

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Waipa District Council Chamber, 101 Bank Street, Te Awamutu at 1 pm on Monday 2 September 2013.

MEMBERS:

- Waikato Regional Council**
Cr S Friar
- Hamilton City Council Representative**
Cr PM Mahood
- Hauraki District Council Representative**
Mayor JP Tregidga
- Matamata Piako District Council Representative**
Mayor H Vercoe (Chair)
- Otorohanga District Council Representative**
Cr S Blackler
- Thames Coromandel District Council Representative**
Cr P French
- Waikato District Council Representative**
Cr N Smith
- Waipa District Council Representative**
Cr D Finn
- Waitomo District Council Representative**
Mayor B Hanna

IN ATTENDANCE **Ministry of Civil Defence & Emergency Management**
S Vowles

STAFF: CEG Chair (L Cavers), Group Controller/Manager (L Hazelwood),
Programme Manager GEMO (G Ryan), Committee Administrator
(D Atkinson)

APOLOGIES **South Waikato District Council Representative**
Mayor N Sinclair/alt Cr M Gubb

Confirmation of Agenda

(Agenda Item 1)

Mayor B Hanna moved/Cr Friar seconded

CD13/58

THAT the agenda of the Waikato Civil Defence and Emergency Management Group Joint Committee of 2 September 2013 be confirmed as the business for the meeting.

The motion was put and carried (CD13/58)

Disclosures of Interest

There were no interests disclosed.

Minutes of Previous Meeting – 1 July 2013

File: 03 04 18 (Agenda Item 2) Docs #2768885

Mayor B Hannah noted that he was present at the meeting of 1 July but not recorded as being so.

Cr N Smith moved/Mayor JP Tregidga seconded

CD13/59

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 1 July 2013 be received and approved as a true and correct record subject to Mayor B Hanna being recorded as present.

The motion was put and carried (CD13/59)

Matters arising from the minutes

There were no matters arising from the minutes

Joint Committee Group Emergency Management Office (GEMO) report

File: 33 10 01 (Agenda Item 3) Docs #2818422

The purpose of this item presented by Group Manager/Controller (L Hazelwood) was to provide a consolidated update on work being undertaken by the GEMO.

During the presentation, questions, answers and related discussion the Committee noted or discussed:

GEMO activities

In considering the monthly overview of GEMO activities it was recognised that emerging trends over the past six months should be given most credence as this is the period the GEMO has been fully resourced.

GEMO Financial update (full year report)

The GEMO labour budget has been consistently forecast to finish in surplus due to the late appointment of GEMO staff. However the size of the surplus (\$8,904) is less than anticipated primarily due to the use of additional WRC staff hours to assist with the refresh of the Waikato CDEM Group website and the digitalisation of lifeline utility information.

The GEMO direct cost budget has finished in surplus by \$37,203 and due to project delays \$32,230 will be requested to be rolled over into 2013/14..

GEMO project update

Key projects completed since the July meeting include

- Completion of the Group Recovery Plan (scheduled for adoption later in the current meeting)
- Adoption of the Group Psychosocial Support Plan
- Adoption of the implementation plan for the Group EMIS Implementation Strategy
- Rollout of the foundational EOC training module and commencement of training across the Waikato CDEM Group

A discussion took place regarding progress with EMIS implementation. In response to questions Group Manager/Controller (L Hazlewood) advised he is

now satisfied that MCDEM has sufficient support resources in place for the implementation timelines to be met and EMIS is here to stay. However, he is not convinced that EMIS has any situation awareness capability and is likely only be able to act as an information system. In these circumstances an application such as WebbyEOC may be required to operate in tandem to effectively manage events.

GEMO recruitment

The GEMO is requesting (as a separate item later in the agenda) approval to appoint an additional staff member to fulfil the role of Group Welfare Manager, funding of which has been discontinued by the Ministry of Social Welfare.

GEMO/GECC facilities

The facility at 150 Victoria Street remains fully operational, with GEMO staff continuing with the development of GECC standard operating procedures (SOP).

GEMO staff are continuing to work with Mystery Creek staff to formalise the use of the Mystery Creek Events Centre as an alternative GECC facility. Subject matter experts are now working towards the development of an MOU, particularly in the area of logistics.

