

**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 Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00pm on Monday 2 March 2015.

MEMBERS:	Waikato Regional Council Cr H Vercoe Hamilton City Council Representative Cr L Tooman Hauraki District Council Representative Mayor JP Tregidga Matamata Piako District Council Representative Cr B Hunter Otorohanga District Council Representative Cr R Prescott Taupo District Council Representative Cr A Park Thames Coromandel District Council Representative Cr P French 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 & Emergency Management S Vowles S Stuart-Black S Bayley NZ Fire Service R Breeze
STAFF:	CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)
APOLOGIES	Cr T Lee, Mayor Baxter

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr Park moved/ Cr French seconded

CD15/01

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 2 March 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/01)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3224812

Cr Vercoe moved/Cr Hunter seconded

CD15/02

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 14 November 2014 be received and approved as a true and correct record.

The motion was put and carried (CD15/02)

MCDEM Report

File: 03 04 18 (Agenda Item 4)

The Chair introduced and welcomed the new Director for the Ministry of Civil Defence & Emergency Management – Sarah Stuart-Black.

Ms Stuart-Black outlined her background in nursing, her education and practical experience with health and disaster management prior to joining the Ministry in 2003 in an Analysis and Planning role.

Suzanne Vowles provided a verbal update to the Committee on the work of MCDEM since the last meeting in November 2014.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Within the three Public Alerting Workshops the community demographics were shared with the various councils – showing how they differed from one area to another.
- Analysis of the results of the workshops will be reported back to the Committee.
- A separate nationwide public alerting business case being lead by MCDEM has made it through cabinet and is now awaiting funding.

Cr Church moved/ Mayor Tregidga seconded

RESOLVED

CD15/03

THAT the verbal report “MCDEM Report” by Suzanne Vowles be received.

The motion was put and carried (CD15/03)

Long Service Award

Group Controller Lee Hazelwood then introduced to the Committee, Emergency Management Officer, Phil Parker. MCDEM Director Sarah Stuart-Black presented to Phil a Plaque and Certificate for 29 years of Service to Civil Defence.

Cr Vercoe moved/ Mayor Tregidga seconded

RESOLVED

CD15/04

THAT the Committee extend their congratulations to Phil Parker on gaining the CDEM Long Service Award for 29 years of dedicated service, the Committee also thanks Phil for his years of service to the Community.

The motion was put and carried (CD15/04)

Ministerial Awards

The Chair then advised the Committee of a recent presentation by Minister of Civil Defence Nikki Kaye to a number of people who have made significant contributions to civil defence emergency management in New Zealand. Of the four total awards presented the Waikato CDEM Group was represented by:

- Silver Award to Phil Parker, Taupo Emergency Management Officer, Waikato CDEM Group, for sustained, professional contribution to civil defence and emergency management, and
- Silver Award to Langley Cavers, CE Hauraki District Council and Waikato CDEM Group CEG Chair, for significant contribution to enhancing the Waikato CDEM Group.

Cr Vercoe moved/ Cr Park seconded

RESOLVED

CD15/05

THAT the Committee extend their congratulations to both Phil Parker and Langley Cavers on their Ministerial awards.

The motion was put and carried (CD15/05)

CDEM Presentation

File: 03 04 18(Agenda Item 5) Doc #3301615

Presented by Roy Breeze of the New Zealand Fire Service the report advised the Committee of the New Zealand Fire Service 2020 Vision.

During the Presentation (Doc # 3301615) the following points were noted:

- Vision 2020 has come about as part of the Fire Service Review.
- Need to consolidate what the fire service do now.
- “Purple Calls” medical calls attended by fire service mean they are often completing CPR and applying a defibrillator prior to medical services arriving.
- The Act is out of date and legislation requires updating.
- Funding will be reviewed.

- New Vision “Leading integrated fire and emergency services for a safer New Zealand”.
- Consideration has been given to investment into leadership for professional and personal development.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- When queried whether any consideration had been given to setting up a service that combined Police Ambulance and Fire services to provide support. The Committee were informed that there has been conversation locally to create an All-Hazards which will be the service location for St Johns and the Fire Service and Civil Defence. New Zealand Police have decided at this time not to include their full-time presence in the centre.
- Negotiations are ongoing for the Fire Service to obtain the Capital expenditure approval to build and with Waikato Regional Council for the amount committed to leasing premises for Civil Defence.
- Meetings are happening at a national level with Fire Service, Police and MCDEM to ensure the co-location model is reviewed fully.

Mayor Tregidga moved/ Cr Tooman seconded

RESOLVED

CD15/06

THAT the verbal report “CDEM Presentation” by Roy Breeze of New Zealand Fire Service (Doc # 3301615) be received.

The motion was put and carried (CD15/06)

GEMO Report

File: 33 10 01 (Agenda Item 6) Doc # 3291497

Presented by Team Leader GEMO (G Ryan) the report provided a consolidated updated on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Having recently taken on the Group Welfare Manager role January is showing that CDEM are tracking where they need to be with their targeted Welfare activity.
- Budgets are on track for the quarter and with the cost of labour down the funds can be reallocated to other projects within CDEM.
- The purpose of the Metrics provided to the Committee is to provide the Committee oversight of the time and funds spent in specific activity areas, the impacts of emergency responses on the planned work programme and to monitor what level of effort is spent on (administrative/Regional Council) activities that do not support the GEMO work programme directly.
- It was noted that the average time spent annually on such administrative/ regional council activities was 13%.
- The Committee were introduced to a new team member the Community Resilience Co-ordinator – Matt Pryor. Matt provided the Committee with his background in communications and Project Management.

