



MINUTES

Waikato Civil Defence Emergency Management Group Joint Committee Meeting

Monday, 30 March 2026

Order Of Business

1	Karakia Timatanga	4
2	Apologies	4
3	Confirmation of Agenda	4
4	Disclosures of Interest	4
5	Minutes for Confirmation or Receipt	4
	Waikato Civil Defence Emergency Management Group Joint Committee Meeting – 15 December 2025	4
6	General Items	5
6.1	Government Reforms	5
6.2	Regionally Consistent Long Term Plan Measures	5
6.3	Coordinating Executive Group - 13 March 2026 Meeting Summary	6
6.4	Group Plan Actions – Report for the Period 1 October 2025 to 31 January 2026.....	6
6.5	Group Finances 1 July to 31 December 2025.....	7
6.6	Group Policy and Governance Document Register.....	7
6.7	After-Action Review – Jan–Feb 2026 Severe Weather Events	7
6.8	National Emergency Management Agency Quarterly Update	8
7	Public Excluded Items	8
7.1	Appointment of Local Recovery Managers	8
7.1	APPOINTMENT OF LOCAL RECOVERY MANAGERS.....	9
8	Karakia Whakamutunga	10
	APPENDIX ONE: REPORT – Appointment of Local Recovery Managers	11

Waikato Civil Defence Emergency Management Group Joint Committee Meeting

OPEN MINUTES

Date: Monday 30 March 2026, 10.03am

Location: Council Chambers
Waikato Regional Council
Level 1, 160 Ward Street, Hamilton

Members Present: Cr Emma Pike – Committee Chair – Hamilton City Council
Deputy-Mayor John Grant – Committee Deputy-Chair – Thames-Coromandel District Council
Cr Marcus Gower – Waipā District Council
Deputy-Mayor Eady Manawaiti – Waitomo District Council
Cr Steve Manunui – Taupō District Council
Cr Gary McGuire – Waikato Regional Council
Deputy-Mayor Eugene Patterson – Waikato District Council
Cr Anne Marie Spicer – Hauraki District Council
Mayor Ash Tanner – Matamata-Piako District Council
Cr Michael Thomas – South Waikato District Council

In Attendance: Cr Andrew McGiven – Matamata-Piako District Council
Cr Jennifer Nickel – Waikato Regional Council (virtually via Teams)

Staff Present: Susan Law – Chair, Co-Ordinating Executive Group
Julian Snowball – Group Manager/Controller, Civil Defence Emergency Management
Matthew Bramhall – Senior Regional Emergency Management Advisor, National Emergency Management Agency
Andrew McMillan – Team Leader, National Emergency Management Agency
Brooke Roebeck – Democracy Advisor

The contents of these minutes meet all legal requirements and include a full set of decisions.

An audio-visual recording of the open session of the meeting is available on Waikato Regional Council's public website.

Recording	Document ID #	YouTube Link
Open Recording 1	Doc # 35390784	https://youtu.be/0XVS1CT8dlo
Public Excluded Recording	Doc # 35390783	–
Open Recording 2	Doc # 35391082	https://youtu.be/dEHa5ezxyNg

1 KARAKIA TIMATANGA

Item commenced in open recording 1, at start.

The Committee Chair (Cr Emma Pike) opened the meeting with a karakia.

2 APOLOGIES

Item commenced in open recording 1, at 50 seconds.

COMMITTEE RESOLUTION WCDEM26/01

Moved: Cr Emma Pike

Seconded: Deputy-Mayor John Grant

That the apologies of Mayor Aksel Bech and Cr Thomas Lee for absence be accepted.

CARRIED

3 CONFIRMATION OF AGENDA

Item commenced in open recording 1, at 1 minute 5 seconds.

