

**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 5 September 2016.

**MEMBERS:**

- Waikato Regional Council**  
Cr H Vercoe
- Hamilton City Council Representative**  
Cr L Tooman
- Hauraki District Council Representative**  
Cr M McLean
- Matamata Piako District Council Representative**  
Cr B Hunter
- South Waikato District Council Representative**  
Cr T Lee
- Taupo District Council Representative**  
Cr APark
- Thames Coromandel District Council Representative**  
Cr P French
- Waikato District Council Representative**  
Cr JChurch
- Waipa District Council Representative**  
Cr J Bannon
- Waitomo District Council Representative**  
Cr A Goddard

**STAFF:** CEG Chair (L Cavers), Acting Team Leader GEMO (J Snowball), Group Plan Project Manager (G Ryan), Democracy Advisor (J Cox),

**APOLOGIES**

- Waikato Regional Council**  
Group Controller (L Hazelwood)
- Ministry of Civil Defence & Emergency Management**  
S Vowles

Accepted

The Chair opened the meeting and noted prior to the business of the meeting the announcement on 5 September 2016 of Minister Nicki Kaye stepping down from her ministerial portfolios to focus on her health. It was noted that Minister Gerry Brownlee would be acting in the role of the Ministry of Civil Defence and Emergency Management.

Cr Vercoe moved/Cr Park seconded

CD16/16      **THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the announcement by Minister Nicki Kaye and send a note of support.**

**The motion was put and carried (CD16/16)**

The Chair further noted he had recently spoken with Ron White of the Thames Valley Civil Defence and Emergency Management Committee and noted his wife who had also supported the TVCDEM over the years, was ill.

Cr Vercoe moved/Cr Hunter seconded

**CD16/17**            **THAT the Waikato Civil Defence Emergency Management Joint Committee acknowledge the work by Ron White of the Thames Valley Civil Defence and Emergency Management Committee and send a note of support.**

**The motion was put and carried (CD16/17)**

**Confirmation of Agenda**

(Agenda Item 1)

Cr Tooman moved/Cr Church seconded

**CD16/18**            **THAT the agenda of the Waikato Civil Defence Emergency Management Group of 5 September 2016 as circulated be confirmed as the business for the meeting.**

**The motion was put and carried (CD16/18)**

**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 #

Councillor Church noted a correction for the date and time on the minutes of the Hearing and Deliberations meeting on 8 August 2016.

Cr French moved/Cr Bannon seconded

**CD16/19**            **THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 13 June 2016 and the minutes of the Hearing and Deliberations of the Review of the Group Plan meeting of 8 August 2016 be received and approved as true and correct records.**

**The motion was put and carried (CD16/19)**

### **Update on the GECC Facility**

File: 33 10 01 (Agenda Item 4) Doc # 9008714

The report provided the Joint Committee with an update on relocation of the GECC facility. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

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

- The conceptual floorplan has been completed and following the agreement with Hamilton City Council which confirmed resources, the development of the space within the new facility has been outsourced to Property Group who will be working with Foster Group on behalf of the GEMO.
- Funding models had been agreed between the GEMO, Waikato Regional Council and Hamilton City Council.
- The inclusion of Hamilton City Council's City Safe team will provide for positive situational awareness with the incorporation of the city cameras. Work was underway with NZTA to also include access their regional cameras for the facility.
- The Chair acknowledged the Hamilton City Council and Councillor Tooman for his efforts in supporting the recommendation and making the decision to include staff within the CDEM group. It was noted to have been a unanimous vote and was a positive step forward.

Cr Hunter moved/Cr Lee seconded

### **RESOLVED**

CD16/20

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report "Update on GECC facility" (document 9008714, dated 25 August 2016) for information

**The motion was put and carried (CD16/20)**

### **Update on Hamilton City Council Service Level Agreement**

File: 33 10 01 (Agenda Item 5) Doc # 9009474

The report provided an update on the Hamilton City Council Service Level Agreement. Acting Team Leader – GEMO (J Snowball) spoke to the report and responded to the Joint Committee's questions.

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

- Hamilton City Council were comfortable with the plan as had been laid out by the GEMO in the staff increasing from 1 to 3.5. The 3.5 would reduce to 2.5 FTE after two years. The council already had vacancies. It was further proposed that the .5 position being reduced to .2 over time would be on an administration basis rather than staffing basis where by it would be one individual reducing effort to the role for Hamilton City over time.

Cr McLean moved/Cr Goddard seconded

**RESOLVED**

CD16/21

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report “Update on Hamilton City Council Service Level Agreement” (document 9009474, dated 25 August 2016) for information.**

**The motion was put and carried (CD16/21)**

**Joint Committee Members’ Powers during Elections**

File: 33 10 01 (Agenda Item 6) Doc # 9009684

The report provided the Joint Committee with an overview of their powers during elections. Acting Team Leader – GEMO (J Snowball) spoke to the report and the CEG Chair (Langley Cavers) responded to the Joint Committee’s questions.

