

## 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 1.02pm on Monday 23 November 2015.

### MEMBERS:

#### **Waikato Regional Council**

Cr Hugh Vercoe

#### **Hamilton City Council Representative**

Cr Leo Tooman

#### **Hauraki District Council Representative**

Mayor John Tregidga

#### **Matamata Piako District Council Representative**

Cr Brian Hunter

#### **Otorohanga District Council Representative**

Cr Robert Prescott

#### **South Waikato District Council Representative**

Cr Thomas Lee

#### **Taupo District Council Representative**

Cr Anna Park

#### **Waikato District Council Representative**

Cr Jacqui Church

#### **Waipa District Council Representative**

Cr Judy Bannon

#### **Waitomo District Council Representative**

Cr Allan Goddard

### IN ATTENDANCE

#### **Ministry of Civil Defence & Emergency Management**

Suzanne Vowles

### STAFF:

CEG Chair (Langley Cavers), Group Controller (Lee Hazelwood), Team Leader GEMO (Greg Ryan), Group Welfare Manager (Irving Young), Democracy Advisor (Jennie Cox)

### APOLOGIES

#### **Thames Coromandel District Council Representative**

Cr Peter French /alt Mayor Glen Leach

Accepted

### **Confirmation of Agenda**

(Agenda Item 1)

Cr Church moved/Cr Bannon seconded

### **RESOLVED**

CD15/25

**THAT with the inclusion of a presentation on “Chile Tsunami Research Deployment September 2015” by Richard Woods of the Auckland Civil Defence Group, the agenda of the Waikato Civil Defence Emergency Management Group of 23 November 2015 as circulated be confirmed as the business for the meeting.**

The motion was put and carried (CD15/25)

### **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 # 3496432

Cr Tooman moved/Cr Park seconded

### **RESOLVED**

CD15/26

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

**The motion was put and carried (CD15/26)**

### **Chile Tsunami Research Deployment September 2015**

File: 33 10 01

The Joint Committee received a presentation from Richard Woods, Head of Emergency Management Planning, Auckland Civil Defence Group, on the Chile Tsunami Research Deployment September 2015.

The presentation covered:

- After the magnitude 8.3 earthquake on 16 September 2015, the province of Coquimbo was subjected to overland flow depths up to 7 metres. For some communities waves arrived within 20 minutes of earthquake onset.
- A New Zealand research contingent travelled to Chile 10 days after the earthquake to undertake research on the lifeline impacts and subsequent emergency response to the event.
- There was a 50 year gap (1960 to 2010) between major incidents and earthquakes for the region. This meant that public preparedness was low in 2010 and resulted in 150 fatalities.
- In 2015, there were 15 fatalities.
- The government of Chile made improvements between 2010 and 2015 to public education, public knowledge of what action to undertake and effective, reliable cell broadcasting messaging system supported by 24 hour central government operations centres.
  - o Clearly marked evacuation routes and standard signage and routes marked on roads.
  - o Annual physical evacuation drills were conducted, with over 300,000 people now practicing annually.
  - o High level of public awareness to evacuate following natural or official warning.
  - o Significant investment in warning systems, allowing received notification to be sent within 6 minutes of earthquake occurring.
- It was proposed to implement an Auckland tsunami work programme, to be completed by June 2017, with public awareness and education of what necessary actions the public should take, a priority.

- Public education would include:
  - o Installation of nationally consistent signage.
  - o Where appropriate demarcation of routes and safe zones on roads.
  - o Annual physical evacuation drills in collaboration with community networks.

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

- The deployment occurred 10 days post earthquake and at that stage it was too soon to determine what the recovery/rebuild would look like. It was surmised that due to the nature of the low socioeconomic community that any rebuild would be sporadic in nature.
- The Public education and tsunami drill would commence in Orewa with the help of the local Rotary. The intention is that training will be provided to Rotary and they would champion the education programme through schools.
- Investigations are underway to determine the impact of tsunami events for the Waikato with the Thames Coromandel District Council leading the way. The next focus for Waikato (following the completion of the current West Coast investigation) was the Firth of Thames.
- There was a move to update coastal inundation maps as global warming changes come in to effect.
- Part of the reviews in to tsunami effects would need to include road congestion between Auckland and the north or Waikato to the south.

Cr Vercoe moved/Mayor Tregidga seconded

### **RESOLVED**

CD15/27

**THAT the verbal presentation “Chile Tsunami Research Deployment September 2015” by Richard Woods of Auckland Civil Defence Group be received.**

**The motion was put and carried (CD15/27)**

### **GEMO Report**

File: 33 10 01 (Agenda Item 4) Doc # 3607606

Presented by Team Leader GEMO (Greg 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.

