

HAURAKI DISTRICT COUNCIL

ADAPTIVE PLANNING AND EMERGENCY MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE ADAPTIVE PLANNING AND EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS, 1 WILLIAM STREET, PAEROA ON MONDAY, 15 MAY 2023 COMMENCING AT 1.00PM

PRESENT

Deputy Mayor P Milner (Chair), Cr P Buckthought (Deputy Chair), Mayor D A Adams, Cr S Crooymans, and Cr Sarah Holmes – via Zoom

IN ATTENDANCE

Langley Cavers (Chief Executive), Peter Thom (Local Recovery Manager), Brett Otto (Emergency Management Officer (Welfare)), John McIver (Response Manager), Nina Murphy (Strategic Planning Manager), and C Black (Council Secretary)

External Advisors:

M Tinworth (Fire and Emergency – via Zoom), A Shah (Group Operations Manager - Piako East (Paeroa and Te Aroha) | Central West District, St John Ambulance) and M Henwood (NZ Police)

Karakia timatanga

Cr Milner opened the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apology of Cr A Spicer, Cr J Martyn and Cr N Gray be received and sustained.

APEMC23/01

Crooymans/Buckthought

CARRIED

Noted: Apologies were received from M Bang (Team Leader – Waikato CDEM) and C Moore (Local Controller).

LATE ITEMS

There were no late items.

DECLARATIONS OF INTERESTS

There were no declarations of interests.

Reporting (for decision)

LOCAL CONTROLLER Q3F23 REPORT (INCL. TSUNAMI SIGNAGE) - 3410223
APPENDIX A: INFOGRAPHIC WEATHER EVENTS Q3 FY23 PRESENTATION - 3393741

The Local Controller and Response Manager sought the Committee's financial support for the installation of tsunami information/warning signs on the Pūkorokoro/Miranda ~ Wharekawa coastline (western Tikapa Moana); and to inform the Adaptive Planning and Emergency Management Committee on Civil Defence activities carried out by the Local Controller (LC) over the last quarter.

RESOLVED

THAT the report be received.

APEMC23/02

Milner/Adams

CARRIED

Tsunami Warning Signage - Wharekawa Coast Line

RESOLVED

THAT the Adaptive Planning and Emergency Management Committee recommends to Council unbudgeted expenditure of \$5,457.48 from the Emergency Management budget for the purchase and installation of four (4) tsunami warning signs on the Wharekawa coast line, and

THAT the Council considers these decisions are not significant under its Significance and Engagement Policy 2020.

APEMC23/03

Buckthought/Crooymans

CARRIED

Reporting (for information)

LOCAL RECOVERY QUARTERLY UPDATE - 3396343

The Recovery Manager updated on the recovery function for the last quarter when the recovery activity was triggered after the impact of Cyclone Gabrielle causing flooding impacts across the District.

RESOLVED

THAT the report be received.

APEMC23/04

Adams/Crooymans

CARRIED

Mayoral Relief Fund in support of Ex-Tropical Cyclone Gabrielle Event

The Mayor spoke of the Council's Mayoral Relief Fund that was open to Hauraki District residents, ratepayers/small business owners, and not-for-profit organisations who have suffered financial hardship because of damages caused by Cyclone Gabrielle.

The Fund supports and meets the needs of affected individuals, families and community and provides one-off assistance for extraordinary circumstances, where a real need is demonstrated.

The Committee endorsed the support provided by the Mayoral Relief Fund. It was noted that support of funding was also available from the Ministry of Social Development.

CAPABILITY ASSESSMENT - 3340476

APPENDIX A: CAPABILITY ASSESSMENT - 3337633

The Local Controller Emergency Management report provided the Committee with an overview of the Capability Assessment Review undertaken in late 2022. This review will assist in directing progress towards achieving the recommendations and will be reported on at future meetings.

RESOLVED

THAT the report be received.

APEMC23/05

Buckthought/Crooymans

CARRIED

It was explained that the Capability Assessment Review providing a snapshot of CDEM capability and capacity for Hauraki District Council as of November 2022 was based on a review of documentation supplied and interviews conducted with key personnel by independent assessors. Key focus going forward are:

- Importance of getting staff and community on board.
- Reducing risk
- Community awareness.

In response to a question to what extent have changes been made to the capability assessment template since its initial development, the Response Manager advised there are minimal changes to the template provided by Waikato Group CDEM and is used by other Councils in the region. Currently, the Civil Defence Incident Management Team are assessing staff ability to respond to an event i.e. community engagement and identifying how civil defence engage with those communities at most risk. Reference to the Cyclone Gabrielle event where flooding happened in Paeroa has highlighted the need to include other areas other than the current high-risk areas of Kaiaua, Waitakaruru and Whiritoa.

