
Waikato Civil Defence Emergency Management Joint Committee MINUTES

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on 3 September 2018 at 1.02pm.

Present:

Hamilton City Council	Cr J Casson
Hauraki District Council	Cr P Buckthought
Matamata Piako District	Cr B Hunter
South Waikato District Council	Mayor J Shattock
Taupō District Council	Cr A Park
Thames Coromandel District Council	Cr R Simpson
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
J Snowball – Group Controller Thames Valley
M Bang – GEMO Team Leader
G Talbot – Group Recovery Manager
D Kruger – GEMO Strategy & Planning
J Cox – Democracy Advisor

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

Welcome

The Chair welcomed members to the meeting.

Apologies

(Agenda Item 2)

Apologies were received from Cr Smith and Cr Fulton (Waikato District Council), Cr Lee (South Waikato District Council), Cr Williams and Mayor Baxter (Otorohanga District Council) and Cr Tooman (Hamilton City Council).

Cr Goddard moved/Cr Hunter seconded.

CD18/30

RESOLVED

THAT the apologies of Cr Smith, Cr Fulton, Cr Lee, Cr Williams, Mayor Baxter, and Cr Tooman be accepted.

The motion was put and carried (CD18/30)

Confirmation of Agenda

(Agenda Item 3)

Cr Vercoe moved/Cr Park seconded.

CD18/31

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 3 September 2018, as circulated, be confirmed as the business for the meeting.

The motion was put and carried (CD18/31)

Disclosures of Interest

(Agenda Item 4)

There were no disclosures of interest.

Minutes of Previous Meeting

(Agenda Item 5) Doc # 12639949

Cr Simpson moved/Cr Buckthought seconded.

CD18/32

RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 25 June 2018 be received and approved as a correct record.

The motion was put and carried (CD18/32)

Ministry of Civil Defence & Emergency Management Update

(Agenda Item 6) Doc # 12957731, 12970736

Presented by the Regional Emergency Management Advisor (S Vowles) the report provided the Committee with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management.

Mayor Shattock in the meeting at 1.04pm.

During questions, answers and related discussion, the following was noted:

- The outcomes of the CDEM review (“Delivering better responses to natural disasters and other emergencies”) were wide ranging and considered operational matters like “How do we make our responses better” to societal outcomes and how we incorporate Iwi in to planning.
- The Draft National Strategy was being worked on and there would be a chance for the Joint Committee and territorial authorities to provide comment and make submissions. The strategy was expected to be released between October and December 2018.

Cr Simpson moved/ Cr Bannon seconded.

CD18/33

RESOLVED

THAT the report “Ministry of Civil Defence & Emergency Management Update” (Doc # 12957731 dated 22 August 2018) be received.

The motion was put and carried (CD18/)

Summary of Coordinating Executive Group Minutes

(Agenda Item 7) Doc # 12956781

Presented by the Coordinating Executive Group Chair (L Cavers) the report provided the Committee with a summary of the minutes taken at the Coordinating Executive Group Meeting that took place on 17 August 2018.

During questions, answers and related discussion, the following was noted:

- A member, noting the discussion on the alerting device asked whether it would be picked up for use by territorial authorities. In response it was noted that Tauranga and Thames Coromandel District Council were leading the way with the alerting device. One of the objectives of the working party was to look at broader technology so that the device was suitable for all areas of the country and not just on localised technology.
- The project was only in the feasibility phase and this will be followed by research and development phase and then testing and evaluation of a device.
- In terms of review of the National Strategy from MCDEM members noted that the Group Emergency Management Office would review the strategy and report to

CEG. From there depending on timeframes for responses and meetings it would be determined whether the submission would meet the standard meeting schedule or whether there would be an extraordinary meeting for the Joint Committee.

- Territorial authorities could make their own submission but it would be useful to all the authorities if their submission took in to account the group submission, as they would not want to be at odds with the group submission.

Cr Bannon moved/Cr Park seconded.

CD18/34

RESOLVED

THAT the report "Summary of Coordinating Executive Group Minutes" (Doc # 12956781 dated 21 August 2018) be received.

The motion was put and carried (CD18/34)

GEMO Report

(Agenda Item 8) Doc # 12956857

Presented by the Team Leader Group Services (M Bang) the report provided the Committee with an update on the activities undertaken by the Group Emergency Management Office.

