

Waikato Regional Council

Waikato Civil Defence and Emergency Management Group

OPEN MINUTES

Date: Monday, 4 March, 2019, 1:00 pm

Location: Genesis Building
Bryce Street
Hamilton

Members Present: Cr H Vercoe (Chair - Waikato Regional Council)
Cr L Tooman (Deputy Chair - Hamilton City Council)
Cr A Goddard (Waitomo District Council)
Cr P Buckthought (Hauraki District Council)
Cr T Lee (South Waikato District Council)
Cr A Park (Taupo District Council) *arrived at 1.05pm*
Cr J Bannon (Waipa District Council)
Cr A Williams (Alternate - Otorohanga District Council)
Cr S Christie (Alternate - Thames - Coromandel District Council)

Ministry of Civil Defence and Emergency Management
Department of Prime Minister and Cabinet

J Titmus (Regional Emergency Management Advisor)
R Hyde (Principal Policy Advisor)

Staff Present: J Snowball (Group Manager/Controller - Civil Defence and Emergency Management)
L Cavers (CEG Chair)
M Bang (Team Leader - CDEM Group Services)
G Talbot (Group Recovery Manager - Civil Defence and Emergency Management)
J Bouwer (EM Administration Coordinator)
T Bio (Democracy Advisor)

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

1. Apologies

Apologies were received from Cr Noel Smith of Waikato District Council, Cr Brian Hunter of Matamata Piako District Council and Cr Rex Simpson and noted Cr Sally Christie present for Thames Coromandel District Council.

The Chair welcomed John Titmus (MCDEM), and Rachel Hyde from the Department of Prime Minister and Cabinet to the meeting.

CD19/01

Moved By Cr S Christie

Seconded By Cr J Bannon

RESOLVED

THAT the apologies of Noel Smith of Waikato District Council, Cr Brian Hunter of Matamata Piako District Council and Cr Rex Simpson and noted Cr Sally Christie present for Thames Coromandel District Council.

The motion was put and carried

2. Confirmation of Agenda

CD19/02

Moved By Cr J Bannon

Seconded By Cr L Tooman

RESOLVED

THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee meeting of 11 March 2019 as circulated be confirmed as the business for the meeting.

The motion was put and carried

3. Disclosures of Interest

There were no disclosures of interest noted

4. Minutes of Previous Meeting

Minutes taken as read.

CD19/03

Moved By Cr J Bannon

Seconded By Cr L Tooman

RESOLVED

THAT the minutes of the previous meeting of the Waikato Civil Defence Emergency Management Joint Committee dated 19 November 2018 were received and accepted as a true and accurate record.

The motion was put and carried

The Chair took the item titled 'Summary of the minutes taken at the Coordinating Executive Group minutes' at this time and all other items remained as outlined in the agenda package.

5. Summary of Coordinating Executive Group Minutes

Coordinating Executive Group Chair (L Cavers) presented the report. The Committee noted the summary and had no further questions.

CD19/04

Moved By Cr P Buckthought

Seconded By Cr A Goddard

RESOLVED

THAT the report Summary of Coordinating Executive Group Minutes – 15th February 2019 (Doc # 13852619 dated 4 March 2019 & Attachment 1 (Doc # 13854204) be received.

The motion was put and carried

6. Amendments to the CDEM Act

Principal advisor for the Department of the Prime Minister and Cabinet (R Hyde) provided a power point presentation (Doc#13956547) to the Joint Committee.

The summarised points of the presentation noted the following:

- Department of the Prime Minister and Cabinet launched the Emergency Management System Reform Programme in response to the TAG report.
- The aim would be to have the legislation changes for the Civil Defence Act in front of a Select Committee by mid-December 2019 however policy teams were still awaiting directions from the Government.
- Still in consultation stage at the moment whereby policy advisors were talking to the Civil Defence Emergency Management groups nationwide. The aim of this was to identify the policy gaps and mould the legislation accordingly.
- The programme would also focus on how to better provide for iwi and Maori participation in emergency management. The legislation would be mindful to take into consideration marae and iwi protocols as well.
- The feedback from Groups, thus far, showed a strong call to protect those working under the Civil Defence Emergency Management from liabilities.

During discussion the following was noted:

- Iwi participation and planning would be at the CEG level whereby iwi could nominate a representative to sit on the CEG.
- The issue of what the authority and delegation of a controller outside of a 'declared emergency' would require more clarification.
- The possibility of combining all departments of safeties into one was addressed. This combination included fire, ambulances and police. Staff noted this was a possibility that had not been looked at before and would require further discussions.
- It was explained that the legislation would clarify that CDEM groups have the authority in emergency situations and would work as a group and not individuals. It would be clarified in the legislation how this would work and what the consequences would be.

CD19/05

Moved By Cr A Park

Seconded By Cr A Goddard

RESOLVED

THAT the report 'Amendments to CDEM Act' Update (Doc # 13859544 dated 25 February 2019) be received.

The motion was put and carried

7. Appointment of Controllers

Group Manager/Controller (J Snowball) presented this report which provided an opportunity to consider the appointment of Local Controllers.

During discussion the following was noted:

- All appointments have been endorsed by the respective Councils.