- The Waikato Regional Council has included the work programme from CDEM in the Long Term Plan in its entirety, including the new items of expenditure previously agreed to by the Committee.

Cr Hunter moved/Cr Bannon seconded

RESOLVED

CD15/07

THAT the Waikato CDEM Group Joint Committee receive the report “GEMO Report” (Doc # 3291497 dated 20 February 2015) for information.

The motion was put and carried (CD15/07)

Group Controller’s Report

File: 33 10 01 (Agenda Item 7) Doc # 3291366

Presented by Group Controller (L Hazelwood) the report provided the Committee with an update on the areas of focus for the Group Controller.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- All Hazards Centre initiative has support of Waikato Regional Council who has approved an additional \$100,000 over the current lease contribution in the Long Term Plan (subject to public consultation and final approval). A new location is sought as the current location for the Group Emergency Coordination Centre is not compliant with the requirements for buildings that are critical to emergency response and recovery, and was only a temporary placement resulting from the maintenance work that had to be carried out on the main regional council building last year.
- Negotiations are in place to support the Fire Service in the location and completion of the All-Hazards centre. However, Waikato Regional Council currently favours a lease only option, as opposed to the capital expenditure approach favoured by the Fire Service. The issue is not insurmountable and discussions are continuing to move this forward.
- Integrated training framework – the intermediate course should be released within three months.
- The Waikato CDEM Group has reserve nominations for the next MCDEM Controller Development Programme in April 2015. Two controllers attended the previous course – but this extra space was only due to the unavailability of other members around the country. There are only 3 courses per year and space is limited.
- Priority is given to new controllers to be on the list for training and then the list of members is prioritised accordingly based on risk.
- The Group Controller reassured the council that although it will be some time before all Local Controllers can complete the national training, current competency levels within the region are reasonably high.

Cr Bannon moved/Cr Park seconded

RESOLVED

CD15/08

THAT the Waikato CDEM Group Joint Committee receive this report

“Group Controller’s Report” (Doc # 3291366 dated 20 February 2015) **be received.**

The motion was put and carried (CD15/08)

Waikato District Council CDEM Coordination

File: 33 10 01 (Agenda Item 8) Doc # 3291480

Presented by Group Controller (L Hazelwood) and Waikato District Council General Manager (S Duignan), the report provided the Joint Committee with an overview of the current service level agreement between the Waikato District Council (WDC) and Waikato Regional Council (WRC) for the provision and management of a Local CDEM coordinator.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The service level agreement between the Waikato District Council and the Group Controller has proved to be an outstanding success.
- Support to and full integration of the coordinator by the CEO and GM of Waikato District Council has been a key factor in the success.
- Waikato District Council wishes to continue this arrangement for at least another 5 years and is negotiating with Waikato Regional Council regarding employment matters.
- MCDEM completed an audit at Waikato District Council and found that everyone spoken with had good knowledge of their responsibilities and roles as a result of this arrangement. The Council is considered to be in a developing stage having started from a green fields capability. However, for them to have progressed so well in only 18 months is a win for GEMO and Waikato District Council.

Cr Tooman moved/ Mayor Tregidga seconded

RESOLVED

CD15/09

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato District Council CDEM Coordination” (Doc # 3291480 dated 20 February 2015) be received.

The motion was put and carried (CD15/09)

Mayor Tregidga leaves 2.46pm.

Summarised CEG minutes

File: 33 10 01 (Agenda Item 9) Doc # 3290451

Presented by CEG Chair (L Cavers) the report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (13 February 2015).

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Agreement was sought and received for all of the dates submitted by CEG for planning of 2016 meetings of the CEG Subgroups, CEG and the Joint Committee.
- The Committee were provided with a draft of the Project Management Plan for the review of the Waikato CDEM Group Plan.
- There is a two year time frame for the draft to go through planning, initial consultation and drafting phases prior to a broader public consultation process, which includes feedback from MCDEM. GEMO are on target with the set timeframes.
- There is no expectation of extra meetings to complete review and drafting of the plan (other than project working group meetings).
- There will be significant CDEM stakeholder engagement – partner agencies, community and neighbouring civil defence groups.
- The Team Leader GEMO (G Ryan) advised there will be contractor engaged to support this review process in order for business as usual to continue within his role.
- The Joint Committee will be the champions for the plan.
- The committee were provided with a proposed Corrective Action Plan in response to the MCDEM Capability Assessment Report (the content of which was discussed in detail during the previous two committee meetings).

Cr Goddard moved/Cr Park seconded

RESOLVED

CD15/10

THAT the Waikato CDEM Group Joint Committee:

- a) Receive this report “Summarised CEG minutes” (Doc # 3290451 dated 20 February 2015) for information.**
- b) Approve the proposed Waikato CDEM Group meeting timetable for 2016.**
- c) Approve the proposed Waikato CDEM Group Plan Review project plan.**
- d) Approve the proposed Corrective Action Plan for submission to MCDEM.**

The motion was put and carried (CD15/10)

Items for next meeting

File: 03 04 18 (Agenda Item 10)

There were no items discussed for the next meeting.

Meeting closed at 3.00pm.

Doc # 3296770