COMMITTEE RESOLUTION WCDEM26/02

Moved: Cr Emma Pike

Seconded: Cr Gary McGuire

- 1. That the agenda of the Waikato Civil Defence Emergency Management Group Joint Committee Meeting of 30 March 2026, as circulated, be confirmed as the business of the meeting.**
- 2. That the order of items follows the order set out in the minutes.**

CARRIED

4 DISCLOSURES OF INTEREST

Item commenced in open recording 1, at 1 minute 25 seconds.

No interests were disclosed pertaining to items on the agenda or interests not already recorded on a relevant register.

5 MINUTES FOR CONFIRMATION OR RECEIPT

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING – 15 DECEMBER 2025

Item commenced in recording 1, at 1 minute 38 seconds.

COMMITTEE RESOLUTION WCDEM26/03

Moved: Cr Emma Pike

Seconded: Cr Anne Marie Spicer

That the minutes of the Waikato Civil Defence Emergency Management Group Joint Committee Meeting held on 15 December 2025 be confirmed as a correct record.

CARRIED

6 GENERAL ITEMS

6.1 GOVERNMENT REFORMS

Item commenced in open recording 1, at 2 minutes 46 seconds.

Presented by the Strategic Planning Advisor (Vicky Cowley).

COMMITTEE RESOLUTION WCDEM26/04

Moved: Cr Marcus Gower

Seconded: Deputy-Mayor John Grant

- 1. That the report *Government Reforms* (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026) be received.**
- 2. That the Joint Committee agrees that the Joint Committee Chair (Cr Emma Pike), write to the Minister of Emergency Management and Recovery requesting they;**
 - (a) Raise the implications of the proposed Rates Target Model, for sustainable Civil Defence Emergency Management funding, with the relevant Minister; and**
 - (b) Explore options for exempting Civil Defence Emergency Management funding from the proposed Rates Target Model.**
- 3. That the Joint Committee receives the following submissions (Waikato Civil Defence Emergency Management Group Joint Committee Open Agenda, 30 March 2026 at pages 46-97):**
 - (a) Rates Target Model for New Zealand**
 - (b) Emergency Management Bill (No. 2)**
 - (c) Planning Bill**
 - (d) Natural Environment Bill**
 - (e) Simplifying Local Government**

CARRIED

6.2 REGIONALLY CONSISTENT LONG TERM PLAN MEASURES

Item commenced in open recording 1, at 7 minutes 38 seconds.

Presented by the Team Leader, Operational Readiness (Aaron Tregoweth) who requested the report be taken as read.

COMMITTEE RESOLUTION WCDEM26/05

Moved: Cr Gary McGuire

Seconded: Cr Marcus Gower

- 1. That the report *Regionally Consistent Long Term Plan Measures (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)* be received.**
- 2. That the Waikato Civil Defence Emergency Management Group Joint Committee approves a regionally consistent Long-Term Plan Key Performance Indicators for Civil Defence Emergency Management across Waikato councils; and**
- 3. Requests that all Waikato councils include these measures in their draft Long-Term Plans for 2027-2037.**

CARRIED

6.3 COORDINATING EXECUTIVE GROUP - 13 MARCH 2026 MEETING SUMMARY

Item commenced in open recording 1, at 17 minutes 30 seconds.

Presented by the Chair, Co-Ordinating Executive Group (Susan Law).

COMMITTEE RESOLUTION WCDEM26/06

Moved: Mayor Ash Tanner

Seconded: Cr Michael Thomas

That the report *Coordinating Executive Group - 13 March 2026 Meeting Summary (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)* be received.

CARRIED

6.4 GROUP PLAN ACTIONS – REPORT FOR THE PERIOD 1 OCTOBER 2025 TO 31 JANUARY 2026

Item commenced in open recording 1, at 55 minutes.

Presented by the Strategic Planning Advisor (Vicky Cowley), the Team Leader, Resilience and Recovery (Irving Young) and the Team Leader, Operational Readiness (Aaron Tregoweth).

