

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 Friday 4 September 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
- 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 & Emergency Management**
S Stuart-Black
J Rollin

STAFF:

Director Community and Services (N Williams), CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)

APOLOGIES

Cr P French, Mayor G Leach, S Vowles

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr T Lee moved/Cr B Hunter seconded

RESOLVED

CD15/17

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 4 September 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/17)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SECTION A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

Minutes of Previous Meeting

File: 03 04 18 (Agenda Item 3) Docs # 3417515

Cr B Hunter moved/Cr J Church seconded

RESOLVED

CD15/18

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 8 June 2015 be received and approved as a true and correct record.

The motion was put and carried (CD15/18)

GEMO Report

File: 03 04 18 (Agenda Item 4) Doc # 3488786

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

- The increase in June Group Emergency Co-ordination Centre (GECC) response and in the Welfare level of effort was as a result of assisting other regions with their emergency response.
- The increased level of the CDEM Project area reflects the conclusion of two major MCDEM Resilience Fund projects.
- The Welfare level of effort has increased through the year as the member has passed on the responsibility of the Lifeline.
- The labour budget has been under spent due to 7 month vacancy that has been reduced by commissioning an additional piece of work to review the website and develop a mobile friendly version.
- There have been a number of capable controllers trained for the region.
- There has been a comprehensive review of public alerting what will work, what might work and how to fill the gaps where technology is not so readily available.
- Foundational ITF training has become a part of the Council Induction training across much of the region.
- Successful coordination of the CIMS training across organisations.
- Built on the capability by having a way forward working with Volunteer organisations in times of emergency.
- A better understanding into the CDEM role within the group plan.

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

- The focus up to now has been on building the group welfare plan. All Territorial Authorities can expect to see progress in the Welfare space in the coming year, the next step will be to appoint local Welfare managers and reach out to the local welfare agencies.
- Welfare involves numerous agencies and the CDEM role is to co-ordinate all these agencies together in an emergency.
- Every agency has a role in the Civil Defence Plan and each have been tasked to determine based on legislation who is responsible and which agency is best placed to deliver in these areas. As an example the Ministry of Primary Industries (MPI) holds the responsibility for animal welfare, and Ministry of Building – for shelter.
- Ellen Thomas was introduced to the Joint Committee as the new Business Support Specialist. She is a Team Leader of the New Zealand Red Cross Response Team for Waikato and is currently completing a Masters in Emergency Management.
- The Joint Committee were advised that the GEMO were now recruiting for a replacement Emergency Management Coordinator (ICT) and expected the process to be complete by the end of September 2015.
- As the budget for Civil Defence comes from a targeted rate from all of the regions ratepayers, the budget is specifically for Civil Defence and as such any under spend in budget is carried forward. It cannot be redistributed by Waikato Regional Council for any other function.

Cr J Bannon moved/Cr L Tooman seconded

RESOLVED

CD15/19

THAT the Waikato CDEM Group Joint Committee receive this report “GEMO Report” (Doc #3488786, dated 27 August 2015) for information.

The motion was put and carried (CD15/19)

SECTION B: (FOR RECOMMENDATION TO COUNCIL)

Group Controllers Report

File: 03 04 18 (Agenda Item 5) Doc # 3488787

Presented by the Group Controller (L Hazelwood), the report provided the Joint Committee with an overview of the current priorities of the Group Controller.

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

- The All Hazards Centre is still a project under discussion. The Joint Committee were updated with the latest results from a meeting between the Chair of Waikato CDEM Joint Committee, the Group Controller and the Region 2 Fire Manager. As a result it was recommended that Council or CDEM appoint a property consultant that would be able to interact with the Fire Service property manager to look after the interests of the CDEM and come back to the Joint committee with figures and suggestions.

- The priority for a relocation rebuild for the Fire Service is changing and the latest information suggests that it may be as far as 5 years before a commitment is made.
- Discussion focussed on the matter of relocating CDEM from their temporary premises and co-locating with emergency services as soon as practically possible and that it should be progressed from the Waikato Regional Council as the administering authority for the CDEM. That CDEM should not wait for the Fire Services to be ready to come on board with the plan and should now lead the discussion.
- It was acknowledged that all of the agencies, via a Chief Executives Group including Police, Fire, Ambulance, MCDEM and Ministry of Health, are agreed that there will need to be a capital investment across the agencies from a Central Government level
- Police involvement has been determined as technology within an office and staff in times of emergency.
- The ideal location for the building from the Fire Service perspective is North Hamilton, as it will be the relocation of the Pukete station and a number of the services and training from the Anglesea Street station.

Mayor J Tregidga moved/Cr B Hunter seconded

RECOMMENDED

CD15/20

THAT Waikato Regional Council identify staff or retain a property consultant to work with the Emergency Services to negotiate on behalf of the Waikato CDEM Group for an All Hazards Centre.

The motion was put and carried (CD15/20)

- Waikato CDEM sent three staff in support of the Taranaki CDEM (one) and the Manawatu – Wanganui CDEM (two) during the floods in June.
- A number of points were learned from those regions by our team and bought back to the Waikato CDEM. As a result after the emergency a number of their decisions were analysed and resolutions were made to look at checklists and complete analysis for needs and determine the best course of action for support in the region in the future.
- Waikato CDEM has been invited to be participate in a large tabletop Police exercise. Recently training has been provided to Police command staff for large scale emergencies. This shows how the relationship between Police and CDEM has progressed over the years.
- Disaster media training was completed for a number of the elected officials around the region and members who attended felt it was beneficial for all of the regions Mayors to attend in the future. The focus was on how controllers and Mayors communicate in a disaster situation.
- Members were advised of two recent Controllers who have been nominated for appointment by their own councils. They have come through the controller appointment process, but their nomination is yet to be endorsed by their local councils. CEG have put their endorsement to the candidates for the Joint Committee approval.
- The Joint Committee heard from Sharon Robinson the nominated local controller on behalf of the South Waikato District. She provided the Committee with her council background.
- Councillor A Park was able to support the nomination of Ariell King for local controller for the Taupo District, and provided background to Ariell's role with the Council.