Members were introduced to the Group Welfare Manager Irving Young, who detailed for the committee some of his background including:

- Graduating from university with a Degree in Business
- Time spent in the South African Army including time in infantry and the armoured division.
- Working for the Ministry of Social Development as a Community Liaison Advisor and later Group Welfare Manager.
- Deployment to Christchurch in 2010-2011 to support welfare

The report was taken as read and there were no further questions.

Mayor Tregidga moved/Cr Lee seconded

**RESOLVED**

CD15/28

**THAT the Waikato CDEM Group Joint Committee receive this report “GEMO Report” (Doc # 3607606, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/28)**

**Group Controllers Report**

File: 33 10 01 (Agenda Item 5) Doc # 3607613

Presented by Group Controller (Lee Hazelwood), the report provided the 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:

- Due to a change in Fire Service priorities the GEMO was considering alternative options for the All Hazards centre to include WRC assuming project lead. The project could move forward to meet the needs of the GEMO while still factoring in the inclusion of other agencies as it progressed.
- A contractor would be taken on to investigate the property management options. There was an opportunity to utilise the same company who was facilitating a similar project currently being undertaken by the Bay of Plenty CDEM Group.
- The conversation of co-location is continuing between the Director of the Ministry of Civil Defence and Emergency Management (MCDEM) and the Commissioner of Police and the Fire Service.
- It was noted that the Fire Service review currently underway may have an impact on investment decisions.
- The Emergency Management Information System was tested in an exercise in the Hawkes Bay recently. This was the first true test of the system with a reasonable number of users involved. The system did apparently have some issues though on the whole appeared to perform. The issues would be investigated further by the GEMO as to their operational impact. MCDEM explained from their point of view there were two instances of the system working very slowly, once these were rectified the system worked well.
- The Civil Defence Centre project aimed to clarify the function of Civil Defence Centres and the more expanded role the council had to play in their operation. It also defined the differences between Civil Defence Centres, that provide various government psychosocial support services, and Community led centres, which are community initiatives that typically provide basic care and comfort. Civil Defence was working through the timing of the communication and transition period for the region. The expectation was that the assortment of confusing historical signage currently present in the region would be removed and that this stage would commence in February 2016.
- There would be a database of locations for Civil Defence Centres and a database for Community led centres. The historical focus of a rural community on their school was still an idea for initial response, however research has identified that for recovery purposes having a school up and running as soon as possible after an incident was the ideal state.
- A marae as a focal point for a community would also be taken in to consideration under community response plans.

- The Group Controller thanked Waikato Police, particularly Superintendent Bruce Bird and Inspector Karen Henrikson for taking the initiative in the recent large scale table top exercise that included CDEM, a number of council and welfare staff. Civil Defence staff became integrated in to the Police CIMS structure and where appropriate assumed a lead role.
- It had been acknowledged at a national level that the Waikato exercise was the best coordinated to date.

Cr Prescott moved/Cr Lee seconded

**RESOLVED**

CD15/29

**THAT the Waikato CDEM Group Joint Committee receive this report “Group Controllers Report” (Doc # 3607613, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/29)**

**Summarised CEG Minutes**

File: 33 10 01 (Agenda Item 6) Doc # 3607950, 3493447, 3499111

Presented by the CEG Chair (Langley Cavers), the report provided the committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting.

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

- The proposed Waikato CDEM Group Welfare Roles and Responsibilities Policy has been designed to be similar to the controller appointment and is formalising a process that is already in action.
- The process is for new appointments to the welfare role as all districts have a manager with the exception of South Waikato.
- The CEG recommendation to appoint Kelvin Powell to the role of Local Controller for Hamilton City is to replace the current controller Olly Te Ua as he is no longer an employee of Hamilton City Council.
- The ability for controllers to move from their council boundary in to another area for their role is not yet within policy. When the policy is updated there will be a rationalisation of roles and it will be determined which council prefers their own member as controller or will be happy to share a controller with a neighbouring district.

