

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 Waikato CDEM Group Emergency Management Office 150 Victoria Street at 1.00 pm on Monday 3 March 2014.

- MEMBERS PRESENT:** **Waikato Regional Council**
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Mayor M Baxter
South Waikato District Council Representative
Cr T Lee /
Taupo District Council Representative
Cr A Park
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
Cr J Bannon
Waitomo District Council Representative
Cr A Goddard
- IN ATTENDANCE:** **Ministry of Civil Defence and Emergency Management**
S Vowles
- STAFF** **CEG Chair**
L Cavers
- Waikato Regional Council**
Group Controller/Manager (L Hazelwood), GEMO Programme manager (G Ryan), Committee Administrator (D Atkinson)
- APOLOGIES** Mayor JP Tregidga (Hauraki District Council), Cr P French and Mayor G Leach (Thames/Coromandel Council),

Accepted

In welcoming Joint Committee members to the meeting at the place where Group “business as usual” is undertaken, Group Controller/Manager (L Hazlewood) noted the facility is fitted out in a manner that enables it to instantaneously be turned into the Group Emergency Coordination Centre when a significant event occurs.

Confirmation of Agenda

(Agenda Item 1)

No additions, deletions or alterations were made to the circulated agenda which was confirmed without a formal resolution being passed.

Disclosures of Interest

There were no disclosures of Interest

CD13/1

Minutes of Previous Meeting

File: 03 04 18 (Agenda Item 3) Docs #2896156)

Cr Church moved/Cr Park seconded.

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 18 November 2013 be received and approved as a true and correct record.

The motion was put and carried (CD13/1)

CD13/2

Controllers Report

File: 03 04 18, (Agenda Item 4) (Docs #2976527)

The purpose of the report presented by Group Controller/Manager (L Hazlewood) was to provide an Overview of the Group Controllers priority work areas. The report provided commentary on the following matters:

- Waikato Regional Council fit-for-purpose review
- Strategic direction of the Waikato CDEM Group
- Community Response Planning
- Expandable GECC
- EOC Training update
- Key Appointments within the Waikato CDEM Group

During questions, answers and discussion subsequent to the presentation the Committee noted:

- A former Chair of this Committee (Basil Morrison) has received a Silver Ministerial Award for contributions to Civil Defence. It was agreed the Chair would forward a letter of congratulations on behalf of the Committee.
- The request of this Committee for approval of the new role of Group Welfare Manager has been accepted by the Waikato Regional Council and will now go to public consultation in the proposed annual plan process.

Cr Tooman moved/Mayor Baxter seconded

THAT the report “Group Controller’s Report” (Doc #2976527 dated 21 February 2014) be received for information.

The motion was put and carried (CD13/2)

CD13/3

GEMO Report

File: 03 04 18, (Agenda Item) Docs #2979343

The purpose of this item presented by GEMO Programme Manager (G Ryan) was to provide an update on the work the Group Emergency Management

Office (GEMO) is currently undertaking. The report contained commentary on the following matters:

- GEMO activities
- GEMO financial update
- GEMO project update
- GRMO recruitment
- 2014/2015 GEMO work programme update

During questions, answers and discussion subsequent to the presentation the Committee noted:

- The recruitment of the GEMO Operation Coordinator has been completed and an appointment (J Snowball) confirmed.
- The Chair initiated a discussion regarding the recent appointment of an existing local controller to a second emergency operating area within the Group, while retaining the original appointment. Possible implications were discussed however no firm conclusions were reached.

Cr Hunter moved/Cr Bannon seconded

THAT the report “GEMO Report” (Doc #2979343 dated 21 February 2014) be received for information

The motion was put and carried (CD13/3)

CD13/4

Summarised minutes of CEG meeting held 14 February 2014

File: 03 04 18, (Agenda Item 5) Docs#

Chair moved/Cr Bannon seconded.

THAT the summarised minutes of the CEG meeting of 14 February 2014 be received and decisions noted.

The motion was put and carried (CD13/4)

CD13/5

Ministry of CDEM Update

File: 03 04 18, (Agenda Item 6) Docs #2977234

S Vowles (MCDEM), presented the report which outlined progress with the MCDEM work programme for the period ending 31 January 2014. Subsequent to the presentation the following matters were discussed or noted:

- Waikato CDEM Group is to be the pilot project in a new round of National Capability Assessments for CDEM Groups. Capability Assessments were last undertaken in 2009 and Waikato CDEM Group recorded the lowest score in the country of 44.7. The Minister has set a target capability assessment score of 58 for the Waikato CDEM Group in the pilot project.
- In response to a question the Group Controller/Manager advised that in terms of present operating capability EMIS does not meet all event management needs and until the system can do so it will need supplementing by other systems. However, the use of multiple systems to provide full situational awareness is nothing unusual in many EOCs.

Cr Lee moved/Cr Hunter seconded

THAT the update report from the Ministry of Civil Defence (Doc 2977234 dated 13 February 2014) be received.

The motion was put and carried (CD13/)

Items for next meeting

File: 03 04 18 (Agenda Item)

There were no items identified by members

Meeting closed at 2.33 pm

Doc #2968716