COMMITTEE RESOLUTION WCDEM26/07

Moved: Cr Emma Pike

Seconded: Mayor Ash Tanner

That the *Group Plan Actions – Report for the Period 1 October 2025 to 31 January 2026 (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)* be received.

CARRIED

6.5 GROUP FINANCES 1 JULY TO 31 DECEMBER 2025

Item commenced in open recording 1, at 1 hour 10 minutes and 17 seconds.

Presented by the Group Manager/Controller (Julian Snowball).

Action: The Members requested a workshop to discuss the current funding model for Civil Defence operations and to consider Long Term Plan (LTP) business cases, including options for contingency funding.

COMMITTEE RESOLUTION WCDEM26/08

Moved: Mayor Ash Tanner

Seconded: Cr Marcus Gower

That the report *Group Finances 1 July to 31 December 2025 (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)* be received.

CARRIED

6.6 GROUP POLICY AND GOVERNANCE DOCUMENT REGISTER

Item commenced in open recording 1, at 1 hour, 41 minutes and 25 seconds.

The Controllers Policy (page 120 of the agenda), the “last reviewed” date should read May 2026, not November 2025.

COMMITTEE RESOLUTION WCDEM26/09

Moved: Cr Anne Marie Spicer

Seconded: Deputy-Mayor Eugene Patterson

That the report *Group Policy and Governance Document Register (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)* be received.

CARRIED

6.7 AFTER-ACTION REVIEW – JAN–FEB 2026 SEVERE WEATHER EVENTS

Item commenced in open recording 1, at 1 hour 43 minutes and 42 seconds.

The Chair acknowledged the loss of life in the Ōtorohanga District, those impacted by the events, the multiple incidents occurring in quick succession, and the significant efforts and care of Civil Defence Emergency Management staff, volunteers, iwi, councils, and partner agencies.

Presented by the Group Manager/Controller (Julian Snowball).

Action: The Group Manager/Controller to send members the drafted After Action Terms of Reference for Waikato Civil Defence Emergency Management (WCDEM), as set by the Coordinating Executive Group (CEG).

COMMITTEE RESOLUTION WCDEM26/10

Moved: Cr Emma Pike

Seconded: Cr Marcus Gower

That the report *After-Action Review – Jan–Feb 2026 Severe Weather Events* (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026) be received.

CARRIED

6.8 NATIONAL EMERGENCY MANAGEMENT AGENCY QUARTERLY UPDATE

Item commenced in open recording 1, at 1 hour 58 minutes.

Presented by the Senior Regional Emergency Management Advisor and Team Leader, National Emergency Management Agency (Matthew Bramhall and Andrew McMillan respectively) who requested the report be taken as read.

COMMITTEE RESOLUTION WCDEM26/11

Moved: Mayor Ash Tanner

Seconded: Deputy-Mayor Eady Manawaiti

That the report *National Emergency Management Agency Quarterly Update* (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026) be received.

CARRIED

7 PUBLIC EXCLUDED ITEMS

Item commenced in open recording 1, at 2 hours 6 minutes and 6 seconds.

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION WCDEM26/12

Moved: Cr Emma Pike

Seconded: Deputy-Mayor John Grant

That in accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 (Act) and the interests protected by section 6 or 7 of that Act, the public is excluded from the following parts of this meeting. The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public are set out below:

Meeting item no. and subject	Grounds for excluding the public	Reason for excluding the public
7.1 - Appointment of Local Recovery Managers	s7(2)(a) of the Act - To protect the privacy of natural persons, including that of deceased natural persons	section 48(1)(a)(i) of the Act - the public conduct of the relevant part of the proceedings of the meeting

		would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

12.10pm – The meeting moved into public excluded session.

7.1 APPOINTMENT OF LOCAL RECOVERY MANAGERS

Item commenced in public excluded recording, at start.

Presented by the Team Leader, Resilience and Recovery (Irving Young).

