

Waikato Civil Defence and Emergency Management

Group Joint Committee

MINUTES

Date: Monday, 24 June, 2019, 1:00 pm

Location: Te Puia Room, 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 R Simpson (Thames - Coromandel District Council)
Cr J Bannon (Waipa District Council)

Others Present: Cr J Casson - Hamilton City Council
J Rollin - Ministry of Civil Defence and Emergency Management
L Cavers - Chair of the Coordinating Executive Group
J Baird - Member Coordinating Executive Group (Hamilton City Council)
J Snowball - Group Manager Civil Defence and Emergency Management
(Waikato Regional Council)
D Kruger - Emergency Management Strategic Planning Coordinator
(Waikato Regional Council)
M Bang - Team Leader Civil Defence and Emergency Management
(Waikato Regional Council)
G Talbot - Group Recovery Manager Civil Defence and Emergency
Management (Waikato Regional Council)
S McLeay - Democracy Advisor (Waikato Regional Council)

1. Call to order and Apologies

The meeting was opened at 1.03pm. Apologies were received from Cr N Smith, Cr A Park and S Vowles.

CD19/14

Moved by: Cr L Tooman

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the apologies of Cr N Smith, Cr A Park and S Vowles be accepted.

The motion was put and carried

2. Confirmation of Agenda

It was noted that Mayor J Tregidga and Cr D Fulton were omitted from the list of members and alternates on the front page of the agenda. This would be rectified so that the agenda for the next meeting was correct in that regard.

CD19/15

Moved by: Cr L Tooman

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the agenda of the meeting of Waikato Civil Defence Emergency Management Group Joint Committee - 24 June 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.

4. Minutes of Previous Meeting

Minutes from the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee held on 4 March 2019.

CD19/16

Moved by: Cr T Lee

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

That the minutes of the previous meeting of the Waikato Civil Defence Emergency

Management Group Joint Committee held on 4 March 2019 be received and accepted as a true and accurate record.

The motion was put and carried

5. Amendments to the Waikato CDEM Group Controllers Policy

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball). The following was noted:

- The Policy amendments were required to reflect legal advice received, ensure the Policy aligned with the Group Plan, simplify and clarify operability of the Policy and reflect the focus on professionalisation in the Emergency Management System Reforms.
- Each council would have increased financial obligations for controller training and this may require consideration in councils' Long Term Plans.
- Tier 3 controllers operated within specified local areas only. Tier 2 controllers operated for any Group member Local Authority. At present only three controllers had sufficient experience to work across the entire region. Changes to the Policy made it clear that numbers would increase over time and the intention was to have a pool of 12 Tier 2 controllers. The Tier 4 controller category had been replaced by 'trainee Controller' who was not appointed and had no delegated powers.
- It was preferred that local controllers were recruited from executive leadership level of management, and were eligible to take part in the local authorities' leadership programme. The demands of controller responsibilities and impact on their business as usual responsibilities was discussed. These demands had increased over time and would continue to do so with the requirements of professionalisation.

CD19/17

Moved by: Cr J Bannon

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

1. **That the report Amendments to the Waikato CDEM Group Controllers Policy (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.**
2. **That the amended Waikato Civil Defence Emergency Management Group Controller Policy, be adopted.**

The motion was put and carried

6. Appointment of Local Controllers – Taupō District Council

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball).

CD19/18

Moved by: Cr T Lee

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

1. That the report **Appointment of Local Controllers - Taupō District Council (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019)** be received.
2. That the **Waikato Civil Defence Emergency Management Group Joint Committee** notes that, in accordance with legal advice relating to the caveat in resolution CD18/43 resolved in the meeting of November 2018, the decision to appoint D Tahau and J Ridd as Local Controllers, has not been formally completed.
3. That the **Waikato Civil Defence Emergency Management Group Joint Committee** appoints J Ridd and D Tahau as Local Controllers for Taupō District Council (without restriction).

The motion was put and carried

7. Appointment of Local Recovery Manager – Waitomo District Council

The report was presented by Group Recovery Manager (G Talbot).

CD19/19

Moved by: Cr L Tooman

Seconded by: Cr J Bannon

RESOLVED (SECTION A)

1. That the report **Appointment of Local Recovery Manager - Waitomo District Council (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019)** be received.
2. That **M Berryman** be appointed as Local Recovery Manager for the Waitomo District Council's territorial area.