During questions, answers and related discussion, the following was noted:

- 100% staffing numbers equated to around 13 staff.
- A member asked what was going to happen with the work plan that had gotten off track. In response it was noted that some time ago the team had discussed the process of operationalising all the high level goals. Over that time while the goals were being discussed the team has gone through a period of change and further work was needed to bring all new staff on board with the programme. In terms of re-evaluating the priorities the Group Emergency Management Office would bring a report to the CEG and then to the Joint Committee. The timing of this would be after the TAG review, as there may be further need identified through the review to consider priorities.
- It was expected that this review and re-consideration of priorities would be complete by the end of the year and reported through early 2019.

Mayor Shattock moved/Cr Casson seconded.

CD18/35

RESOLVED

THAT the report "GEMO Report" (Doc # 12956857 dated 21 August 2018) be received.

The motion was put and carried (CD18/35)

Appointment of Local Recovery Managers

(Agenda Item 9) Doc #1297055

Presented by the Group Controller (L Hazelwood) and Recovery Manager (G Talbot) the report provided the Committee with the opportunity to consider the suitability of the nominated candidates for the position of Local Recovery Manager.

Members were advised that the report did not include the alternate Recovery Manager for Waikato District Council, and were asked to consider Reece Turner for the position, along with the other appointments. A copy of the Ministry document for the powers of a Recovery Manager during transition was tabled for members.

During questions, answers and related discussion, the following was noted:

- Each council had thought about their appointment for the position of Local Recovery Manager and in some cases had also put forward an alternate member.
- Waitomo District Council were working with staff on an appointment for their council.
- The key for the appointments was local level knowledge and all local managers would be supported by the Group Recovery Manager.
- The Group Recovery Manager was contributing to a National competency framework for recovery managers that would be similar to the policy adopted for Local Controllers.
- Members noted that through the Group Plan the Joint Committee were required to approve the appointments of the Local Recovery Manager before powers were able to be used.

Cr Park moved/Cr Bannon seconded.

CD18/36

RESOLVED

1. **THAT the report “Appointment of Local Recovery Managers” (Doc # 1297055 dated 21 August 2018) be received.**
2. **That the Joint Committee appoint the following candidates as Local Recovery Managers in their specified areas:**
 - **Hamilton City: Paul Gower, Sarah Steel**
 - **Hauraki District: Peter Thom**
 - **Matamata-Piako District: Dennis Bellamy**
 - **Otorohanga District: Roger Brady**
 - **South Waikato District: Andrew Pascoe**
 - **Taupo District: Brian Fox, Gareth Robinson**
 - **Thames-Coromandel District: Ken Coulam, Trevor Butler**
 - **Waikato District: Kurt Abbot, Reece Turner**
 - **Waipa District: Barry Bergin**

The motion was put and carried (CD18/36)

Group Controllers Out Brief

(Agenda Item 10)

Presented by the Group Controller (L Hazelwood) the Committee received a verbal update on matters of interest from the Group Controller.

During questions, answers and related discussion, the following was noted:

- The Chair requested that the notes the Group Controller had on the achievements in his time be appended to the minutes.
- The Chair noted that the Joint Committee could be proud of providing the support to the team to enable all of the achievements listed in the brief.

Cr Vercoe moved/Cr Park seconded.

CD18/37

RESOLVED

THAT the verbal report from the Group Controller be received.

The motion was put and carried (CD18/37)

Cr Vercoe moved/Cr Park seconded.

CD18/38

RESOLVED

THAT the Joint Committee note their thanks and appreciation to the outgoing Group Controller Lee Hazelwood for his work and achievements for Civil Defence in the Waikato

The motion was put and carried (CD18/)

Items for the Next Meeting

Agenda Item

There was no discussion about proposed reports or items and members noted the next meeting scheduled for 19 November 2018 at the Genesis building.

Meeting closed at 1.58pm.

Doc # 13012342

Appendix 1 – Outgoing report of Group Controller

Report Out

As you are probably aware I am heading off to Air New Zealand to become the Manager of Emergency Response and Business Resilience. I would like to take this opportunity to review where the Group was, what we have collectively achieved and where I believe you need to go.

7.5 years ago I was brought on to help governance continue the improvements they had set in place after the infamous *worst in the nation* M&E.

It was an exciting time for someone like me to enter CDEM in NZ. I was and still am a builder and a fixer. Waikato was a green fields environment and nationally there was no end of issues to fix. Both environments in which I thrive. Most impactful however was that I was coming under the direction of a governance group (the CEG and JC) that was keen and, more importantly, motivated to make a change, and whether they intended it or not, a difference. Furthermore, we also had a highly skilled REMA who was not going to let anything fail on her watch.

To coin the old term, the environment was such that we could make great music together!