<p>COMMITTEE RESOLUTION WCDEM26/13</p> <p>Moved: Mayor Ash Tanner Seconded: Deputy-Mayor John Grant</p> <p>1. That the report <i>Appointment of Local Recovery Managers (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026)</i> be received.</p> <p>2. That, in accordance with the Waikato Civil Defence Emergency Management Recovery Manager Policy and the Tiered Recovery Manager Policy, the Waikato Civil Defence Emergency Management Group Joint Committee approve the appointment of the following as a Tier 3 Local Recovery Managers:</p> <ul style="list-style-type: none">i. Nick Carroll, Taupō District Council; andii. Nathan Sutherland, Matamata-Piako District Council; andiii. Michelle Clark, Waitomo District Council. <p>3. That the report (refer appendix one) and decision are made public, while the attachments remain public excluded.</p> <p style="text-align: right;">CARRIED</p>

Item commenced in public excluded recording, at 1 minute 20 seconds.

<p>COMMITTEE RESOLUTION WCDEM26/14</p> <p>Moved: Cr Emma Pike Seconded: Deputy-Mayor Eugene Patterson</p> <p>That the meeting return to the open session.</p> <p style="text-align: right;">CARRIED</p>

12.12pm – The meeting moved back to open session.

8 KARAKIA WHAKAMUTUNGA

Item commenced in open recording 2, at start.

The Committee Chair (Cr Emma Pike) closed the meeting with a karakia.

12.13pm – The meeting closed.

APPENDIX ONE: REPORT – APPOINTMENT OF LOCAL RECOVERY MANAGERS

Public Excluded Waikato Civil Defence Emergency Management Group Joint
Committee Meeting Agenda

30 March 2026

7 PUBLIC EXCLUDED ITEMS

7.1 APPOINTMENT OF LOCAL RECOVERY MANAGERS

Rā Date:	13 March 2026
Kaituhi Author:	Irving Young, Team Leader, Resilience And Recovery
Kaituku Authoriser:	Aaron Tregoweth, Team Leader, Operational Readiness
Mana whakatau Delegation Status:	Council has delegated authority to make the recommended decision

TĀMATAITI | PUBLIC EXCLUDED

The following good reasons to withhold this report from the public exist under section 6 or 7 of the Local Government Official Information and Meetings Act 1987, in accordance with section 48(1)(a)(i):

- s7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons.

TE ARONGA | PURPOSE

1. To provide the Waikato Civil Defence Emergency Management (CDEM) Group Joint Committee an opportunity to consider and decide on appointments as per Waikato CDEM Recovery Manager Policy dated 11 November 2022 and Waikato CDEM Group Tiered Recovery Manager Policy dated 7 March 2024.
2. The purpose of this report is to request the Waikato Joint Committee (JC) to appoint Tier 3 Local Recovery Managers.

KŌRERO WHAKATAKI | EXECUTIVE SUMMARY

3. Nominations were received from Taupō District Council, Matamata-Piako District Council and Waitomo District Council for the appointment of Tier 3 Local Recovery Managers as per Waikato CDEM Recovery Manager Policy and Waikato CDEM Group Tiered Recovery Manager Policy.
4. As per the Waikato Recovery Manager policies, the Coordinating Executive Group Subcommittee, Statutory Roles Advisory and Appointment Committee (STRAAC), undertook assessment of the nominees.
5. STRAAC recommends the appointment of Nick Carroll, Taupō District Council, Nathan Sutherland, Matamata-Piako District Council and Michelle Clark, Waitomo District Council as a Tier 3 Local Recovery Manager.
6. Recovery can continue for an extended period, it is critical that the Waikato CDEM Group appoints and develops an appropriate number of recovery managers to maintain the region's capability and capacity.

