

---

## Waikato Civil Defence Emergency Management Joint Committee OPEN MINUTES

---

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 28 November 2016 at 1.00pm.

### **Present**

<b>Hamilton City Council</b>	Cr L Tooman
<b>Hauraki District Council</b>	Cr P Buckthought
<b>Matamata Piako District Council</b>	Cr B Hunter
<b>Otorohanga District Council</b>	Cr A Williams
<b>South Waikato District Council</b>	Cr T Lee
<b>Taupo District Council</b>	Cr A Park
<b>Thames Coromandel District Council</b>	Cr R Simpson (from 1.06pm)
<b>Waikato District Council</b>	Cr N Smith
<b>Waikato Regional Council</b>	Cr H Vercoe (Chair from 1.01pm)
<b>Waipa District Council</b>	Cr J Bannon
<b>Waitomo District Council</b>	Cr A Goddard

### **In Attendance:**

<b>South Waikato District Council</b>	Mayor J Shattock
<b>Hamilton City Council</b>	Cr J Casson
<b>Waikato Regional Council</b>	Cr A Livingston

### **Staff**

L Cavers – CEG Chair  
L Hazelwood – Waikato CDEM Group Controller/GEMO Manager  
V McDonald – Team Leader Strategy and Planning  
S Ward – Waikato CDEM Group PIM  
D Mehrstens – Emergency Management Coordinator – Community Engagement  
S Gibson - Emergency Management Coordinator - Administration  
Jennie Cox – Democracy Advisor

### **Welcome and Introductions**

The members were welcomed to the meeting by CEG Chair (L Cavers).

### **Election of Waikato Civil Defence Emergency Management Joint Committee Chair**

(Agenda Item 2) Doc # 9518733

Presented by L Cavers (CEG Chair) the item sought for the Committee to elect a Chair and Deputy Chair for the triennium as provided for under Section 15 of the CDEM Act 2002

Cr Bannon nominated Cr Vercoe for the position of Chair and the motion was seconded by Cr Park. Cr Vercoe accepted the nomination.

There being no further nominations Cr Vercoe was declared the Chair.

Cr J Bannon moved/Cr A Park seconded.

CD16/26

- 1. THAT the report "Election of Waikato CDEM Group Chair and Deputy Chair" (Doc #9518733 dated 15 November 2016) be received, and**
- 2. THAT the Waikato Civil Defence Emergency Management Joint Committee appoint Cr Hugh Vercoe as Waikato CDEM Group Chair to hold office following the 2016 local authority triennial elections.**

**The motion was put and carried (CD16/26)**

The Chair Cr Vercoe assumed the Chair for the meeting from 1.01pm.

The Chair called for nominations for the position of Deputy Chair.

Cr Hunter nominated Cr Tooman for the position and Cr Bannon seconded the nomination. Cr Tooman Accepted the nomination.

There being no further nominations Cr Tooman was declared the Deputy Chair.

Cr B Hunter moved/Cr J Bannon seconded.

CD16/27

- THAT the Waikato Civil Defence Emergency Management Joint Committee appoint Cr Leo Tooman of Hamilton City Council as Waikato CDEM Group Deputy Chair to hold office following the 2016 local authority triennial elections.**

**The motion was put and carried (CD16/27)**

### **Apologies**

Due to Civil Defence response occurring in Kaikoura and Canterbury, an apology was received from Suzanne Vowles of MCDEM

The apologies were accepted by the Joint Committee.

The Chair invited the members and staff to complete introductions.

*Cr Simpson arrived at 1.06 pm (with apologies).*

**Confirmation of Agenda**

(Agenda Item 4)

The agenda was accepted with no additions.

**Disclosures of Interest**

(Agenda Item 5)

There were no disclosures of interest.

**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item #6) Doc #9010236

Cr B Hunter moved/Cr L Tooman seconded.

CD16/28

**THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 5 September 2016 be received.**

**The motion was put and carried (CD16/28)**

**Hazards in the Waikato**

File: 32 90 50 (Agenda Item #7) Doc # 9584980

Presented by Rick Liefing (Senior Regional Hazards Advisor) the Committee were provided with an update from the Waikato Regional Council Regional Hazards Team. (Presentation # 9584980).

