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**Waikato Civil Defence Emergency Management Joint Committee  
MINUTES**

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Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 27 November 2017 at 1.00pm.

**Present:**

<b>Hamilton City Council</b>	Cr Leo Tooman
<b>Hauraki District Council</b>	Cr Phillip Buckthought
<b>Matamata Piako District</b>	Cr Brian Hunter
<b>Otorohanga District Council</b>	Cr Annette Williams
<b>South Waikato District Council</b>	Mayor Jenny Shattock
<b>Taupō District Council</b>	Cr Anna Park
<b>Thames Coromandel District Council</b>	Cr Rex Simpson
<b>Waikato Regional Council</b>	Cr Hugh Vercoe (Chair)
<b>Waipā District Council</b>	Cr Judy Bannon
<b>Waitomo District Council</b>	Cr Allan Goddard

**In Attendance:**

<b>Ministry of Civil Defence and Emergency Management</b>	Suzanne Vowles
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**Staff**

Langley Cavers – CEG Chair  
Lee Hazelwood – Group Controller  
Dainelle Kruger - Emergency Management Coordinator -  
Strategic Planner  
Jennie Cox – Democracy Advisor

### **Apologies**

**Waikato District Council** - Cr Noel Smith / Cr Dynes Fulton

**Accepted**

### **Confirmation of Agenda**

Agenda Item 2

The agenda was accepted as provided. The Chair noted there would be two presentations within the meeting.

### **Disclosures of Interest**

Agenda Item 3

There were no disclosures of interest.

### **Minutes of Previous Meeting**

Agenda Item 4 Doc#1098359

Cr Simpson moved/Cr Hunter seconded.

CD17/31

### **RESOLVED**

**THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 4 September 2017 be received and approved as a correct record.**

**The motion was put and carried (CD17/31)**

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

Agenda Item 5 Doc#11398076, 11409182

Presented by S Vowles the report provided the Joint Committee members with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM).

During discussion, the following was noted:

- Following the Mobile Alert test on Sunday 26 November there were a number of people who did not receive the alert. Members were advised that on the MCDEM website there was an FAQ site where people could review questions in relation to their phone types. There was also a section powered by Survey Monkey where the public could choose to enter their details and have the Ministry interact directly with them in that way.
- For those phones that did receive the alert there were a number of ways the message came through and the reasons for these differences were being reviewed.

- The Technical Advisory Group review had been provided to Minister Brownlee before the election and has since been provided to Minister Fafoi. The ministry were now awaiting comments on the report.

Cr Simpson moved/Cr Bannon seconded.

CD17/32

**RESOLVED**

**THAT the report MCDEM Update (Doc #11398076 dated 31 October 2017) be received.**

**The motion was put and carried (CD17/32)**

**Summarised Coordinating Executive Group Minutes**

Agenda Item 6 Doc# 11418342, #11418342

Presented by the CEG Chair, L Cavers, the report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting.

During discussion, the following was noted:

- A member enquired who Liam Ryan was in relation to the CEG. Members were advised that Liam Ryan was from NZTA and represented the Waikato Lifelines group. Liam came to the role having taken over from Allan Harrop who was from WEL.
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Cr Williams moved/Cr Bannon seconded

CD17/33

**RESOLVED**

**THAT the report Summarised CEG minutes (Doc # 11418342 dated 17th November 2017) be received.**

**The motion was put and carried (CD17/33)**

*Mayor Shattock in the meeting at 1.16pm.*

The Chair in noting a small change to the agenda, addressed the meeting to announce the departure of Stephen Ward who has worked along with the Civil Defence Emergency Management team for ten years. Stephen was provided with a plaque of thanks from the Chair and the Civil Defence team.

**Amended Waikato CDEM Group Plan**

Agenda Item 7 Doc#11393241, 10993632, 11415140

Presented by S Duignan the report informed the Joint Committee of the amendments to the Waikato Civil Defence Emergency Management (CDEM) Group Plan in accordance with the 2016 changes in the CDEM Act 2002. Members were provided with a presentation and a summary of the proposed changes to the plan.

During discussion, the following was noted:

- A member enquired why as a group were Waikato CDEM employing a Group Recovery Manager and how would this be communicated with the communities. Members noted that the general sense from the changes in legislation were that the current arrangements for local recovery would have to change significantly. The proposal was to appoint Local Recovery Managers in a similar way to a Local Controllers. Need to ensure that there were set parameters for the Group Recovery Manager to work with the Local Recovery Managers and provide Best Practice guidelines for everyone. There was still a lot of work to determine what a “community” was and to work with the communities to determine acceptable risks. The work that would need to be undertaken would be more than what a Local Recovery Manager would be able to commit to as for most authorities they already hold a role within their area.
- The Group would fund the Group Recovery Manager Role and the Local Recovery Manager would continue to be funded through the Local Authorities.
- The role was still in development but based on recent national events there was an idea as to how the role would work due to lessons learned. It was proposed that the role would talk with Councils about how to talk to communities and to work through resilience plans and to look at cultural values that communities hold. Education would form a large part of the business as usual role for this person.
- It was identified that the regional priorities may differ to the local priorities and it may be that the priority list becomes longer to be relevant to each area. Where a tsunami may not affect Matamata as it would Whitianga, the area may still be impacted by the need to relocate communities, even temporarily, after a large event.
- The positions of Group Recovery Manager or Local Recovery Manager had an ability to grow, depending on how serious the Local Authority wanted to be involved.