TAUNAKITANGA KAIMAHI | STAFF RECOMMENDATION:

1. That the report *Appointment of Local Recovery Managers* (Waikato Civil Defence Emergency Management Group Joint Committee, 30 March 2026) be received.
2. That, in accordance with the Waikato Civil Defence Emergency Management Recovery Manager Policy and the Tiered Recovery Manager Policy, the Waikato Civil Defence Emergency Management Group Joint Committee approve the appointment of the following as a Tier 3 Local Recovery Managers:
 - i. Nick Carroll, Taupō District Council; and
 - ii. Nathan Sutherland, Matamata-Piako District Council; and
 - iii. Michelle Clark, Waitomo District Council.
3. That the report and decision are made public, while the attachments remain public excluded.

HOROPAKI | BACKGROUND

7. Nominations for appointment to Tier 3 Local Recovery Managers were received from Taupō District Council, Matamata-Piako District Council and Waitomo District Council
8. Following individual assessment, in line with the Waikato CDEM Group Recovery Manager Policy; the Coordinating Executive Group (CEG) Subcommittee, Statutory Roles Advisory and Appointment Committee (STRAAC), recommend the appointment of Nick Carroll, Nathan Sutherland and Michelle Clark as Tier 3 Local Recovery Managers.

TE TAKE | ISSUE

9. The Waikato CDEM Group has resolved to develop, appoint, and retain an appropriate cadre of CDEM Local Recovery Managers, to provide CDEM Recovery Managers coverage across a large geographic area. The Waikato CDEM Group Recovery and Tiered Approach Policies provide for different tiers of recovery managers; the tiers relate to the geographic scope of appointment.
10. The Territorial Authority Chief Executives have nominated and support their Local Recovery Managers to be appointed as Tier 3 Recovery Manager

TE AROMATAWAI I TE HIRANGA | ASSESSMENT OF SIGNIFICANCE

11. Having regard to the decision-making provisions in the Civil Defence Emergency Management Act 2002, Local Government Act 2002 and Waikato Regional Council's Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.

TE HOROPAKI Ā-TURE | LEGISLATIVE CONTEXT

12. The CDEM Act 2002 requires the appointment of a Group Recovery Manager and permits the appointment of Local Recovery Managers at the discretion of CDEM Joint Committees. The Waikato CDEM Group has adopted further classifications of recovery managers for the purpose of:
- (a) Enhancing professional competency by focusing resources on a limited number of recovery managers, authorised to work across administrative boundaries of the Group.
 - (b) Establishing levels of competency for operating at the local, intra-region, Group or Inter Group levels.

KŌWHIRINGA I MANAKOHIA | PREFERRED OPTION

13. The preferred option is for the Waikato CDEM Group Joint Committee to approve the appointment, as recommended by the CEG Subcommittee, STRAAC.

NGĀ WHAIWHAKAARO KAUPAPAREHERE | POLICY CONSIDERATIONS

14. Recommendations are consistent with the Joint Committee adopted Waikato CDEM Group Recovery and Tiered Approach Policies.
15. To the best of the writer's knowledge, this decision is not significantly inconsistent with, nor is anticipated to have consequences that will be significantly inconsistent with, any other policy adopted by the Joint Committee, or any plan required by the Civil Defence Emergency Management Act 2002, LGA or any other enactment.

TE TIRITI O WAITANGI | THE TREATY OF WAITANGI

16. Interview of the nominee/candidate included a panel member (identified by the relevant local authority) who is qualified to consider the needs of local Māori. Enhanced response capability enables improved Parenga/protection for Māori.

WHAKAKAPINGA | CONCLUSION

17. All Waikato CDEM Group Recovery Manager and Tiered Approach Policies prerequisites of the named nominee are met. STRAAC have endorsed the nomination received from Taupo District Council, Matamata-Piako District Council and Waitomo District Council for appointment of Tier 3 Local Recovery Managers.

ĀPITIHINGA | ATTACHMENTS

1. Confidential : Nick Carroll Bio [↓](#)
2. Confidential: Nathan Sutherland Bio [↓](#)
3. Confidential: Michelle Clark Bio [↓](#)