WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Report of the meeting of the Waikato Civil Defence Emergency Management Group, held in the Council Chambers, Environment Waikato (Waikato Regional Council) office, 401 Grey Street, Hamilton East at 1.00pm on Monday, 3 May 2010.

PRESENT: Hamilton City Council
Cr PM Mahood
Hauraki District Council
Cr C Francis
Matamata Piako District Council
Mayor H Vercoe
South Waikato District Council
Mayor N Sinclair
Taupo District Council
Cr D Blyth
Waikato District Council
Cr GS Tait
Waipa District Council
Cr PL Lee (Chair)
Waitomo District Council
Mayor M Ammon

IN ATTENDANCE Ministry of Civil Defence & Emergency Management
S Vowles
Environment Waikato
PR Buckley (Chairman)

STAFF
CEG Chair (L Cavers), Manager, Emergency Management Office (A Munro), Committee Administrator (D Atkinson)

APOLOGIES Cr Neeley (Environment Waikato), Mayor Tregidga (Hauraki District Council), Mayor Williams (Otorohanga District Council), Mayor Barriball (Thames Coromandel District Council), Mayor Cooper (Taupo District Council).

Accepted

Confirmation of Agenda
(Agenda Item 1)

Mayor Ammon moved/Cr Tait seconded

CDEM10/1 THAT with the inclusion of an additional item “Gold and Silver CDEM Award Nomination” to be considered in the Public Excluded part of the meeting, the agenda of the Waikato Civil Defence Emergency Management Group of 3 May 2010 be confirmed as the business for the meeting.

The motion was put and carried (CDEM 10/1).

Carried
Disclosures of Interest

There were no disclosures of interest.

Minutes of Previous Meetings/Workshops

File: 03 04 18 (Agenda Item 3)

Cr Blyth moved/Mayor Sinclair seconded

CDEM10/2

THAT
1. The minutes of the CDEM Group Joint Committee of 30 November 2009 (Doc #1590007) be confirmed.
2. The report of the CDEM Group Joint Committee Working Party of 12 April 2010 (Doc #1664252) be confirmed.

The motion was put and carried (CDEM 10/2).

Mayor Vercoe moved/Mayor Sinclair seconded

CDEM10/2.1

That the minutes of the CEG meeting of 8 April 2010 be received

The motion was put and carried (CDEM 10/2.1).

Matters Arising

Cr Mahood noted the membership of the Joint Committee Working Party that had met on 12 April (as an outcome of the Workshop held on 22 February) needed to be confirmed by the Joint Committee.

Mayor Vercoe moved/Cr P Mahood seconded

CDEM10/2.2

That the membership of the CDEM Group Joint Committee Working Party established as an outcome of the workshop of 22 February 2010 be confirmed as:

CDEM Group Chair      Cr Lee
WVEOA                  Cr Mahood
SEOA                   Cr Blyth
TVEOA                  Mayor Vercoe
Environment Waikato   Cr Neeley

The motion was put and carried (CDEM 10/2.2).

Group Management and Governance Report

File: 03 04 18 (Agenda Item 4)

The Joint Committee considered the circulated report with CEG Chair (L Cavers) providing commentary where appropriate and answering questions. During questions, answers and related discussion the Joint Committee noted or discussed:

- A list of proposed appointments (recommended by CEG) outlined in the report was considered.
- The financial position of the Group as at 31 March 2010 was reported, including a projection that the CDEM Group would end the year over budget
- It was noted that CEG had authorised the CEG Chair (L Cavers) and Deputy CEG Chair (R McNeil) to manage achievement of the best possible end of year financial result for 2009/2010 on the basis of completing work that is essential and any other Joint Committee direction.

- In the context of an anticipated debit balance at the end of the 2009/10 financial year, it was noted that no budget is provided for Group response (currently $43,000 for 2009/2010) and this has to be found from other budget allocations if response to an event is activated at Group level. It was also noted that the CDEM Group Joint Committee had in December 2008 provided 68K for the cost of the 2GP on the basis of $34K in each of 2009/2010 and 2010/2011. This had been done in the knowledge that the greater part of the work would be undertaken in the 2009/10 year.

- Some improvements recommended in the Capability Assessment report have already been undertaken.

Mayor Sinclair moved/GS Tait seconded

**CDEM10/3**

**THAT**

1. The “Group Management and Governance Report” (Doc #1667487 dated 21 April 2010) be received.

2. The CDEM Group Joint Committee approve the co-opting of the following positions onto CEG:
   - Te Rehia Papesch - Welfare Advisory Group Chair
   - Bill Ashurst – Waikato Engineering Lifelines Group Chair

3. Irving Young be appointed as Group Welfare Manager

The motion was put and carried (CDEM 10/3).

Moved Mayor Sinclair

That the CDEM Group Joint Committee approve the following appointments on an interim basis:

- Stephen Ward as Group Public Information Manager
- Karen Bennett and Jackie Fitchman as Alternate Group Public Information Managers
- Jackie Fitchman as Group Public Education and Awareness Coordinator

The motion lapsed for want of a seconder

Cr Mahood moved/Cr Blyth seconded

**CDEM10/3.1**

**THAT** updated financial reports be presented to the CDEM Group Joint Committee meeting of 29 November 2010, clearly showing the 2009/2010 end of year position, 2010/11 first quarter actuals against budget and 2010/2011 year end projections.

