

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 Reception Lounge, Hamilton City Council Municipal Building, Garden Place, Hamilton at 1.00pm on Monday 1 July 2013.

- MEMBERS PRESENT:** **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
Otorohanga District Council Representative
Cr S Blackler
South Waikato District Council Representative
Cr M Gubb
Taupo District Council Representative
Cr M Downard
Thames Coromandel District Council Representative
Cr P French
Waikato District Council Representative
Cr N Smith
- IN ATTENDANCE:** **Ministry of Civil Defence and Emergency Management**
S Vowles
- STAFF** **CEG Chair**
L Cavers
- Waikato Regional Council**
Manager GEMO (L Hazlewood), Programme Manager GEMO (G Ryan), Committee Administrator (D Atkinson).

APOLOGIES

Confirmation of Agenda

(Agenda Item 1)

Cr S Friar moved/Mayor JP Tregidga seconded

- CD13/51 **THAT the agenda of the Waikato Civil Defence and Emergency Management Group Joint Committee of 1 July 2013 be confirmed as the business for the meeting.**

The motion was put and carried (CD13/51)

Disclosures of Interest

(Agenda Item 2)

There were no interests disclosed.

Minutes of Previous Meeting – 4 March 2013

File: 03 04 18 (Agenda Item 3) Docs #2354218

Cr N Smith moved/Cr Downard seconded

CD13/52

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 4 March 2013 be received and approved as a true and correct record.

The motion was put and carried (CD13/52)

There were no matters arising from the minutes

Joint Committee GEMO report

File: 03 04 18 (Agenda Item 4) Docs #274172, 2746515

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

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

- GEMO direct cost expenditure is lower than expected. The two major factors for this are delay in the development of the Local Recovery plan Template/Guidance (due to non completion of contributory work) and the initial population of the EMIS resources database taking longer than expected. Resilience funding to complete this work will be rolled over.
- CEG has agreed that the cap on GEMO allocated costs should be removed from the 2013/2014 financial year. The removal of the cap on allocated costs will not impact on the level of resourcing (both in terms of labour and direct costs) available to the GEMO. It will further not impact on the overall WRC budget and rate intake as it is simply a reallocation of expenditure with the WRC community safety work area.

The GEMO has reported to CEG the following project plan exceptions:

- EMIS database entry (potential delay in project completion due to a delay in the receipt of data).
- Development of warning systems strategy (potential delay in project completion due to an outdated analysis tool).
- Development of Group Recovery Plan (delay in project completion due to additional CEG and Joint Committee workshops).
- Development of Local Recovery Plan Template/Guidance (delay in project completion due to delay in completion of the Group Recovery Plan).
- Development of Group Risk Reduction Plan (delay in project commencement due to limits and availability of suitable staff).

Emergency Management Information System (EMIS)

Arising from the advice in the report regarding the initial population of the EMIS resources database taking longer than expected, a wider discussion arose regarding progress with EMIS becoming operational and what would be provided when it was. During this discussion the following matters were noted and viewpoints expressed:

- EMIS is not yet operational anywhere within the Waikato CDEM Group and is consuming significant financial resources.
- A circular letter dated 28 June 2013 from John Hamilton (Director MCDEM) to Chairs and Group Managers of CDEM Groups was tabled. The letter acknowledged that some CDEM Groups have experienced difficulties introducing EMIS and the difficulties appear to be related to staff training, confidence with the system, and/or the postponement of training until some fixes and enhancements are implemented. The Department of Internal Affairs is providing additional funding for a further MCDEM employee who will provide additional capacity to support the implementation and maintenance of EMIS. David Coetzee will soon distribute to Groups the current schedule for implementation of fixes and enhancements as agreed with the vendors.
- Group Manager/Controller (L Hazlewood) advised the Group has a strategy to implement EMIS. However at the present time he is not satisfied that EMIS will meet all incident management requirements and that progress towards a fully functioning system will be modular, building over some time.
- Auckland have renewed the licence for its existing WebEOC system which it intends to run in conjunction with EMIS,
- The CEG Chair (L Cavers) expressed the view that the Group needs to specify requirements to be provided by an emergency management information system to determine whether the EMIS specification will meet those requirements.
- It was noted that although this meeting was simply flagging/receiving information, the intention is to return to the next meeting with a more detailed update based on the group's EMIS implementation strategy schedule, due to be approved on July 8, along with any recommendations where appropriate.

Kelly Newell has been appointed Local CDEM Coordinator (Waikato DC).

Cr Friar moved/Mayor Tregidga seconded.

CD13/53

THAT the report 'Joint Committee GEMO report' (Doc # 274172 and Attachment B Docs #2746515) dated 21 June 2013 be received for information.