Cr Church moved/Cr Goddard seconded

**RESOLVED**

CD15/30

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

**(a) ...receive this report “Summarised CEG minutes” (doc# 3607950, dated 13 November 2015) for information.**

**(b) ...adopt the proposed “Waikato CDEM Group Welfare Roles and Responsibilities Policy (CDC and EOC)”.**

**(c) ...appoint Kelvin Powell to the role of Local Controller for Hamilton City.**

**The motion was put and carried (CD15/30)**

### **Waikato CDEM Group Annual Planning (2016/2017)**

File: 33 10 01 (Agenda Item 7) Doc # 3608410

Presented by Team Leader GEMO (Greg Ryan), the report provided the details of the 2016/2017 annual plan for the GEMO, and request formal approval before inclusion in the Waikato Regional Council annual planning process.

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

- Overall there had been a 1.7% increase in the projected costs for the work programme from the figures that were presented and approved through the Waikato Regional Council Long Term Plan. The updated projected costs would be submitted to the Waikato Regional Council for consideration in the 2016/2017 Annual Plan.
- It was questioned if the 1.7% increase was enough to trigger the significance policy, requiring Waikato Regional Council to undergo public consultation to alter the Long Term Plan. It was confirmed that, at the time, it was anticipated the Waikato Regional Council would be consulting on the 2016/2017 Annual Plan (for reasons additional to those noted above), but that this was still to be finally determined as part of ongoing annual plan development process.
- It was noted that the money allocated to CDEM activities had not been affected and that the change was attributed to allocated costs.

Mayor Tregidga moved/Cr Park seconded

### **RESOLVED**

CD15/31

**That the Waikato CDEM Group Joint Committee:**

**(a) ...receive this report “Waikato CDEM Group annual plan (2016/2017)”  
(Doc # 3608410, dated 13 November 2015) for information.**

**(b) ...approve the proposed GEMO annual plan (2016/2017) for inclusion  
in the Waikato Regional Council annual planning process for 2016/2017.**

**The motion was put and carried (CD15/31)**

Cr Tooman recorded his vote against the motion.

### **Waikato CDEM Group Plan Review**

File: 33 10 01 (Agenda Item 8) Doc # 3610877

Presented by Team Leader GEMO (Greg Ryan), the report provided the committee with an update regarding the review of the Waikato CDEM Group Plan, including a focus on the review of the Waikato CDEM Group risk profile.

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

- The work being completed on the review of risk profile was required by the Director guideline for CDEM Group Planning, although some changes had been made to the methodology to make the profile more useful for driving Waikato CDEM Group work programmes. There had been a number of discussions between Civil Defence and stakeholders and partner agencies

during the review, particularly with those who “own” certain hazards (e.g. Waikato DHB and human pandemic).

- The approach being put forward would allow the Waikato CDEM Group (i.e. local authorities, emergency services, welfare providers and lifeline utilities) to collectively discuss and agree on how to resolve common risk management issues (e.g. the need for land use decisions to be informed by readiness, response and recovery work areas).
- Concern was noted over where there was sufficient time allocated for the Joint Committee to provide input to the Group Plan Review and provide for public consultation before the review is required to be signed off.
- The involvement of the CDEM Group Plan was the management of land use was discussed, with some concern expressed around the potential for duplication of existing plans and processes. Team Leader GEMO noted that he did not expect the group plan would lead to this duplication, but would instead “join the dots” across everything that is contributing to the management of risk (with local authority plans being just one element).

Mayor Tregidga moved/Cr Hunter seconded

**RESOLVED**

CD15/32

**That the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group Plan review” (Doc # 3610877, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/32)**

**MCDEM Report**

File: 33 10 01 (Agenda Item 9) Doc # 3611733, 3593926, 3593930

Presented by Suzanne Vowles, the report provided the committee with an update regarding the work undertaken by the Ministry of Civil Defence and Emergency Management. The report was taken as read.

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

- There would be a 3 day Tsunami exercise happening in 2016. This would be a national exercise and would affect all members of the Joint Committee and not only the coastal members. The warning order was contained within pages 56-59 of the Agenda for the meeting. This was a major undertaking for all members and partners of the Waikato CDEM Group, and the committee would be advised further regarding the work that would be required over the coming year in preparation.
- Consideration would be given to back up systems such as Mystery Creek for the purpose of the exercise.

Cr Tooman moved/Cr Prescott seconded

**RESOLVED**

CD15/33

**That the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3611733, dated 13 November 2015) for information.**

**The motion was put and carried (CD15/33)**

**Items for the next meeting**

File: 03 04 18 (Agenda Item 10)

Next meeting is scheduled for 7 March 2016:

- Waikato CDEM Group Plan (first draft).

Meeting closed at 3.34pm.

Doc # 3615365