The motion was put and carried (CDEM 10/3.1).
Mayor Sinclair out of meeting at 2.25pm

**Group Reduction Report**

File: 03 04 18 (Agenda Item 5)

In considering the report the Joint Committee noted it had the following alternatives available regarding the approach it takes to Reduction:

- Receive a report every three years of Reduction activities being undertaken by District Councils through District Plan reviews or changes, (and/or)
- Have strong input into the Regional Policy Statement review process.

Cr Mahood moved/Mayor Ammon seconded

**CDEM10/4**

THAT

1. The “Group Reduction Report” (Doc #1668195 dated 21 April 2010) be received.

2. The various reduction activities underway across the region be noted.

The motion was put and carried (CDEM 10/4).

**Group Readiness and Response Report**

File: 03 04 18 (Agenda Item 6)

As part of consideration of the report C Stent (Group Alternate Controller) gave a presentation on the National CDEM Emergency Management Information System (EMIS) programmed for roll out from 1 July 2010. During the presentation the Joint Committee noted:

- The system is web based supplied by Esponder (USA). It will have centralised hosting by NCMC replicated in Auckland.
- The system will provide an EMIS for MCDEM, all CDEM Groups and all TAs (as owners).
- There is a centralised and standardised core configuration but each owner controls access to and maintains their own site.
- MCDEM pays all licence costs and owners are responsible for hardware (PCs), internet connection and message costs if using the Alerting function.
- The system is programmed to go live on 1 July 2010 and each Group is expected to send two nominees to a “Train the Trainer” package during June/July and meet the costs for this. This will also be a matter for TAs to address both individually (local) and collectively (as EOAs).

Each owner will require:

- A robust and capable internet provider (business as usual).
- An alternate internet service provider to ensure access to the internet (business continuity principle).
- An alternate physical access to the internet e.g. fibre network, satellite, microwave etc (business continuity principle).
- “Normal” hardware such as computers, screens etc
- To release staff for training (CDEM business as usual cost)
During consideration subsequent to the presentation the Joint Committee discussed or noted:
- Readynet is an application that provides local information additional or complementary to the EMIS being provided by MCDEM.
- Should the Joint Committee adopt the MCDEM provided EMIS, it would be prudent to have some participation in the National exercise “Tangaroa” which will be a genuine test of the EMIS.
- The Group’s participation in Exercise Tangaroa will be down to EOA level only.

Mayor Vercoe moved/Chair seconded

**CDEM10/5**

THAT

1. The “Group Readiness and Response Report” (Doc #1668119 dated 22 April 2010) be received.
2. The Waikato CDEM Group Joint Committee approves and adopts the MCDEM Esponder EMIS system for implementation.
3. The member authorities of the Waikato CDEM Group be advised of the decision to implement the EMIS and be directed to begin preparation for the roll out of the programme intended for 1 July 2010

The motion was put and carried (CDEM 10/5).

Mayor Vercoe/Cr Mahood

**CDEM10/5.1**

THAT the CDEM Group Joint Committee confirms its level of involvement in Exercise Tangaroa as skeleton crew operation of the GEOC and EOAs.

The motion was put and carried (CDEM 10/5.1).

**Group Recovery Report**

File 03 04 18 (Agenda Item7)

Cr Blyth moved/Mayor Ammon seconded

**CDEM10/6**

THAT

1. The report “Waikato CDEM Group Recovery” (Doc #1670600 dated 23 April 2010) be received, and
2. The CDEM Group Joint Committee note the findings and recommendations in respect to recovery arrangements as outlined within the Waikato CDEM Group Capability Assessment Report.

The motion was put and carried (CDEM 10/6).
Group Monitoring and Evaluation Report
File 03 04 18  (Agenda Item 8)

During consideration of the Monitoring and Evaluation report it was noted that one of the proposed CEG sub-groups was intended to be Management and Governance. It was suggested that the issue of Governance be treated with caution and be the subject of appropriate advice.

Cr Francis moved/Mayor Vercoe seconded

CDEM10/7 THAT

1 The report “Group Monitoring and Evaluation Report” (Doc #1670654 dated 23 April 2010) be received

2 The CDEM Group Joint Committee notes CEG’s intention to establish six CEG working sub-groups as a basis for providing clearer reporting lines and accountabilities across CEG members and to the Joint Committee.

The motion was put and carried (CDEM 10/7).

MDEM Update
File: 03 04 18  (Agenda Item 9)

S Vowles (MCDEM representative) elected not to give a verbal report to the meeting as much of her intended update focussed on the National CDEM Emergency Management Information System and Exercise Tangaroa which had already been covered elsewhere in the meeting.

CDEM 10/8 Resolution to exclude the Public
(Agenda item 7)

RESOLVED THAT in accordance with the provisions of Standing Orders NZS9202:2003 Appendix A & B (P40/42) and Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from the following part/s of the proceedings of the meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Name and general subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under Section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late</td>
<td>Gold and Silver CDEM Award Nomination”</td>
<td>Good reason to withhold exists under section 7</td>
<td>S48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests
protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Reason/s for withholding official information</th>
<th>Section/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late</td>
<td>Protect the privacy of natural persons, including that of deceased natural persons</td>
<td>S7 (a)</td>
</tr>
</tbody>
</table>

Chair/Mayor Vercoe
Carried

Return to Open Meeting

Meeting closed at 3.16 pm

Doc #1674927