

## **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 Waikato Civil Defence Group Emergency Co-ordination Centre, 150 Victoria Street, Hamilton at 1.14 pm on Monday 4 March 2013.

**MEMBERS PRESENT:** **Waikato Regional Council**  
Cr S Friar  
**Hauraki District Council Representative**  
Mayor JP Tregidga  
**Matamata Piako District Council Representative**  
Mayor H Vercoe  
**Otorohanga District Council Representative**  
Cr S Blackler  
**Taupo District Council Representative**  
Cr M Downard  
**Thames Coromandel District Council Representative**  
Cr P French  
**Waikato District Council Representative**  
Cr N Smith  
**Waipa District Council Representative**  
Cr D Finn

**IN ATTENDANCE:** **Ministry of Civil Defence and Emergency Management**  
S Vowles

**STAFF** **CEG Chair**  
L Cavers  
**Waikato Regional Council**  
Manager GEMO (L Hazelwood), Team Leader GEMO (G Ryan),  
Committee Administrator (D Thurlow).

**APOLOGIES** Hamilton City Council Representative, Cr PM Mahood, Waitomo District Council Representative, Mayor B Hanna, and Thames Coromandel District Council Representative, Mayor G Leach.

Accepted

**Confirmation of Agenda**

(Agenda Item 1)

Cr SP Friar moved/Mayor JP Tregidga seconded

CD13/45

**THAT the agenda of the Waikato Civil Defence and Emergency Management Group Joint Committee of 4 March 2013 be confirmed as the business for the meeting.**

**The motion was put and carried (CD13/45)**

**Disclosures of Interest**

(Agenda Item 2)

There were no interests disclosed.

**Minutes of Previous Meeting – 26 November 2012**

File: 03 04 18 (Agenda Item 3) Docs# 2301397

Cr N Smith moved/Cr SP Friar seconded

CD13/46

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 26 November 2012 be received and approved as a true and correct record.**

**The motion was put and carried (CD13/46)**

Members raised the following points:

- Joint Committee Chair, Mayor H Vercoe queried whether a response had been received from the Minister of Civil Defence and Emergency Management regarding the timing of the investigation into a national standard for tsunami sirens by the MCDEM. In response, the person tasked with providing the clarification has been on extended leave and will deal with the matter on their return.

**Joint Committee GEMO report**

File: 03 04 18 (Agenda Item) Docs# 2349479

Group Controller/Manager, L Hazlewood, 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 with accompanying spreadsheet (Doc #).

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

- Considerable effort went into developing the spreadsheet that provides the metrics, however now completed the Program Manager is only spending approximately 20 minutes each month maintaining the overview of the allocation of GEMO labour (time and cost). The data for the spreadsheet is provided by the financial team within the Waikato Regional Council.
- The spreadsheet allows for annual planning with tangible data.
- The training component is contained within 'Group Readiness' rather than projects.
- Staff provided members with a description of 'Duty Officer – Monitoring' outlined on page 16 of the agenda.
- The Group Controller/Manager, L Hazlewood tabled Attachment 2: GEMO financial update to replace page 17 in the agenda. It was noted that given that the January 2013 financials were available they included the information in the replacement page.
- Members queried whether the Waikato Regional Council was planning for any budget increases over the next few years. Staff advised that budgets are what the Joint Committee agreed on and put forward for the WRC LTP at its meeting last year.
- Staff advised that there were additional costs or savings as such with the move to 150 Victoria Street. The Waikato Regional Council has a legislative requirement to provide a building for Civil Defence activities therefore the move was fully funded by the Waikato Regional Council.
- The Group Manager/Controller, L Hazelwood, reported that the budget is on track and that there are no over runs anticipated.
- At this stage in the meeting The Group Manager/Controller provided a demonstration of the Civil Defence website. Members were encouraged to visit the website as it is updated monthly.
- Mayor Tregidga introduced his alternate Councillor McLean to the Committee.
- Staff advised their intention to not apply for funding through the Resilience Fund this year but will likely have need next year. The CEG Chairperson outlined that the criteria for funding has been tightened noting that funding is more likely to be received if projects have a national benefit.
- Group Manager/Controller, L Hazlewood tabled a Waikato GEMO information sheet. It was noted that the information contained within the document is available on the website.
- Mystery Creek has offered the Waikato CDEM Group their facility as a backup for the purpose of an expandable Group Emergency Coordination Centre in the event of a large scale emergency or as a redundancy.
- Members commended Mystery Creek for their generous offer, noting that the building is located in an ideal position (between 2 arterial roads and an airport).
- It is intended that the Waikato CDEM Group will acknowledge the Corporate Citizenship displayed by Mystery Creek through its public relations campaigns.
- When asked, there were no members that indicated that they sat on the Mystery Creek Board.
- Staff advised that 150 Victoria Street has an acceptable level of earthquake proofing.

- In the event of an emergency, if 150 Victoria Street was not accessible, members queried how staff could be operational at Mystery Creek. In response staff advised that individual staff members carry USB sticks which contain all the necessary documents to operate in a response. The duty officer will have a laptop dedicated for GIS mapping. Also the EMIS system is web based with information stored at the national level that can be accessed from any location.

Cr SP Friar moved/Cr M Downard seconded.

CD13/47

**THAT the report 'Joint Committee GEMO report' (Doc # 2349473) dated 22 February 2013 be received for information.**

**The motion was put and carried (CD13/47)**

### **GEMO and Group Roles**

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

This report was covered under Item 4 – GEMO Report.

### **Summarised Co-ordinating Executive Group (CEG) minutes**

File: 03 04 18 (Agenda Item 6) Docs#2350067

CEG Chair, L Cavers, presented the summary of the CEG minutes of 1 February 2013.