During questions, answers and related discussion the following points were noted:

- It was noted that there was general confusion around the return period (frequency of an event) and the Annual Exceedance Probability (AEP) (the probability that an event will be exceeded in any one year). It was noted that these were statistical methods and based on measured historical information. Analysis to determine the statistics were done up to a certain date.
- 1% AEP is generally used as a benchmark statistic for Insurance and planning.
- The committee noted that the images of water in the urban area of Thames and Kaiaua were the result of a king tide and not a flooding event. There was concern over the effects of a storm or flooding event coinciding with a king tide in these areas as the effects go upstream quite a way.
- Members were advised that there would be new guidelines provided to territorial authorities and regulatory authorities from the Ministry for the Environment that would provide a sea level projections and guidelines for consideration when reviewing building consents including in coastal areas.
- A collaborative approach should be taken with the community to indicate tipping points as to what level of risk was appropriate for the community and what needed

to be mitigated in terms of the effects of climate change and flooding issues. Guidelines from Central Government would make the decisions easier, but it was noted that Council could make the decision and put the line in the sand.

- The Joint Committee has a responsibility to look at and provide submissions to territorial or regulatory authorities on matters of consents. The members were assured that staff across all the authorities had a close working relationship at the technical level especially around vulnerable coastal and river areas.

Cr R Simpson moved/Cr T Lee seconded.

CD16/29

**THAT the verbal report on Hazards in the Waikato be received.**

**The motion was put and carried (CD16/29)**

### **Introduction to Waikato Civil Defence Emergency Management**

File: 40 20 10 20 (Agenda Item #8) Doc #9533281, 9499494

Presented by L Hazelwood (Group Controller) the report provided the Committee with an introduction to Civil Defence Emergency Management and an overview of the current "State of the Nation".

The members were advised that the Committee was a Joint Committee of all Councils as required under legislation. The Group Controller took his instruction from the Joint Committee. The advisory role lay with the Coordinating Executives Group (CEG) in the form of the Chair (L Cavers). The Regional Council provide administrative support to the Joint Committee, and ensure the rate for Civil Defence was collected on behalf of all members of the Joint Committee.

During questions, answers and related discussion the following points were noted:

- There were a number of staff from Waikato Civil Defence assisting as part of the earthquake deployment, to include welfare and working in the area of logistics focusing on the road as a lifeline while it is open and closed due to landslides. A full assessment of the deployment would be provided to the Joint Committee at the next meeting.
- Legal clarity was sought as to whether the deputy mayors had similar powers to that of the mayor when declaring an emergency.
- It was noted for members that for Local CDEM Operations and Delivery, there was a group under Western Waikato, a group under Thames Valley. Hamilton City and Waikato District worked in with the Civil Defence Emergency Management Group. It was further noted that while South Waikato and Taupo operate on their own, there is a Memorandum of Understanding between the two councils and Rotorua.
- Local controllers are selected through a vigorous process and it was noted that the CEG members were accountable for the delivery or integration of decisions within their council.
- Communication is regular between the local controllers and the group controller, and the relationship between them changed depending on the nature of the response required for an emergency.

Cr A Park moved/Cr N Smith seconded.

**CD16/30**            **THAT the report “Introduction to CDEM” (Doc #9533281 dated 17 November 2016) be received for information only.**

**The motion was put and carried (CD16/30)**

**Ministry of Civil Defence Emergency Management Update**

File: 03 04 18 (Agenda Item #9)

Due to the apology received from Suzanne Vowles, the Committee did not receive an update.

**Summarised CEG Minutes**

File: 40 20 10 02 (Agenda Item #10) Doc #9519181

Presented by L Cavers (CEG Chair) the Committee were provided with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting of 3 November 2016.

During questions, answers and related discussion the following points were noted:

- A number of the recommendations noted in the minutes were captured within the Group Plan, however there was no implementation programme in place at the time of the meeting.

Cr J Bannon moved/Cr A Williams seconded.

**CD16/31**            **THAT the report “Summarised CEG minutes” (Doc #9519181 dated 3 November 2016) be received for information only.**

**The motion was put and carried (CD16/31)**

**GEMO Report**

File: 40 02 01 02 (Agenda Item #11) Doc #9526033

Presented by L Hazelwood (Group Controller) the report provided the Committee with an update regarding the management and governance arrangements for the Waikato Civil Defence Emergency Management Group.