There is significant interest from the Police and NZ Fire Commission about the previously reported possibility of establishing an all hazards centre. The next step if approved by the Committee will be to firm up an all-parties agreement to explore the concept further

Project Plan Exceptions

The Committee noted the following plans were not currently running to approved timelines

- Group emergency radio network (deliverable of project remains not functional, pending the installation of radios in alternate EOC locations).
- Welfare projects in general (due to withdrawal of funding for Group Welfare Manager).
- Development of Group Risk Reduction Plan (delay in project commencement due to limits and availability of suitable staff).
- Emergency services data sharing (delayed due to issues around data sensitivity)
- Regional emergency management spatial information plan (delayed due to other resourcing commitments)
- Development of Local Recovery Plan Template/Guidance (delay in project completion due to delay in completion of the Group Recovery Plan).

Cr S Friar moved/Cr P French seconded.

CD13/60

THAT:

- 1. the report 'Joint Committee GEMO report' (Doc # 2818422) dated 23 August 2013 be received for information, (and)**
- 2. Waikato CDEM Group Joint Committee continues to endorse further investigation of the initiative to integrate the GEMO with other emergency services at a proposed 'All Hazards Centre', and**

Recommended to Waikato Regional Council

- 3. Waikato CDEM Group Joint Committee requests that the Waikato Regional Council, on behalf of the Waikato CDEM Group, enters into an agreement with the New Zealand Fire Service and New Zealand Police to carry out further investigation of the 'All Hazards Centre' proposal.**

The motion was put and carried (CD13/60)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 4) Docs #2818226

The purpose of this item presented by CEG Chair (L Cavers) was to provide the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting on 2 August 2013.

Mayor B Hanna moved/Chair seconded.

CD13/61

THAT the report 'Summarised CEG minutes (Doc# 2818226) dated 23 August 2013 be received for information.

The motion was put and carried (CD13/61)

Adoption of the Waikato CDEM Group Recovery Plan

File: 33 10 01 (Agenda Item 5) Docs #2818907

The purpose of this item introduced by GEMO Programme Manager (G Ryan) and presented by Group Recovery Manager (B Morris) was to provide an overview of the development of the Group Recovery Plan and request that the Joint Committee adopts the newly developed plan.

During the presentation, questions, answers and related discussion the Committee noted:

- The plan had been prepared on the basis of devoting significant effort to understanding what recovery "is" on the ground. The Christchurch experience and learning's had been the source of much of this information
- The Plan provides a region wide framework to commence recovery
- Defining what needs to be put in place during the Readiness and Response phases is a vital part of a successful Recovery Plan
- The contribution of local people is important to the plan.

The Chair and members expressed appreciation of the quality of the plan and the efforts of staff that had produced this result

Cr N Smith moved/Cr P Mahood seconded

CD13/62

THAT:

- 1. the report "Adoption of the Waikato CDEM Group Recovery Plan" (Doc#2818907 dated 23 August 2013) be received for information, (and)**
- 2. Waikato Civil Defence Emergency Management Group Joint Committee adopts the newly developed Waikato CDEM Group Recovery Plan (Attachment A doc# 2389588 v8)**

The motion was put and carried (CD13/62)

2014/2015 GEMO Annual Planning

File: 33 10 01 (Agenda Item 6) Docs #2820206

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an update regarding the development of the 2014/2015 GEMO annual plan in advance of seeking formal approval of the 2014/2015 GEMO work programme and budget at the November meeting.

Councillor Mahood expressed concern that this item was essentially giving initial approval to the 2014/2015 budget while Item 7 involved consideration of a matter that could alter the budget by a significant amount

2 18 pm adjourn consideration of Item 6 and proceed to Item 7

2 38 pm resume consideration of Item 6

Cr D Finn moved/Mayor JP Tregidga seconded

CD13/63

THAT the report '2014/2015 GEMO Annual Planning' (Doc#2820206 dated 23 August 2013) be received for information.

The motion was put and carried (CD13/63)

Group Welfare Manager

File: 33 10 01 (Agenda Item 7) Docs #2819101

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an overview of the issues related to the resourcing of the Group Welfare Manager role, along with seeking approval for the GEMO to request an additional staff member for this role (including the coordination of the welfare and recovery work areas).

