (CD18/06)

Appointment of Local Controllers

Agenda Item 10 Doc #11949552

Group Controller (L Hazelwood) presented the report which provided an opportunity to consider the appointment of Local and Group Controllers. By way of background information it was reported that the Controller Appointment Sub-Group evaluated two Local Controller and two Group Controller candidates to address vacancies at the Waitomo and Taupo District Councils. The Sub-Group endorsed all four candidates for appointment by the Joint Committee.

During discussion the following was noted:

- Doug Wilcox was recommended as the Local Controller for Taupo District Council. Past work history indicated that he had the necessary skills and experience to work with different people, make decisions and manage the requirements of the role. Doug was also keen to undertake additional training over and above what was required.
- Terrena Kelly was recommended as the Local Controller for Waitomo District Council. Terrena, currently the Group Manager Compliance at Waitomo

District Council, had more than 16 years of local government experience in resource management planning and public policy roles as well as many years working with local emergency responders with St. John.

- Andy BuBear was recommended as a Group Controller alternative. Currently the Group Emergency Management Office Team Leader of Operations, Andy had demonstrated his ability to quickly fit in and be recognised as a leader at the local emergency level.
- Mark Bang was also recommended as a Group Controller alternative. Recently appointed as Group Emergency Management Officer Team Leader of Group Services, Mark's previous Civil Defence & Emergency Management experience leading responses and coordinating logistics for complex and challenging environments was considered an asset.

Cr Park moved/Cr Goddard seconded

CD18/07

RESOLVED

1. **THAT the report Appointment of Local Controllers (Doc # 11949552 dated 15 March 2018) be received.**
2. **THAT Doug Wilcox be appointed as Local Controller.**
3. **THAT Terrena Kelly be appointed as a Local Controller.**
4. **THAT Roger Fisher be removed as a Local Controller.**
5. **THAT Andrew BuBear be appointed as a Group Controller.**
6. **THAT Mark Bang be appointed as a Group Controller.**
7. **THAT the resignation of Chris McLay as a Group Controller be accepted.**

The motion was put and carried (CD18/07)

Appointment of Group Public Information Manager

Agenda Item 11 Doc 11951502

Presented by the Group Controller (L Hazelwood) the report provided an update on staffing arrangements for the Group Public Information Manager (PIM). By way of background information it was reported that following the resignation of the previous Group PIM (Stephen Ward) a replacement appointment was required. Nicola Chrisp was identified as a suitable candidate for the role. Currently employed by Waikato Regional Council as the manager of communications and engagement, Nicola managed a group of six teams working across education, partnerships, customer engagement, and communications, digital and marketing.

During discussion it was noted that in undertaking the role Nicola had the ability to call on communications and engagement staff resource for expert input and support if and when necessary. The appointment had been endorsed by the Coordinating Executive Group.

Cr Park moved/Cr Christie seconded.

CD18/08

RESOLVED

THAT the report Appointment of Group Public Information Manager (PIM) (Doc # 11951502 dated 16 March 2018) be received.

The motion was put and carried (CD18/08)

Group Controller's Update

Agenda Item 12 Doc#11952382

Group Controller (L Hazelwood) presented the report which provided an update on progress with the new Group Emergency Management Office (GEMO)/Group (GECC) facility, and an overview of recent personnel deployments. By way of background information it was reported that:

- The relocation of the Group Emergency Management Office to new facilities at the Genesis building was complete.
- Group Emergency Management Office staff had been deployed to support the high tide event in January which impacted Thames Coromandel, Hauraki and Waikato District Councils.
- Group Emergency Management Office staff were deployed to relieve the Taranaki Group Emergency Management Office staff responding to Ex Tropical Cyclone Gita.

Cr Williams moved/Cr Hunter seconded.

CD18/09

RESOLVED

THAT the report Group Controller's update (Doc # 11952382 dated 16 March 2018) be received.

The motion was put and carried (CD18/09)

Technical Advisory Group review

Agenda Item 13 Doc #11963681

Group Controller (L Hazelwood) presented the report which provided the findings of the Technical Advisory Group review and provided an overview of planned actions. By way of background information it was reported that following a number of events the Acting Minister of Civil Defence at the time, Gerry Brownlee, initiated a review of the response to disasters. The findings of the review were released in a report titled better responses to natural disasters and other emergencies in New Zealand.

During discussion it was noted that feedback on the recommendations is currently being sought from the Coordinating Executive Groups and other subject matter experts. All opportunities to provide formal and information feedback to the implementation team would be accepted.

Mayor Shattock moved/Cr Bannon seconded.

CD18/10

RESOLVED

THAT the report Technical Advisory Group review (Doc #11963681 dated 16 March 2018) be received.

The motion was put and carried (CD18/10)

Waikato CDEM Group Controller Policy

Agenda Item 14 Doc# 11960674, 11366638

Group Controller (L Hazelwood) presented the report which provided the opportunity to consider the Waikato CDEM Group Controller policy. By way of background information it was reported that the policy sought to establish the appointment, structure and financial arrangements for the Waikato Region Civil Defence & Emergency Management Group with regard to Local and Group Controllers.