Arising from discussion it was noted that:

- Cr Smith advised that the Waikato District Council approved the proposal for a funded professional CDEM staff member to be employed by and managed the Group Manager/Controller L Hazelwood for the purposes of developing Waikato District Council CDEM capabilities. The position would be physically located at WDC. This would occur on the de-establishment of the Waikato-Valley EOA at 30 June 2013.
- Cr Smith further advised that Hamilton City Council had approached the Waikato District Council with a proposal to join together, This was declined in favour of the GEMO proposal. The question was raised as to whether Waipa, Otorohanga and Waitomo were going to be a smaller Waikato Valley EOA? Cr Finn advised that that is not the intention.
- S Vowles advised that there is a proposal for a WOW EOA (Waipa, Otorohanga and Waitomo) to be formed. This came from a discussion held with CEG representatives some time ago. Members advised that they were not aware of this proposal. Cr Smith undertook to follow this up with appropriate staff.
- It was felt that a co-ordinated approach to training will provide cost savings.
- A co-ordinated approach to a weather event is logical given that disasters are not isolated to one district, they cross boundaries.
- It would be detrimental to have a failure in WDC as that would reflect badly on the GEMO. Consequently, the Group Manager/Controller advised that the Ministry will be undertaking a review in one year to assess whether Waikato District Council is meeting its legal obligations.

- Staff advised that it will be drawing very distinct lines between GEMO operations and Waikato District Council operations for the purpose of transparency.
- CEG Chairperson, L Cavers advised that two CEG members were leaving their respective Councils, Ross McNeil (CEG Deputy Chair) and Nath Pritchard. CEG Chair, L Cavers noted that Ross McNeil had joined CEG following the release of the CAR and was a key member of the CEG addressing issues raised in this review. CEG Chair, L Cavers acknowledged both of these CEG members for their work for the Group.

Cr D Finn moved/Cr N Smith seconded

CD13/48

**THAT the report ‘Summarised CEG minutes’ (Doc#2350067 dated 22 February 2013) be received for information.**

**The motion was put and carried (CD13/48)**

**MCDEM report**

File: 03 04 18 (Agenda Item 7)

The representative from the Ministry of Civil Defence, S Vowles, presented a verbal report updating the MCDEM work programme status report for February 2013 noting:

- There are only four vacancies to fill following the restructure.
- There has been a lot of support for the Group’s Integrated Training Strategy.
- The Minister’s is looking to meet with North CEG Chairs and Joint Committee Chairs on 26 April 2013 to discuss issues that the Groups are currently facing that need to be addressed.

Cr M Downard moved/Cr SP Friar seconded

CD13/49

**THAT the verbal report from the Ministry of Civil Defence for February 2013 be received.**

**The motion was put and carried (CD13/49)**

**Waikato-Valley EOA update**

File: 03 04 18 (Agenda Item 8)

This report was covered under Item 4 – GEMO report.

### **Waikato CDEM Group Controllers Appointments**

File: 03 04 18 (Agenda Item 9) Docs#2350938

Mayor Vercoe provided the Joint Committee with an update on the status of controllers across the Waikato CDEM Group jurisdiction, along with seeking approval of new controller arrangements for Hamilton City Council, Waikato District Council and the Thames Valley EOA.

Arising from discussion it was noted that:

- S Vowles was of the view that in the old WVEOA area it is intended to run a pool of controllers. In response, CEG Chair, L Cavers advised that this intention has not been relayed to the Governance Group. It was agreed that there was obviously a step missing in the process.
- Members felt that the Waikato Valley EOA has already fallen apart before 30 June 2013 and effectively each area now has its own control.
- The issue of Controllers is a separate issue that should be raised at the next Waikato Valley EOA Committee meeting.
- The CEG Chair undertook to provide members with a copy of the Controllers Policy which clearly articulates this Committees position in respect to who should be eligible for the position of controller and the sort of attributes required for the role. Members felt this was important and were of the view that they did not want to see appointment of controllers by default.
- Councillor French advised that discussions had commenced with Thames Coromandel District Council. It was noted that only one controller is being sought from the Thames Coromandel District Council.

Cr M Downard moved/Cr N Smith seconded

CD13/50

**THAT:**

1. **The report 'Waikato CDEM Group Controllers update' (Doc# 2350938) dated 22 February 2013 be received for information, and that**
  - **The WCDEMG Joint Committee approves the appointment of Blair Bowcott to the position of Local Controller for the Hamilton City Council.**

**The motion was put and carried (CD13/50)**

### **Ministerial CDEM awards**

File: 03 04 18 (Agenda Item 10) Docs#2351508

Programme Manager, G Ryan, informed the Joint Committee of the recipients of the 2012 Ministerial CDEM awards and provided an opportunity for discussion regarding future nominations.

Arising from discussion it was noted that:

- Members are welcome to put forward a nomination at any time. It was noted that the process can take up to three years!
- The category of awards is listed on the Civil Defence website. Staff undertook to provide members with a link to the website.

- The Group felt that there were a number of CDEM Volunteers and staff that could be nominated for a Long Service Award for their work in Civil Defence.

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Cr Smith moved/Cr Friar seconded

CD13/51 **THAT the report /Ministerial CDEM awards' (Doc#2351508) dated 22 February 2013 be received for information.**

**The motion was put and carried (CD13/51)**

**Waikato CDEM Group recognition**

File: 03 04 18 (Agenda Item 11)

This report was been covered within the other items on the agenda.

**Items for next meeting**

File: 03 04 18

The next meeting is scheduled for 1 July 2013. The venue will be confirmed closer to the time.

Items noted were:

- Group Recovery Plan workshop.

Meeting closed at 2.50pm.