Cr Tooman moved/Cr Simpson seconded.

CD17/34

**RESOLVED**

- 1. THAT the report Amended Waikato CDEM Group Plan (dated 14 November 2017, doc#11393241) be received, and**
- 2. THAT the Joint Committee approve the Amended Waikato CDEM Group Plan for public consultation.**

**The motion was put and carried (CD17/34)**

The Chair thanked Sue for her presentation on the Amended Group Plan.

**Long Term Plan 2018/2028**

Agenda Item 8 Doc# 11393770, 11416109, 11417294

Presented by the Group Controller L Hazelwood, the report provided the Joint Committee with an opportunity to consider the proposed budget increases for the LTP. The Joint Committee were taken through the variances from previous budgets that had been presented and through the each of the business cases.

During discussion, the following was noted:

- The Chair noted that Council would receive a number of requests for increased levels of service through the Long Term Plan process and consideration would be given to determine what could be delivered. The Chair noted his concern that a 26% increase and proposed that staff consider what more could be done for less.
- A member enquired why the website platform migration had not occurred at the same time as Council and it was noted that the CDEM website was a stand alone site so had needed to be dealt with separately.
- A member enquired what the current marketing budget was for CDEM and it was noted that there wasn't a budget at the moment. The growing need for marketing support and resources has identified the need for a specific budget. As an example the cost of public notification of a plan such as the Group Plan would cost around \$5,500.
- A member noted that the professional development for the Group Controller should not be overlooked. The frequency worked out to at least one event a year for the controller to attend national or international conferences. Member agreed that the budget for this should not be overlooked.
- A member inquired as to why there were Capital expenditure items in the budget. It was noted that the GEMO does not have a specific capital budget due to its ring-fenced nature. The benefit for CDEM of a ringfenced budget was that any surplus would remain dedicated for CDEM purposes.
- A member suggested collaboration for things like equipment that was budgeted for. Members were advised that where possible staff worked with Council to share resources but there was always competition for items as Civil Defence and Council both had a number of projects underway.
- A member noted their support for the Civil Defence team and recognised where they wanted to go, however there would be unease within their district with a proposed 26% increase in Civil Defence. Even the small \$2 increase would impact on the community. In response it was noted that a number of the increase were driven by legislative factors and findings from the review.
- A member enquired whether there was an option for Central Government funding towards a Regional Recovery Forum or consider corporate partnership opportunities.
- A further suggestion proposed was to look at phasing the social media position to balance costs of the website platform migration and over time increasing the position to a full time position.
- The Chair, noting the varied comments from members took a poll of members to determine what financial level they were comfortable with. Members noted that the minimum increase would be \$165,000 following the legislative requirements highlighted earlier. The majority of members noted they were comfortable with an increase of around \$200,000 and not the proposed \$400,000. From this staff were asked to review their budget proposal and to work out how this could be achieved. It was acknowledged that the information was required with Waikato

Regional Council by 1 December, but that the members would be updated with the re-worked budget as soon as it was available.

Cr Bannon moved/Cr Hunter seconded.

CD17/35

**RESOLVED**

1. **THAT the report Long Term Plan 2018/2028 (Doc #11393770 dated 15 November 2017) be received, and**
2. **THAT the Joint Committee be provided with a revised proposed budget increase of around \$200,000.**

**The motion was put and carried (CD17/35)**

**Appointment of Local Controllers**

Agenda Item 9 Doc# 11423325

Presented by Group Controller L Hazelwood, the item provided the Joint Committee with an opportunity to consider the appointment of Local Controllers. Members were provided with the appointment process. Members were advised that the proposed appointment was Will Gauntlett of Waikato District Council

Cr Tooman moved/Cr Simpson seconded

CD17/36

**RESOLVED**

1. **THAT the report Appointment of Local Controllers (Doc # 11423325 dated 20 November 2017) be received, and**
2. **THAT the Joint Committee approve the recommendation of the Controller Appointment Sub-Group**

**The motion was put and carried (CD17/36)**

**Group Controller/Manager's Report**

Agenda Item 10 Doc# 11395374

The report provided the Joint Committee with an update on local SLA arrangement and the progress with the new building.

The item was taken as read and there was no further discussion.

Cr Vercoe moved/Cr Buckthought seconded.

CD17/37

**REOLVED**

**THAT the report "Group Controller/Manager's Report" (Doc #11395374 dated 14 November 2017) be received.**

**The motion was put and carried (CD17/37)**

**Group Emergency Management Office (GEMO) Update Report**

Agenda Item 11 Doc# 11395837

The report provided the Joint Committee with an update on the activities undertaken by the Group Emergency Management Office (GEMO).

The item was taken as read and there was no further discussion.

Mayor Shattock moved/Cr Bannonseconed.

CD17/38

**RESOLVED**

**THAT the report Group Emergency Management Office (GEMO) Update Report (Doc #11395837 dated 14 November 2017) be received.**

**The motion was put and carried (CD17/38)**

The Chair acknowledged the appointment of J Snowball to a position at TVCDEM, and thanked him for his service to Civil Defence in the Waikato and wished him well in his new role.

Meeting closed at 3.45pm

Doc # 11461758