The Committee noted the reason for consideration of this item was that funding of the Group Welfare Manager position is being discontinued by the Ministry of Social Welfare. Committee members expressed reluctance to add such a significant item of expenditure (approximately \$113,000) to the 2014/2015 budget but considered there was no alternative to protect the gains that had occurred since the 2009 Waikato CDEM Capability Assessment Report.

Mayor B Hannah moved/Cr N Smith seconded

CD13/64

THAT:

- 1. the report 'Group Welfare Manager' (Doc#2819101 dated 23 August 2013) from the Ministry of Civil Defence for May 2013 be received, (and)**
- 2. The Waikato Civil Defence Emergency Management Group Joint Committee supports the proposed re-organisation of the GEMO and,**

Recommended to Waikato Regional Council

- 3. The Waikato Civil Defence Emergency Management Group Joint Committee requests that Waikato Regional Council provides the GEMO with the additional resourcing outlined in this report (doc#2819101) as soon as possible (and no later than the 2014/2015 financial year).**

The motion was put and carried (CD13/64)

Consistent tsunami siren tones

File: 33 10 01 (Agenda Item 8) doc #2819497

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an update regarding the MCDEM project to develop a standard for tsunami siren tones.

S Vowles (Waikato REMA) noted MCDEM would undertake consultation with CDEM Groups by December 2013 after a decision had made as to an appropriate 'tone'. She emphasised MCDEM's position that sirens are not the answer.

Cr N Smith moved/Cr Mayor B Hannah seconded

CD13/65 **THAT the report 'Consistent tsunami siren tones' (Doc#2819497 dated 23 August 2013) be received.**

The motion was put and carried (CD13/65)

MCDEM update

File: 33 10 01 (Agenda Item 9) doc #2821331

This item was presented by S Vowles (Waikato REMA).

Mayor JP Tregidga moved/Cr D Finn seconded

CD13/66 **THAT the report 'MCDEM update (Doc#2821331 dated 20 August 2013) be received.**

The motion was put and carried (CD13/66)

Integrated Training Framework for Emergency Operations/Coordination Centres

File: 33 10 01 (Agenda Item 10) doc #2821338

S Vowles (Waikato REMA) spoke to this item and congratulated Waikato CDEM Group on the development of the training framework and content which was now in the process of being rolled out on a National basis

Cr N Smith moved/Mayor JP Tregidga seconded

CD13/66 **THAT the report 'Integrated Training Framework for Emergency Operations/Coordination Centres' (Doc#2821338 dated 12 August 2013) be received.**

The motion was put and carried (CD13/66)

Get Ready Week

File: 33 10 01 (Agenda Item 11) doc #2819680

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an overview of Get Ready Week 2013. The Committee noted this annual national public education campaign which is coordinated by MCDEM will be held in 2013 during the week 23 – 29 September.

EOA's would be undertaking local activities promoting the campaign and Committee members were urged to contact their local CDEM professionals to obtain details of events in their area.

Cr P French moved/Cr P Mahood seconded

CD13/67 THAT the report 'Get Ready Week' (Doc#2819680 dated 23 August 2013) be received.

The motion was put and carried (CD13/67)

2010-2013 Triennium review

File: 33 10 01 (Agenda Item 12) doc #2819849

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an overview of the Waikato CDEM Group achievements during the 2010-2013 triennium, along with a look ahead to the 2013-2016 triennium.

During the presentation and subsequent questions and answers the Committee noted that approximately 95% of the deficiencies identified in the 2009 Waikato CDEM Capability Assessment Report had now been rectified. A further capability report was due to be undertaken in 2015. Group Manager/Controller (L Hazelwood) his focus for the next 18 months would be the development of response SOP's to cope with significant events.

Mayor JP Tregidga moved/Mayor B Hannah seconded

CD13/68 THAT the report '2010-2013 Triennium Review (Doc#2819849 dated 23 August 2013) be received.

The motion was put and carried (CD13/68)

2014 Meeting dates

File: 03 04 18

Programme Manager GEMO (G Ryan) advised it was intended to hold a Joint Committee meeting after the Triennial Elections (proposed date 25 November). 2014 meeting dates would be advised after the Waikato Regional Council has confirmed its 2014 meeting schedule.

Items for next meeting

File: 03 04 18

Items noted were:

- New Triennium
- Induction

Meeting closed at 3.12 pm

Doc #2821941