CD19/06

Moved By Cr S Christie

Seconded By Cr L Tooman

RESOLVED

1. **THAT the report Appointment of Controllers (Doc # 13828379 dated 19 February 2019) be received, and**
2. **THAT the Joint Committee endorse the recommendation of the Controller Appointment Sub-Group and appoint David Simes as Local Controller for Waipa District Council, Waitomo District Council and Otorohanga District Council under Sec 27 (1) of the CDEM Act, and**
3. **THAT the Joint Committee appoint Terrena Kelly as a Local Controller for Waitomo District Council and Otorohanga District Council, and**
4. **THAT the Joint Committee reaffirm existing Local and Group Controller appointments as listed and revoke any previously appointed controllers not listed.**

The motion was put and carried

8. CDEM Induction of Elected Officials

Team Leader CDEM Group Services (M Bang) presented this report. It provided an opportunity to provide feedback on the preferred options for conducting inductions for elected officials post the October local body elections.

During discussions the following was noted:

- The Joint Committee noted that the crossover of responsibilities would be difficult in clarifying which council does what. The example of the Ngatea stop bank event was given.

CD19/07

Moved By Cr A Park

Seconded By Cr J Bannon

RESOLVED

THAT the report 'CDEM Induction of Elected Officials' (Doc# 13854106) dated 24 February 2019 be received.

The motion was put and carried

9. Group Monitoring and Evaluation

Group Manager/Controller (J Snowball) presented this report. It provided a review of the Group performance.

During discussion the following was noted:

- The review would ensure that the Terms of Reference would be same across Councils.
- The costs involved for each Council at the present time was around roughly \$5000 - \$6000 per year. The idea was that with the addition of more Councils and using the same contractor economies of scale may exist.

CD19/08

Moved By Cr L Tooman

Seconded By Cr S Christie

RESOLVED

THAT the report 'Group Monitoring and Evaluation' (Doc#13855699) dated 24 February 2019 be received.

The motion was put and carried

10. Group Work Plan - update

Team Leader CDEM Group Services (M Bang) presented the report. It provided a status update regarding the implementation of the priority 1 actions in the Group Plan. The report was taken as read and members noted that actions in orange were not a risk to the Joint Committee.

CD19/09

Moved By Cr J Bannon

Seconded By Cr A Park

RESOLVED

THAT the report 'Group Work Plan - update' (Doc#13856313 dated 25 February 2019) be received.

The motion was put and carried

11. Ministry of Civil Defence & Emergency Management Update

Regional Emergency Management Advisor of the Ministry of Civil Defence and Emergency Management (J Titmus) presented the report to provide an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management

During discussion the following was noted:

- Concepts of Operations Version 1 was discussed. Version 2 was to come out later that day. Staff believed at least six versions may be produced before a final iteration is produced.
- Fly in teams were discussed. The Joint Committee noted that the request of group controller or direction to deploy by Director were the only two ways of deploying into region. Current legislation did not accommodate for the Controller of this team to have powers to direct a nationwide deployment but this was something that policy makers were looking to establish in the future.

CD19/10

Moved By Cr A Park

Seconded By Cr T Lee

RESOLVED

THAT the report Ministry of Civil Defence Emergency Management Update (Doc # 13855592 dated 24 February 2019) be received.

The motion was put and carried

12. Submission on National Disaster Resilience Strategy

Group Manager/Controller (J Snowball) presented this report and provided the Joint Committee with the submission provided to the Ministry of Civil Defence Emergency Management on the proposed national disaster resilience strategy. The report was taken as read and members noted that the strategy will be confirmed by April 10 2019.

CD19/11

Moved By Cr S Christie

Seconded By Cr P Buckthought

RESOLVED

THAT the report Submission on National Disaster Resilience Strategy (Doc # 13838511 dated 19 February 2019) be received for information.

The motion was put and carried

13. Shared Service Arrangements update

Group Manager/Controller (J Snowball) presented the report and provided an update regarding the Shared Service arrangements in the Waikato CDEM Group Area.

During discussion the following was noted:

- Waikato District Council have resolved to terminate the Service Level Agreement with WRC and move CDEM back in-house. This decision has gone to the WRC for their consideration.
- The Thames Valley Emergency Operating Area recommendation to dissolve their shared service agreement has gone to the respective councils.
- Members discussed and considered any potential impacts on the Group. The Chair recognised the right of individual councils to decide their own local operating models. The Chair and Deputy Chair positively endorsed the central shared service model currently operated by HCC, which is also being considered by HDC and MPDC”.

CD19/12

Moved By Cr L Tooman

Seconded By Cr A Goddard

RESOLVED

THAT the report Shared Service Arrangements Update (Doc # 13859787 dated 25 February 2019) be received.

The motion was put and carried

14. Group Emergency Management Office - update

Team Leader CDEM Group Services (M Bang) presented the report and provided an update regarding the status and operation of the Group Emergency Management Office. The report was taken as read.

CD19/13

Moved By Cr J Bannon

Seconded By Cr S Christie

RESOLVED

THAT the report Group Emergency Management Office Update (Doc # 13855209 dated 24 February 2019) be received.

The motion was put and carried

Meeting closed at 2.39pm.