The Incident Management Team has captured the response data for the recent cyclone event and has an opportunity to review how it was managed and where improvements could be made.

WELFARE MANAGER'S UPDATE - 3410215

The Emergency Management Officer Welfare provided the committee with an update on welfare related activities that have occurred over the last quarter and presented information on plans going forward.

RESOLVED

THAT the report be received.

APEMC23/06

Holmes/Adams

CARRIED

- Ex-cyclone Gabrielle – ex racecourse site was used as a higher ground option for welfare purposes.
- Hauraki Capability assessment for Welfare has been undertaken.
- Welfare Manager Role - potential Welfare Manager has been identified and could be trained to take up this position.
- Animal Welfare Plan – emphasised the importance that HDC has an animal welfare plan so that we can accommodate people who will turn up at our Civil Defence Centres to receive support with their companion animals.
- Local Welfare Committee – three Eastern Waikato Welfare Committee meetings have been held to date.
- Civil Defence Planning - the welfare team spent some time walking through how they would receive people into the Paeroa War Memorial Hall as a welfare facility and how it would be setup for the different sub-functions and for our partner agencies. Welfare have it in mind to conduct similar walkthroughs in the other main centres in the district this year.
- Hauraki Welfare Response Team - the welfare response and volunteer coordination was an area of improvement noted in the capability assessment. There is a plan to work on a process for this but it has a low priority so will be looked into after higher priority activities have been sorted first.
- Welfare Needs Assessment - welfare needs assessment tools on one of which is the "Here to Help" application. The Waikato Assessment Tool developed by the Waikato Region CDEM Group is another resource for doing needs assessment; Hauraki-DC Welfare have access to this application.

EMO QUARTERLY UPDATE - 2410227

The Emergency Management Officer informed the Committee of Civil Defence activities carried out relevant to or could affect the way Hauraki District Council delivers Emergency Management to its community.

RESOLVED

THAT the report be received.

APEMC23/07

Milner/Buckthought

CARRIED

- Community Response Plans: a refresh was completed for Wharekawa in December 2022 along with Community Guides that were printed and given to the CRP Committee. A Resilience Handbook is with Council's Communications Team for final edits.
- Staff training: have three more Foundation Trainings organised in-house in 2023 they will be in February, June and October.
- Community Engagement: the Emergency Management Officer has undertaken community engagement via public meetings held in the three Wards where feedback was provided on how emergency responses were managed.
- CDEM staff also assisted Thames-Coromandel District Council's response team, as they were severely affected by the recent cyclone.
- Iwi engagement: joint approach for emergency management - some initial engagement has started with the Wharekawa Marae and the Community Engagement Team from Auckland EM and Waikato GEMO. If this engagement is successful, it will be a good model to use to engage with the other Marae in the district.

WAIKATO GEMO QUARTERLY UPDATE - 3410219

In the absence of the Waikato GEMO Mark Bang, the HDC Response Manager presented the Waikato GEMO report.

RESOLVED

THAT the report be received.

APEMC23/08

Milner/Holmes

CARRIED

The Emergency Management Officer (Welfare) advised that community response plans have been established for the areas of Waitakaruru, Turua, Whiritoa and Kaiua but are also looking at developing a response plan for Kerepehi and Ngatea. He emphasised the importance for the plans to be owned and driven by the community so that the community know what they need to do and to ensure there are 'champions' appointed to lead these plans.

Reference to Council's Wharekawa Coast 2120 working group where community response plans are also considered for the Kaiua Coast was made. There is a need to focus on each community ensuring that ownership of all community/response plans are supported by CDEM.

A member emphasised the difficulty in finding 'champions' in each community and proposed that CDEM consider new ways to engage with these champions. Waitakaruru are very keen to have their own emergency set up so they need to be added to the list of communities. Kerepehi Bowling Club are installing a generator at their facilities.

Action: Cr Buckthought requested that a meeting be arranged with the committee members and CDEM staff to identify local 'champions' to lead community response plans.

CLIMATE CHANGE ADAPTATION - 3409527

The Strategic Planner provided an update to the Committee on staff activities to date on Council's two main adaptive planning projects, Wharekawa Coast 2120 and the Hauraki Plains Adaptation Plan. The report also explained what is adaptive planning and the difference between climate change adaptation and mitigation.

RESOLVED

THAT the report be received.

APEMC23/09

Adams/Crooymans

CARRIED

The Strategic Planner spoke on providing an update to the next committee meeting on the government's National Climate Change Adaptation Plan. In particular, highlighting the potential impacts of climate change, requirements for local government and how Council responds to these.

In terms of adaptive planning, the Ministry for the Environment released a guidance document in 2018 offering a methodology that can be used to assess what is happening, what is important to the community and how it can be responded to. Both of Council's adaptive planning projects are applying this guidance. The Wharekawa Coast 2120 project has been in place for 4 years and the Hauraki Plains adaptation plan is about to be commenced.

