

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 1.00 pm on Monday 26 November 2012.

MEMBERS PRESENT: **Waikato Regional Council**
Cr S Friar
Hamilton City Council
Cr PM Mahood
Hauraki District Council
Mayor JP Tregidga
Matamata Piako District Council
Mayor H Vercoe (Chairman)
Otorohanga District Council
Cr Sue Blackler
South Waikato District Council
Cr M Gubb
Taupo District Council
Cr M Downard
Thames Coromandel District Council
Cr P French
Waikato District Council
Cr N Smith
Waipa District Council
Cr D Finn
Waitomo District Council
Mayor B Hanna

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 Snape)

APOLOGIES Mayor J Tregidga for lateness

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr M Downward moved/ Cr P French seconded

CD12/37

THAT the agenda of the Waikato Civil Defence and Emergency Management Group of 26 November 2012 be confirmed as the business for the meeting.

The motion was put and carried (CD12/37)

Disclosures of interest

There were no disclosures of interest

Minutes of Previous Meeting – 5 October 2012

File: 03 04 18 (Agenda Item 3) Docs# 2272785

Cr M Downward moved/ Cr P French seconded

CD12/38

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 5 October 2012 be received and approved as a true and correct record.

The motion was put and carried (CD12/38)

Mayor J Tregidga in at 1.09 pm

GEMO report

File: 03 04 18 (Agenda Item4) Docs# 2298318

The Group Manager/Controller, L Hazelwood, presented the report providing an update on the Group's progress towards its strategic goals, projects and BAU tasks, noting:

Arising from discussion it was noted that:

- A list of all staff in positions held in the Waikato CDEM Group is to be produced and forwarded to the Joint Committee members.
- Negotiations are underway with Mystery Creek in respect of an expandable GECC (Group Emergency Coordination Centre) facility. This would be used only in the event of catastrophic or very large emergencies requiring significant numbers of GECC personnel. The primary GECC is now housed in Victoria Street, Hamilton.
- The GEMO projects align on the whole with the recommendations of the CAR (capability assessment report) and it is L Hazlewood's

personal goal to get the group assessed in the top four by the next review.

- The level of effort reports will be updated on a monthly basis and placed on the members page of the group website. Any queries to be directed to Lee Hazelwood.
- The Waikato Valley Authority EOA will be holding a meeting shortly to decide its future structure. Copies of the report presented to the meeting are to be circulated to all members of the Joint Committee.

Mayor J Tregidga moved/ Cr P Mahood seconded

CD12/39 THAT the report 'Joint Committee GEMO report' (Doc#2298318 dated 16 November 2012) be received for information,

The motion was put and carried (CD12/39)

Webpage demonstration

File: 03 04 18 (Agenda Item5)

Team Leader GEMO, Greg Ryan, demonstrated the live CDEMG website.

It was noted that:

- Public Excluded reports cannot be posted onto the website and will be mailed out in hard copy.
- It was agreed that the meeting calendar should show Joint Committee meetings, GEG meetings and Forums only.
- Staff contact details will be updated.

Cr Friar moved/ Mayor B Hanna seconded

CD12/39.1 THAT the CDEMG webpage demonstration be received for information,

The motion was put and carried (CD12/39.1)

Approval of GEMO work programme and provisional budget approval (2012/2014)

File: 33 10 01 (Agenda Item 6) Docs# 2298908

Group Manager/Controller, L Hazelwood, presented the report for approval of the 2013/2014 GEMO work programme and provisional budget.

Arising from discussion it was noted that:

- The group's move to Victoria Street did not result in any increased costs to the group. Some costs of IT and radio capabilities have been shared because of the joint use of some equipment with other WRC functions.
- The Group Manager/Controller, Lee Hazelwood, reported being comfortable with the on track position. After a slow start to this year it would be 'full speed ahead' from the start of next year, with recruitment completed.

Cr D Finn moved/ Mayor B Hanna seconded

CD12/40

THAT:

1. **the report 'Approval of GEMO work programme and provisional budget approval (2012/2014)' (Doc#2298908 dated 16 November 2012) be received for information, and that**
2. **The Waikato Civil Defence Emergency Management Joint Committee approves the GEMO work programme and provision budget (2013/2014) – subject to any minor changes following the conclusion of the Waikato Regional Council 2013/2014 annual planning process.**

The motion was put and carried (CD12/40)

Ministry of CDEM Update

File: 03 04 18 (Agenda Item 7) Docs#2299705

The representative from the Ministry of Civil Defence, S Vowles, presented the report updating the MCDEM work programme status report for November 2012.