The motion was put and carried (CD13/53)

Membership representation through 2013 Triennial Elections

File: 03 04 18 (Agenda Item 5) Docs #2742085

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to confirm CDEM Group Joint Committees (and members) have a

continuation of powers and responsibilities through the triennial election period. An amendment to the CDEM Act 2002 in March 2012 has provided for CDEM Group Joint Committees (and members) to only be discharged after the triennial election period and the membership for the new term has been formally confirmed by resolution of each constituent local authority.

Cr S Friar moved/Cr M Gubb seconded.

CD13/54

THAT the report 'Membership representation through 2013 Triennial Elections (Doc# 2742085) dated 21 June 2013 be received for information.

The motion was put and carried (CD13/54)

Summarised Co-ordinating Executive Group (CEG) minutes

File: 03 04 18 (Agenda Item 6) Docs #2741361

CEG Chair, L Cavers, presented the summary of the CEG minutes of 31 May 2013. The Joint Committee noted item 3.1 of the summarised minutes contained advice from Te Rehia Papesch (Regional Commissioner for the Ministry of Social Development) that the Ministry will cease hosting the Group Welfare Manager as from 1 July 2013. The hosting arrangement in broad terms equated to half a full time equivalent staff member and CEG is assessing how this work will be resourced in future.

Cr D Finn moved/Mayor JP Tregidga seconded

CD13/55

THAT the report 'Summarised CEG minutes' (Doc#2741361 dated 21 June 2013) be received for information.

The motion was put and carried (CD13/55)

Consistent tsunami siren tones

File: 03 04 18 (Agenda Item 7) Docs #2744708

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an update on correspondence between the Joint Committee Chair and the Minister of Civil Defence regarding the need for a nationally consistent tsunami tone. The Committee noted the Minister's advice that the MCDEM investigation into the issue of a national standard for tsunami sirens is intended to conclude a standard prior to the end of the 2013 calendar year.

Cr N Smith moved/Cr P French seconded

CD13/55

THAT the report 'Consistent tsunami siren tones' (Doc#2744708 dated 21 June 2013) be received for information.

The motion was put and carried (CD13/55)

MCDEM work programme update

File: 03 04 18 (Agenda Item 8) Docs #2742530

During presentation of the report by MCDEM Regional Emergency Management Advisor (S Vowles) the following matters were noted:

- S Vowles (Waikato REMA) indicated release of the revised tsunami risk assessment would be delayed for approximately six months.
- Group Controller/Manager (L Hazelwood) and CEG Chair (L Cavers) would be meeting with D Coetzee (Manager Capability and Operations MCDEM) on Thursday 4 July 2013 to discuss EMIS.

Cr M Downard moved/Cr M Hanna seconded

CD13/56

THAT the report ‘MCDEM work programme update’ (Doc#2742530 dated 21 June 2013) from the Ministry of Civil Defence for May 2013 be received.

The motion was put and carried (CD13/56)

CD13/57

Waikato CDEM Group controller appointments

File: 03 04 18 (Agenda Item 9) doc #2744503

In presenting the report Group Controller/Manager (L Hazelwood) noted his approval of the standard of all recommended appointments to Controller positions. Ongoing training would be provided as identified necessary.

Cr M Downard moved/Mayor B Hanna seconded

THAT

- 1. The report “Waikato CDEM Group controller appointments” (Doc # 2744503, dated 21 June) be received.**
- 2. Waikato Civil Defence Emergency Group Management Joint Committee confirms the existing controller appointments for the Otorohanga, Waipa, Waitomo, Taupo and South Waikato Districts, as detailed in Attachment A of the report and scheduled hereunder:**
 - Andrew Loe (Otorohanga DC)
 - Wayne Allan (Waipa DC)
 - Johan Cullis (Waitomo DC)
 - Shamus Howard (Taupo DC)
 - Joe Mickelson (Taupo DC)
 - Tina Jakes (Taupo DC)
 - Roger Fisher (South Waikato DC)
 - Andrew Pascoe (South Waikato DC)
 - Gordon Naidoo (South Waikato DC)
- 3. Waikato Civil Defence Emergency Group Management Joint Committee approves the new controller appointments for the Hauraki, Thames-Coromandel and Waikato Districts, as detailed in Attachment B of this report and scheduled hereunder.**
 - Steve Fabish (Hauraki DC)
 - Garry Towler (Thames-Coromandel DC)
 - Merve Balloch (Waikato DC)
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The motion was put and carried (CD13/57)

Items for next meeting

File: 03 04 18

The next meeting is scheduled for 2 September 2013. The venue will be confirmed closer to the time.

Items noted were:

- Group Recovery Plan approval.

Meeting closed at 2.28pm

Doc #2768885