During questions, answers and related discussion the following points were noted:

- The building that the GEMO would be moving in to was to be the only IL4 building in Hamilton and would house Genesis. Members were assured that it was a new building and not an upgrade of a building.
- As there was a large cost to install antenna with the temporary accommodation at Deloittes it was noted that the back-up option at mystery creek was still available in an emergency.

Cr A Goddard moved/Cr P Buckthought seconded.

CD16/32

**THAT the report “GEMO Report” (Doc #9526033 dated 16 November 2016) be received for information only.**

**The motion was put and carried (CD16/32)**

**Waikato Civil Defence Emergency Management Group Plan**

File: 40 02 01 02 (Agenda Item #12) Doc #9523874, 9275397, 9276293

Presented by L Hazelwood (Group Controller) the report provided the Committee with an overview of the Waikato Civil Defence Emergency Management Group Plan.

During questions, answers and related discussion the following points were noted:

- It was noted for members that no comments were made by the Ministry about the Group Plan. It was noted this indicated the close working relationship the GEMO had with the Ministry in developing the plan.
- The Chair, the former joint committee members and staff were commended on the comprehensive plan and it was noted the new challenge would be the implementation.

Cr A Park moved/Cr T Lee seconded.

CD16/33

**1. THAT the report “Waikato CDEM Group Plan” (Doc #9523874 dated 16 November 2016) be received,**

**and**

**2. THAT the Waikato Civil Defence Emergency Management Joint Committee adopt the Proposed Waikato CDEM Group Plan in accordance with s.52(1)(e) of the CDEM Act 2002.**

**The motion was put and carried (CD16/33)**

**Proposed 2017/2018 GEMO Work Programme**

File: 40 02 01 02 (Agenda Item #13) Doc #9523210

Presented by L Hazelwood (Group Controller) the report sought approval of the proposed 2017/2018 Group Emergency Management Office work programme and budget.

During questions, answers and related discussion the following points were noted:

- The budget for the Group goes to Waikato Regional Council’s Annual Plan for budget approval. The budget is fixed and the Group can come in under budget to build reserves but is not able to go over the budget. The Regional Council manage the budget with the Group but do not influence the budget.
- The reality of the budget for the group was that labour costs would remain within the budget, direct costs within the budget but overheads may be variable.

- The GEMO complete the role structure and templates for training but the cost of training lays with Councils at a local level. When Council gets to the next Long Term Plan the GEMO would be in a better place to estimate costs.

Cr L Tooman moved/Cr B Hunter seconded.

CD16/34

1. **THAT the report “Proposed 2017/2018 GEMO work programme” (Doc #9523210 dated 17 November 2016) be received, and**
2. **THAT the Waikato Civil Defence Emergency Management Joint Committee approve the proposed “Proposed 2017/2018 GEMO work programme and budget” to be presented to the Waikato Regional Council.**

**The motion was put and carried (CD16/34)**

### **Overview on new GECC facility**

File: 03 04 18 (Agenda Item #14)

Presented by L Hazelwood (Group Controller) the update provided the Committee with an overview on the new GECC facility.

It was noted for members that the lease was about to be signed and the final decision on square meters had been sorted prior to the meeting. The Group Controller would meet with staff from Christchurch to discuss challenges they had faced from the set-up of the all hazards centre.

Cr A Williams moved/Cr J Bannon seconded.

CD16/35

**THAT the verbal report “Overview on new GECC Facility” be received.**

**The motion was put and carried (CD16/35)**

### **2017 Meeting Dates**

File: 03 04 18 (Agenda Item #15)

Dates for the 2017 meetings were provisionally advised to members as being:

Monday 6 March 2017  
Monday 26 June 2017  
Monday 4 September 2017  
Monday 27 November 2017

It was noted that meeting would be aligned with the Regional Transport Committee where possible but there had been some movement in dates to avoid members main Council meeting days.

**Items for next meeting**

File: 03 04 18 (Agenda Item #16)

The Group Controller sought agreement from the Joint Committee to ensure that all staff who had been deployed to Kaikoura receive sufficient recognition for their service. Following deployments for the Christchurch earthquakes, Police and Fire recognised their staff with medals, but most Civil Defence staff did not receive recognition.

Cr R Simpson moved/Cr H Vercoe seconded.

CD16/36

**THAT the Waikato Civil Defence Emergency Management Joint Committee support the recognition of all the members who were deployed to assist following the Kaikoura earthquakes.**

**The motion was put and carried (CD16/36)**

Doc #9572017