Arising from discussion it was noted that:

- There was no loss of full time staff following the new structure.
- A Controllers' Forum is being held in Wellington later in the week.
- The media reporting of the Tongariro eruption was overly dramatic, possibly affecting the tourism industry. Taupo Civil Defence had all plans in place and it is 'business as usual' in the area.

Cr D Finn moved/ Cr P Mahood seconded

CD12/41

THAT the report from the Ministry of Civil Defence – Work Programme Status November 2012 - be received.

The motion was put and carried (CD12/41)

MBIE Oil Security review 2012

File: 33 10 01 (Agenda Item 8) Docs# 2298723

Team Leader, GEMO, G Ryan, presented the report of the discussion paper released by the Ministry of Business, Innovation and Employment in relation to the Oil Security Review 2012 and requesting approval of a submission to be made on behalf of the WCDEMG Joint Committee (and informed by the Waikato Engineering Lifelines Group).

Arising from discussion it was noted that:

- The submission draft was submitted to the Lifelines group at its last meeting and no changes were forthcoming.
- There are varying scenarios for ensuring the priority of refuelling for emergency vehicles, depending on the arrangements with the service stations, and there is no one 'silver bullet'.

Cr S Blackler moved/ Cr M Downard seconded

CD12/42

THAT:

1. **the report 'MBIE Oil Security review 2012' (Doc#2298723 dated 16 November 2012) be received for information, and that**
2. **Waikato Civil Defence Emergency Management Group Joint Committee approves the submission to the MBIE Oil Security Review 2012 subject to any changes and additions recommend by the WELG), made jointly on behalf of the Waikato Engineering Lifelines Group and Waikato CDEM Group.**

The motion was put and carried (CD12/42)

Nationally consistent tsunami siren tones

File: 33 10 01 (Agenda Item 9) Docs# 2299187

Team Leader, GEMO, G Ryan, presented the report updating the correspondence between the Waikato CDEM Group, Waikato Regional Council and the MCDEM regarding a nationally consistent standard for tsunami siren tones, and seeking agreement on the next step to be taken.

Arising from discussion it was noted that:

- Support was voiced for a national standard.
- Concern was expressed that the hearing disabled were not taken account of.
- Voice capability messaging systems were proposed as the best systems.

Cr S Friar moved/ Mayor B Hanna seconded

CD12/43

THAT:

1. **the report ‘Nationally consistent tsunami siren tones’ (doc#2299187 dated 16 November 2012) be received for information, and that**
2. **The Joint Committee Chair, Mayor H Vercoe, on behalf of the Waikato CDEM Group, seeks clarification 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; when a decision can be expected and how CDEM Groups will be engaged.**

The motion was put and carried (CD12/43)

Summarised Co-ordinating Executive Group (CEG) minutes

File: 03 04 18 (Agenda Item 10) Docs# 2300615

CEG Chair, L Cavers, presented the summary of the CEG Minutes of 8 November 2012.

Arising from discussion it was noted that:

- The Controllers’ Appointment sub group is an advisory group whose role is to interview and brief prospective Local Controllers with the CEO of the nominating authority so that the prospective controllers and their CEO(s) have a clear understanding of the skills and attributes required and the level of engagement expected. Following the interview the nominating CEO would then seek his Council’s endorsement and make a recommendation to CEG for endorsement and referral to the Joint committee for approval.
- The summary of the CEG minutes is the formalised document for reporting through to individual councils.

Mayor B Hanna moved/ Cr S Friar seconded

CD12/44

THAT the report ‘Summarised Co-ordinating Executive Group (CEG) minutes’ (doc# 2300615) be received for information.

The motion was put and carried (CD12/44)

Items for next meeting

File: 03 04 18 (Agenda Item)

Items noted were:

- Appointment of new local controllers

Any other proposed items to be emailed to Lee Hazelwood.
Lee.hazelwood@waikatoregion.govt.nz

Meeting dates for 2013

Dates were noted as follows:

- Monday 4 March 2013, 1.00 pm
150 Victoria Street, Hamilton
Entrance up stairs through glass doors to right of Furnace Restaurant
Guidance on parking will be provided at a later date.
Note: Access to building for members of the public will only be facilitated between 12.50 and 1.00 pm.
- Monday 1 July 2013, 1.00 pm
- Monday 2 September 2013, 1.00 pm
- Monday 25 November 2012, 1.00 pm

Other venues will be confirmed in due course.

Meeting closed 2.20 pm