- Hamilton City Council will have another local controller nominated but Waikato CDEM was yet to be formally advised of the nomination.

Cr R Prescott moved/Cr J Bannon seconded

RESOLVED

CD15/21

THAT the Waikato CDEM Group Joint Committee:

- (a) ...receive this report “Group Controllers Report” (Doc # 3488787, dated 27 August 2015) for information.**
- (b) ...appoint Sharon Robinson to the role of Local Controller for the South Waikato District (subject to receiving an endorsement from the South Waikato District Council).**
- (c) ...appoint Ariell King to the role of Local Controller for the Taupo District (subject to receiving an endorsement from the Taupo District Council).**

The motion was put and carried (CD15/21)

SECTION A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

Summarised CEG Minutes

File: 03 04 18 (Agenda Item 6) Doc # 3488789

The minutes were taken as read. Group Controller (L Hazelwood) provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 21 August 2015.

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

- The Joint Committee were advised of the efforts of the Community Resilience Coordinator with social media interaction. This has included increasing the profile of the Waikato CDEM through their Facebook page, Twitter account and Instagram. The new methods of engagement include cartoons providing a simple message in a way that appeals to a varied audience. With each simple message is a link to the formal information such as the Met Service reports.
- The new medium has increased the profile whereby posts from CDEM have gone from being viewed or shared by a few hundred people to over 240,000 people. This has gained national attention which is seen in the comments from the posts and One News interviewing Waikato CDEM about the social media updates.
- Members of the Joint Committee suggested that when posts are made by CDEM that each council be tagged in to the post, and they can then ensure that the message is shared on a wider scale again.
- Waikato CDEM has identified campaigns in preparation for NZ Shakeout 2015 and Get Ready Week. One is Disaster House working with the University student demographic and another working with school age students.
- Disaster House is a project being aimed at the student demographic of the community whereby actors will be put in to an emergency evacuation situation at a property for three days. The results of this will be shared

via social media. This is being advertised now on social media, posters and buses around Hamilton. The exercise is to demonstrate the importance of preparedness.

- The next project is working with year 12 and 13 students over a 24 hour period to consider what they would do in a situation with no power or water.

Presented by the former Emergency Management Co-ordinator (ICT) (D Phyn), the presentation provided the Joint Committee with a summary Review of Public Alerting options with recommendations.

- The Emergency Response System leaders are NZ Police and Ministry of Business, Innovation and Employment. They are working with partners being NZ Fire Service, St John Ambulance and Civil Defence.
- Consideration is being given to a geographically locatable function for emergency calls and targeted alerts based on a cell phone users' location. There are a number of applications already being used in New Zealand by different agencies. The decision around what kind and model of applications will be made in July 2016. It is important for consistency that it be a national system.
- Alternative solutions are being identified and explored for any of the gaps that a single App may not cover (reception, technology, mental or physical impairment).
- Public education for natural warnings is also another simple technique that can be widely employed.
- There have been a number of recommendations for the group and local territorial authorities. These are all contained within the report "Review of public alerting options with recommendations for the Waikato CDEM Group" available to all members through the website. <http://waikatocivildefence.govt.nz/Member-area/Joint-Committee/JC-documents/>.

Cr R Prescott moved/Cr A Park seconded

RESOLVED

CD15/22

THAT the Waikato CDEM Group Joint Committee receive this report "Summarised CEG minutes" (Doc # 3488789, dated 27 August 2015) for information and congratulate the Waikato Civil Defence Group for their Social Media work.

The motion was put and carried (CD15/22)

The Chair of the Joint Committee thanked Derek for his expertise and the work completed in his 3 years with the Waikato CDEM Group. The work he has put in to the latest public alerting project was valued and appreciated by CDEM and the Joint Committee.

Waikato CDEM Group Annual Planning (2016/2017)

File: 03 04 18 (Agenda Item 7) Doc # 3492132

Presented by the Group Controller (L Hazelwood), the report provided the Joint Committee with an initial opportunity to discuss the 2016/2017 annual planning process for the Waikato CDEM Group, including the GEMO work

programme and budget that will be presented to the Joint Committee in November for approval.

It was noted that the priorities will remain unchanged from what was confirmed in the Long Term Plan.

Mayor J Tregidga moved/Cr J Bannon seconded

RESOLVED

CD15/23

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group annual plan (2016/2017)” (Doc #3492132, dated 27 August 2015) for information.

The motion was put and carried (CD15/23)

MCDEM Work Programme Status Report

File: 03 04 18 (Agenda Item 8) Doc # 3488788, 3477768

The item was taken as read. The Director of MCDEM (S Stuart-Black) outlined for the Joint Committee the work that is going on nationally.

- For the last 18 months MCDEM has been working towards the ambitious project of creating a new national strategy.
- CDEM is ready to start looking to the future.
- There will be a National Conference 1-3 June 2016 to which Joint Committee members, CEG chairs and CDEM staff of all levels are encouraged to attend and share good practice with their peers. Provides an opportunity to talk together and the Ministerial awards will be presented as a part of the Conference.

Cr B Hunter moved/Cr T Lee seconded

RESOLVED

CD15/24

THAT the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3488788, dated 27 August 2015) for information.

The motion was put and carried (CD15/24)

Items for next meeting

File: 03 04 18 (Agenda Item 9)

There were no items indicated by the Joint Committee for the next meeting.

Meeting closed at 3.00pm

Doc # 3496432