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

- CEG and GEMO had been advised that the process that had been in place following the previous triennial election may have changed and formal word was expected from the Ministry. The update was not available at the time of sending the agenda, or at the meeting and the members would be advised as soon as it had been received.
- Members were advised that if there were a local event the mayor would only be able to declare once sworn in, or the Ministry would assist in making a declaration. Any changes were not expected to be major and there were a number of work arounds. It was noted that the period of concern was only between 8 October and the first triennial meeting or ordinary meeting of each council where councillors were sworn in and members would be appointed to the Joint Committee.
- The Chair of the Joint Committee would be able to assist the local authority by making a declaration and in his absence the Deputy Chair – being Councillors Vercoe and French.
- A member noted the absence of the MCDEM representative and felt it would be appropriate for a representative or alternate to be representing MCDEM at every meeting. While the written update on legislation was not available for the Joint Committee, the member felt an opportunity was lost not having a representative for members to direct questions to.

Cr Bannon moved/Cr French seconded

**RESOLVED**

CD16/22

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report “Joint Committee Members’ Powers during Elections” (document 9009684, dated 25 August 2016) for information.**

**The motion was put and carried (CD16/22)**

**CDEM Group Plan – Approval for Submission to Minister for Comment**

File: 33 10 01 (Agenda Item 7) Docs # 9010813, 8931589

The report provided the Joint Committee with an update regarding the review of the Waikato CDEM Group Plan, along with seeking their approval to release the Proposed Waikato CDEM Group Plan to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act). The Project Manager (Greg Ryan) was present to speak to the report and respond to questions of the Joint Committee.

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

- The amendments made at the meeting of the Hearing and Deliberations of the Group Plan on 8 August 2016 were reflected in the plan.
- It was noted for members that the discussion around territorial authorities Business Continuity Plans was reflected within the amendment to Point 37 on page 68 of the agenda.
- In response to the addition of Local Iwi to the list of groups/organisations/persons for consultation, it will include “where appropriate”. It would be the authoriser of the declaration and the advisors to determine in each case whether it was appropriate to consult with Iwi.
- The maps would all be consistent and reflect the jurisdictional boundary points.
- Following the meeting the plan would be forwarded to the Minister for review over 20 working days. The plan would be reported to the new committee in November 2016. It was noted that the project had been completed within scope, within budget and within the timeframes required.

Cr Park moved/Cr Church seconded

**RESOLVED**

CD16/23

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report “Waikato CDEM Group Plan review” (discover ID 9010813, dated 25 August 2016) for information.**
- (b) ...approve the Proposed Waikato CDEM Group Plan to be released to the Minister of Civil Defence for comment (in accordance with Section 49 of the CDEM Act).**

**The motion was put and carried (CD16/23)**

**Summarised CEG Minutes**

File: 33 10 01 (Agenda Item 8) Doc # 9008212

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 19 August 2016. The CEG Chair (Langley Cavers) responded to questions from the Joint Committee.

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

- Following a review of CEG processes CEG had decided to step back from the Civil Defence role they had. There was a group structure change, with current and new technical groups and working parties able to provide strategic advice to the

CEG allowing them to have a more strategic focus There was an effective relationship between CEG and the Waikato Regional Council with a service level agreement that confirmed the use of Regional Council resources for the GEMO.

- CEG and Waikato Regional Council were working to modify the service level agreement to reduce conflict between the Executive arm of Civil Defence (CEG) and the employer (Regional Council). This would alleviate the effect of decisions of Council on the GEMO such as staff restructures.

Cr Lee moved/Cr McLean seconded

**RESOLVED**

CD16/24

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report “Summarised CEG minutes” (discover ID 9008212, dated 25 August 2016) for information.**

**The motion was put and carried (CD16/24)**

**GEMO Report**

File: 33 10 01 (Agenda Item 9) Doc # 9007519

The report provided a consolidated update on the work the Group Emergency Management Office was 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:

- Members noted the value that the CDEM group brought to the regions response to the Velvetleaf problem. It was noted in the beginning there had been silos to the event rather than a delegation of people responding to the event together.
- A member asked staff to identify which projects were not complete and were advised that the work stream that dealt with volunteers was incomplete based on the vacancy in the Community and Resilience Co-ordinator role and within the ICT area due to changes in staffing. Training had fallen behind, again because of vacancies but support had been received from Waikato District Council and Thames Valley CDEM.
- The labour budget was on target not reflecting the vacancies, which indicated less leave had been taken and more time spent on projects. Once full staffing was achieved the leave balances would be impacted.

Cr Church moved/Cr Bannon seconded

**RESOLVED**

CD16/25

**THAT the Waikato CDEM Group Joint Committee...**

- (a) ...receive this report “GEMO Report” (document 9007519, dated 25 August 2016) for information.**

**The motion was put and carried (CD16/25)**

**Items for Next Meeting**

File: 03 04 18 (Agenda Item 10)

The item provided for discussion on items for inclusion at the next meeting.

- Group Plan
- Induction process (assuming new members to the Joint Committee)
- Update on the GEMO structure.

Prior to closing the meeting the Chair presented an award to Greg Ryan for his diligent work with the GEMO since 2012. It was noted that Greg Ryan was now a Principle Advisor for the Waikato Regional Council in the Integrated Catchment Management Directorate.

Members were thanked for their contributions to the Joint Committee over the triennium and Langley Cavers for his participation to the Committee as CEG Chair as well as the work of the staff. The Chair noted everyone worked well and it had been a rewarding group to chair.

Meeting closed at 2.18 pm.

Doc # 9010236