During discussion it was noted that controllers had an uncapped financial delegation in the event of a declared emergency and accountability for the actions carried out and the expenses incurred. However greater clarity was required to an emergency other than a declared emergency and the level of authority the controllers had in such emergencies. The Controller Policy sought to achieve consistent application of arrangements across the CDEM Group.

The Committee supported the proposed approach.

Cr Smith moved/Cr Tooman seconded.

CD18/11

RESOLVED

- 1. THAT the report Waikato CDEM Group Controller Policy (Doc # 11960674 dated 16 March 2018) be received, and**
- 2. THAT the Joint Committee approve the proposed Waikato CDEM Group Controller Policy.**

The motion was put and carried (CD18/11)

Response to January Event

Agenda Item 15 Doc #11951812

Group Controller (L Hazelwood) presented the report which provided an overview of the Thames Valley Emergency Operating Area readiness and response activities related to the Firth of Thames storm surge on 5 January 2018, and focussed on local authority performance and key learnings. By way of background information it was reported that officials from central and local government were complimentary of the quality of the readiness and response activities relating to event. The report provided a critical review focused on the key learnings of the response.

During discussion it was noted that the storm surge was a significant event in the recent history of the Thames Valley Emergency Operating Area. The preparation and response successfully addressed the immediate needs of the communities impacted. Irrespective of success there were still opportunities identified for improvement.

Cr Christie moved/Cr Park seconded.

CD18/12

RESOLVED

THAT the report Response to January Event (Doc # 11951812 dated 16 March 2018) be received.

The motion was put and carried (CD18/12)

Thames Valley EOA Recovery – Firth of Thames storm surge 5 January 2018

Agenda Item 16 Doc# 11952383

Group Recovery Manager (G Talbot) presented the report which provided an overview of the recovery activity undertaken to date by Hauraki, Thames Coromandel and Waikato District Councils following the emergency which occurred as a result of the storm surge event that affected coastal communities on the Firth of Thames on Friday 5 January, 2018.

During discussion it was noted that no declaration was made under the Civil Defence Emergency Management Act 2002. The local councils (Hauraki, Waikato and Thames Coromandel) took responsibility for their own recovery activities. No transition powers or notices were required under the Act. With regard to an assessment of the recovery activities undertaken, staff would undertake to deal with any operational matters that require attention. Any matters strategic or policy in nature would be escalated to the Joint Committee.

Cr Hunter moved/Cr Christie seconded.

CD18/13

RESOLVED

THAT the report Thames Valley EOA Recovery – Firth of Thames storm surge 5 January 2018 (Doc # 11952383 dated 16 March 2018) be received.

The motion was put and carried (CD18/13)

Waikato Regional Council Long Term Plan 2018/2028 Update

Agenda Item 17 Doc# 11950721

Group Controller (L Hazelwood) presented the report which provided an update on the Long Term Plan (LTP) process used to secure funding for the Group Emergency Management Office (GEMO) work programmes.

During discussion it was noted although certain proposed initiatives will need to be curtailed or deferred due to the reduction in the budget requested, it would not impact on the overall ability to deliver the existing Group Plan nor impact on the Group Emergency Management Office's to deliver on its existing obligations. It was also noted that the figures presented in the LTP included the contributions from Waikato District and Hamilton City Councils.

Cr Park moved/Cr Smith seconded.

CD18/14

RESOLVED

THAT the report Waikato Regional Council Long Term Plan 2018/2028 Update (Doc # 11950721 dated 16 March 2018) be received.

The motion was put and carried (CD18/14)

GEMO Update

Agenda Item 18 Doc# 11952195

Group Controller (L Hazelwood) presented the report which provided an update on the activities undertaken by the Group Emergency Management Office. The report was taken as read. Of particular note, the Group Controller took the opportunity to do two things:

- Introduce key staff working in the Group Emergency Management Office, and
- Highlight improved ability of the Group to respond to emergencies now that the Group was located in the new facility.

Cr Tooman moved/Cr Smith seconded.

CD18/15

RESOLVED

THAT the report GEMO Update (Doc # 11952195 dated 16 March 2018) be received.

The motion was put and carried (CD18/15)

Warning Systems Strategy update

Agenda Item 19 Doc# 11951227

Emergency Management Coordinator – Strategic Planning (D Kruger) presented the report which provided an update on activities relating to the Waikato CDEM Group Warning System at both the Group and Local level.

During discussion concern was expressed at the lack of a consistent national warning system. Staff acknowledged the concern and noted that radio activated infill alerting devices, identified in an investigation commissioned by the Bay of Plenty CDEM Group, had the potential to become a national standard.

Cr Christie moved/Cr Park seconded.

CD18/16

RESOLVED

THAT the report Warning Systems Strategy update (Doc # 11951227 dated 16 March 2018) be received.

The motion was put and carried (CD18/16)

Meeting closed at 12.30pm.