To date the Waikato CDEM Group, its stakeholders, the GEMO and the Local CDEM staff has:

- Established the first policy to greatly enhance the engagement and capabilities of controllers in the country. We also went on to be the first to integrate into its Group Plan the concept of controllers working across boundaries.
- The Waikato was the birthplace of the integrated training framework, a grass roots attempt to standardise and enhance training across New Zealand. This is now the nationally adopted programme which will be rolling out functionally training under the auspices of MCDEM this year. The ITF Steering Committee was also pivotal in the decision to reinstate a Controller Training Programme.
- Moved from 16th to 6th in four years in the national audit.
- Developed probably the best model of CDEM integration into council BAU anywhere in the country, in the form of WDC.
- Established a model of CDEM project management and metrics reporting that was often quoted as best practice for the broader sector.
- Moved a dysfunctional and non-productive Lifelines committee into an engaged body of sector representatives who have overcome a number of proprietary interest challenges to complete a number of collaborative projects of value to both CDEM and Lifeline entities. 25 members.
- Created a highly effective welfare model both under MSD and now as a CDEM led programme. A model that has resulted in our region's welfare members being utilised extensively (often requested by name) in practically every significant event in New Zealand since ChCh.
- Bourne out of our welfare programme is the Waikato Primary Sector Adverse Event Cluster Group 45 agency strong. A model now being rolled out across the country.
- Initiated the Caldera Advisory Group in partnership with BoP.
- Brought six organisations together to agree on the protocols for managing volunteers across the region. Putting us in a position whereby we should a large scale event occur we have the networks in place to manage one of the most challenging aspects of response in a disaster.
- Through our partnership with WRC, in the form of Derek Phyn, are leading the nation in GIS application in emergencies both here and on a national level.
- After a number of hurdles, have established the first IL4 public/private sector CC facility in the nation.
- Created a Local Recovery Plan approach which was emulated by a number of regions.

- Built the strongest emergency management Social Media profile in the country, recognized and often discussed by TV, radio and print media both nationally and internationally. Influencing a mass change by government agencies in how to deliver and risk manage social media; from GNS to NZ Police.
- We were first to have a fulltime EMIS coordinator, first and only to complete a regional resource register for EMIS, first to have an LUC project manager on staff funded by Lifelines, first to develop a Regional PIM Group capability, first to fund membership of International Association of Emergency Managers for all staff, first to adopt an emergency vehicle policy, first to have a large-scale evacuation plan thanks to Irving Young (adopted by Auckland and BoP), first, in cooperation with BoP, to develop a Maeria Preparedness toolkit, first to create a regional alliance to improve inter-regional cooperation.
- This region has directly influenced changes at the national level in:
 - Capability development
 - GIS
 - Welfare
 - Structures for inter-regional cooperation
- 3 ministerial awards have been received at the governance, management and staff level for contributions to the sector
- We have provided the development ground for the leaders of the future such as Greg Ryan with WRC and Matt Prior with AIG
- We have provided the environment for such highly competent individual's as Kelly Newell with WDC and Julian Snowball with Thames to master their exceptional skills
- We have nurtured a number of individuals who are now seen as the top subject matters experts in their field such as Irving Young and Danielle Kruger
- We have deployed 51 staff to such events as
 - Manawatu-Whanganui/Taranaki (2015?) – 3
 - Kaikoura – 30
 - Edgecumbe – 9
 - Ruapehu snow event - 3
 - New Plymouth Cyclone Gita – 4
 - Rotorua Ngongotaha floods – 2
- We have received a number of awards or nominations for social media and others initiatives (Vodafone/Fulton Hogan/WRC Collaboration awards)
- One of our controllers has been asked to speak at the national toolbox
- We have created a step change in the likes of HCC score improvement and a culture of transparency
- Our most recent event in the region was viewed by senior members of MCDEM as one of the best they have encountered in their time
- We are currently driving the national policy on deployment
- And, finally, we have a local across border initiative that may well become a national model for in-fill home alerting, courtesy of Gary Towler and Thames.

Where to from here:

Challenges

Broader responsibilities

- Loss of response skill sets
- More help needed from council SME's

Greater engagement with non-traditional partners:

- Corporate citizenship
- Focus on BCP and leverage results – Fonterra today
- Interconnectedness of risk

- Bring business into to be part of the solution and the desig of our future
- Continue to support outreach through training
Support national initiative between GMs to drive more efficiency

Lee Hazlewood BSc, CEM® | CDEM Group Manager / Controller
Waikato CDEM Group | Group Emergency Management Office
P: +64 7 859 2741
F: +64 7 859 0998
M: +64 21 812 057

Private Bag 3038, Waikato Mail Centre, Hamilton 3240
Please consider the environment before printing this email