The motion was put and carried

8. Elected Officials Induction

The report was presented by Group Emergency Management Office Team Leader / Western Waikato Group Controller (M Bang). The following was noted:

- The Committee would continue uninterrupted over the election period.

- The Committee was a joint committee of the mayors of the territorial authorities and the Chair of the Regional Council (or their delegates). The mayors were elected and took over from the current mayors contemporaneously so there would be no interruption in the ability of the Committee to form a quorum and discharge its functions between trienniums.
- If required, the Minister could declare an emergency during that period.
- The Ministry of Civil Defence and Emergency Management would confirm the requirements for groups to declare emergencies during an election. Committee members would discuss with their Mayors.

CD19/20

Moved by: Cr J Bannon

Seconded by: Cr T Lee

RESOLVED (SECTION A)

That the report Elected Officials Induction (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

9. Potential Regional Impacts – Emergency Management System Reforms (EMSR)

The report was presented by the Group Manager Civil Defence and Emergency Management (J Snowball). The following was noted:

- On 21 May 2019 the Ministry of Civil Defence and Emergency Management Regional Emergency Management Advisor met with the Committee Chair, the Co-ordinating Executive Group Chair and the Group Manager, to gauge progress towards the known deliverables in the Emergency Management System Reforms.
- There were aspects of the Emergency Management System Reforms that were being delivered within the existing Group Work Plan, and other deliverables that were not. The latter would require significant time, and potentially additional resources, to scope, understand and implement.
- The Group Manager / Controller was of the opinion that the information provided to the Ministry of Civil Defence and Emergency Management by the Waikato Civil Defence Emergency Management Group, would provide a good degree of assurance to the Minister regarding the efforts underway to deliver on the Emergency Management System Reforms within the region.

CD19/21

Moved by: Cr A Goddard

Seconded by: Cr R Simpson

RESOLVED (SECTION A)

That the report Potential Regional Impacts – Emergency Management System Reforms (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

10. Group Work Plan – Progress Towards Completion of Priority 1 Actions

The report was presented by Group Emergency Management Office Team Leader / Western Waikato Group Controller (M Bang). The following was noted:

- There were some parts of the Group Work Plan that for one reason or another were behind the intended schedule. However, there were no issues raising concern for completion of the priority actions.
- The iwi engagement report was required annually. Local reporting received to date indicated that it was reasonably foreseeable that some provisions of section 8.5 of the Group Plan, iwi partnership, may not be met.
- It was anticipated that with the Emergency Management System Reforms and National Disaster Resilience Strategy (2019), iwi engagement would require an increased focus.

CD19/22

Moved by: Cr R Simpson

Seconded by: Cr T Lee

RESOLVED (SECTION A)

That the report Group Work Plan – Progress Towards Completion of Priority 1 Actions (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

11. Summary of CEG Meeting held on 7 June 2019

The report was presented by the Chair of the Coordinating Executive Group (L Cavers). It was noted that the Coordinating Executive Group had decided to call a hui with all councils that had iwi liaison officers to see how it could facilitate iwi involvement.

CD19/23

Moved by: Cr A Goddard

Seconded by: Cr L Tooman

RESOLVED (SECTION A)

That the report Summary of CEG Meeting held on 7 June 2019 (Waikato Civil Defence Emergency Management Group Joint Committee 24 July 2019) be received.

The motion was put and carried

12. Ministry of Civil Defence Emergency Management Update

The report was presented by the representative for the Ministry of Civil Defence and Emergency Management (J Rollin). The following was noted:

- There was a plan in place to progress the branding change from Ministry of Civil Defence and Emergency Management to National Emergency Management Agency, once required.
- There was support for the change. It was acknowledged that the term 'civil defence' wasn't well understood. It was commonly perceived to be concerned solely with natural hazards. The new branding would help shift this perception to managing risk as well as responding.

CD19/24

Moved by: Cr L Tooman

Seconded by: Cr A Goddard

RESOLVED (SECTION A)

That the report Ministry of Civil Defence Emergency Management Update (Waikato Civil Defence Emergency Management Group Joint Committee 24 June 2019) be received.

The motion was put and carried

The meeting closed at 2.56pm.