Wharekawa Coast 2120 Plan

The Community Panel presented the Wharekawa Coast 2120 Joint Working Party (JWP) with their recommendations in July last year and since then the project team and the JWP have been working through these. They have considered a number of factors including the timeframe surrounding each action, how it will be implemented, and high-level budgets required. Alongside this, the JWP has also been working on prioritising the actions. This will determine which actions should be completed in the near future, which will allow for longer implementation timeframes.

The JWP meets next in May 2023 to further consider implementation pathways for the actions. This information will be included in a draft community plan that will come back to the community for input before any final decisions are made.

Hauraki Plains Adaptation Plan

Staff from both councils are currently working on scoping this project. Including considering where logically to start and how it can be undertaken in stages. Proposed starting in Ngatea, Waitakaruru areas and then the Waihou River catchment. Council has Tranche 1 funding and the project advisor role will be tendered. Working with WRC in partnership on this project, and they are offering their expertise to identify hazards.

The findings could affect land use development on the Hauraki Plains, and if so, will need to be brought into the Council's District Plan.

Member asked would there be a community group put together for the Hauraki Plains group as per the Wharekawa group. The Strategic Planner suggested that the approach would be similar to that for the Wharekawa project with a community groups(s) but that staff will try to manage the demands on that group. They do have a key role and the plan needs to be put together in collaboration with the community.

External Advisors Updates

Aakash Shah – St John Ambulance

- Issues with ramping (i.e., when number of ambulances are waiting longer at a time at the ED bay than expected) at Waikato Hospital in Hamilton. Senior leadership staff from St John and Hospital are working together on a plan.
- Waihi Station – new build is getting closer with a start date set for early 2024.
- Operations of St John have generally improved since the COVID pandemic. The organisation had extra resources around Hauraki-Coromandel for the busy summer period and are currently planning for the winter ahead.
- Staff had an extra ambulance working out of Paeroa for the month of April and will have the same from next week for another month.
- Ngatea Station was affected during Cyclone earlier this year. Set to be operational again by end of May or early June 2023.

Mark Tinworth – Fire and Emergency (via Zoom)

- Acknowledged and thanked all the agencies and Councils for work they have been doing supporting our communities and our people within Fire and Emergency.
- Receiving good warning communications prior to events coming through, which allowed for some pre-planning and pre-deployment of resources.
- Access into the areas has been challenging, particularly into the Coromandel area and through the Karangahake Gorge. Access restricted due to permanent and temporary road closures and slips.
- FENZ Waikato has debriefed the recent weather events and highlighted a number of positives and potential learning opportunities.
- Good collaboration between agencies. Assisted by liaison positions being allocated to TCDC and Waikato GECC.
- Liaison with Councils appear to have worked well via the liaison roles.
- The benefits of prior interagency relationship building was acknowledged as a positive to aiding communication in a real event.
- Good communications - sharing of information from the greater Waikato region.
- Learnings – making sure procedures and processes are in place in the cases where there is communications failure. Tairāwhiti region experienced a total communication black out at the peak of the cyclone.
- FENZ stood up 'Recovery' for the region. 'Operational Recovery' support of own personnel and resourcing and 'Community Relief', how we assist the community with Councils and CDEM. First opportunity to enact this with recent events.

Michael Henwood, NZ Police

- Increase of 12% in emergency calls - people calling 111 that is trending up.
- Ex-Cyclone Gabrielle – Coromandel Peninsula became somewhat isolated with limited access, communications were fractured due to loss of power.
- Since the cyclone, Police have been in recovery mode.
- Waikato Police District was asked to supply support to the Hawkes Bay as we were affected considerably less than other parts of the country.
- Closure of SH25A has caused some transport issues.
- There is a need for Emergency Management Training refresh with some Police staff that has not been carried out for some time.
- 2IC's have had more experience in dealing with emergency now and training is being undertaken.
- Communication issues – finding ways to address communication issues occurring over hazard events.

- Pre-order of vehicles – looking at purchasing 4 x 4 vehicles now due to the increase in hazardous situations.
- Considering the use of generators more. i.e., Hawkes Bay.
- Ensuring 'grab bags' are available for staff at workplaces so they can grab and go and stock take of equipment has also been undertaken.
- Police staff were supporting road workers over the event in hazardous road conditions.
- Member asked if any more Police staff are being recruited for the Hauraki District. Police are still filling vacancies. There is some difficulty accommodating staff in Hauraki District.

Karakia whakamutunga

Cr Milner closed the meeting with a karakia at 2.00pm.

CONFIRMED

P A Milner
Chairperson

14 August 2023