

# **ATTACHMENTS**

## **Emergency Management Committee Meeting**

**24 August 2020**

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Emergency Management Committee Meeting Minutes

9 September 2019

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 107 HEUHEU STREET, TAUPŌ  
ON MONDAY, 9 SEPTEMBER 2019 AT 11.00AM**

**PRESENT:** Cr Anna Park (in the Chair), Mr Andy Hema, Cr Tangonui Kingi, Mrs Tina Jakes, Mr John Ridd, Mr Dylan Tahau, Cr Kirsty Trueman, Mr Douglas Wilcox

**IN ATTENDANCE:** Head of Regulatory and Risk, Head of Communications and Customer Relations (Public Information Manager), Head of Operations, Civil Defence Emergency Manager, Infrastructure Manager (Lifelines Coordinator), Strategic Partnership Advisor (Welfare Manager), Democratic Services Support Officer

**MEDIA AND PUBLIC:** Ms Suzanne Vowles – Ministry of Civil Defence and Emergency Management  
Mr Garry Towler – Thames/Coromandel District Council  
Mr Julian Snowball – Waikato Civil Defence and Emergency Management Group

Notes: (i) *The Chair welcomed everyone and Cr Kirsty Trueman opened the meeting with a karakia.*

(ii) *Items were heard in the following order: 1-3.1, 4.2, 4.1, 4.3-4.13*

(iii) *Mr John Ridd entered the meeting at 11.50am during item 4.8 and was not present for resolutions EM201901-08.*

## **1 APOLOGIES**

### **EM201909/01 RESOLUTION**

Moved: Mr Douglas Wilcox  
Seconded: Cr Tangonui Kingi

That the apologies received from His Worship the Mayor, David Trewavas (for absence) and Mr John Ridd (for lateness) be accepted.

**CARRIED**

## **2 CONFLICTS OF INTEREST**

Nil

## **3 CONFIRMATION OF MINUTES**

### **3.1 EMERGENCY MANAGEMENT COMMITTEE MEETING - 11 FEBRUARY 2019**

#### **EM201909/02 RESOLUTION**

Moved: Mrs Tina Jakes  
Seconded: Cr Kirsty Trueman

That the minutes of the Emergency Management Committee meeting held on Monday 11 February 2019 be confirmed as a true and correct record.

**CARRIED**

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**4 REPORTS****4.1 PROPOSED MEMORANDUM OF UNDERSTANDING THAMES-COROMANDEL DISTRICT COUNCIL (TCDC) / TAUPŌ DISTRICT COUNCIL - PRESENTATION BY TCDC LOCAL CONTROLLER**

Thames/Coromandel District Council (TCDC) local controller Mr Garry Towler addressed the Committee noting that TCDC was keen to establish a Memorandum of Understanding (MoU) with Taupō District Council based on the many similarities between the two districts e.g. geographical, the number of emergencies for each in a single year, and draft capability scores. It was envisaged that the MoU would be similar to the agreements held with Rotorua Lakes Council and South Waikato District Council with respect to sharing of resources, training opportunities and providing personnel support when required.

Questions followed and concluded with members noting that although the final decision to establish an MoU would be devolved to the incoming emergency management committee, the consensus of the current committee was supportive of an MoU which would help form an even stronger relationship between the two council's and provide other operational benefits.

A member also noted that this would also provide the new Taupō District Council controllers with extended learning opportunities as they could shadow TCDC controllers at (their) events, which were quite frequent in nature.

**EM201909/03 RESOLUTION**

Moved: Cr Anna Park

Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the information about the proposed Memorandum of Understanding between Thames-Coromandel District Council and Taupō District Council, and thanks TCDC Local Controller Mr Garry Towler for his presentation.

**CARRIED****4.2 IN-HOUSE ALERTING DEVICES (IADS) - PRESENTATION BY THAMES-COROMANDEL DISTRICT COUNCIL LOCAL CONTROLLER**

Thames/Coromandel District Council (TCDC) local controller Mr Garry Towler advised that an emergency management unit was set up at TCDC in 2017. Six months ago, TCDC ceased a 30-year partnership it had in place with Hauraki and Matamata Councils and were now operating on their own. A key project was the development of an in-house alert device. TCDC had been developing this over the past three years, and a prototype was passed around for members to examine.

Additional key points noted during the presentation, including questions, answers and related discussion:

- The siren network consisted of 30 sirens in various places along the Coromandel peninsula.
- Hazards and emergency management consultancy Brendan Morris Consulting had researched all hazards battery operated mobile devices worldwide that would work for TCDC.
- The devices could be used in domestic, commercial and industrial environments.
- Strike rate of devices tested around various outdoor and indoor locations was 80% which was a good result and well within industry national standards.
- Peer reviewing of the device was almost completed.
- Device potentially may have some use for remote settlements within the Taupō district.
- Battery life was 7 days.
- \$3.5m set aside in TCDC's long-term plan for the project.
- Would present to South Waikato District Council in the near future.
- Cost per unit was approximately \$40-\$60.
- In terms of phone messaging, the device would be a stand-alone separate unit.
- Looking into potential for a warning system for non-weather related events e.g. wastewater spills.
- Working alongside two media companies to establish protocols.

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- The device worked with whichever frequency was dominant in an area.

**EM201909/04 RESOLUTION**

Moved: Cr Tangonui Kingi

Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the information about In-house Alerting Devices, and thanks Thames-Coromandel District Council Local Controller Mr Garry Towler for his presentation.

**CARRIED**

**4.3 NATIONAL DISASTER RESILIENCE STRATEGY**

The Head of Regulatory and Risk noted that the Strategy was mandated under the Act and was an excellent document that would inform Council hazard and resilience planning e.g District Plan. The Strategy would also enable better understanding of the range of risks evolving in New Zealand.

Ms Vowles added that the current Strategy also had a stronger focus on reduction rather than response (which was the focus of the previous strategy).

**EM201909/05 RESOLUTION**

Moved: Cr Tangonui Kingi

Seconded: Mrs Tina Jakes

That the Emergency Management Committee receives the National Disaster Resilience Strategy.

**CARRIED**

**4.4 RECOVERY PREPAREDNESS AND MANAGEMENT - DRAFT DIRECTOR'S GUIDELINES FOR CIVIL DEFENCE EMERGENCY MANAGEMENT GROUPS**

The Head of Regulatory and Risk advised the primary purpose of this item was for the Committee's information. The Guidelines would help inform the reviews of the Group and local recovery plans.

**EM201909/06 RESOLUTION**

Moved: Cr Kirsty Trueman

Seconded: Mr Andy Hema

That the Emergency Management Committee receives the recovery preparedness and management – draft Director's Guidelines for Civil Defence Emergency Management Groups.

**CARRIED**

**4.5 TAUPŌ DISTRICT COUNCIL CIVIL DEFENCE EMERGENCY MANAGEMENT CAPABILITY ASSESSMENT REPORT - JULY 2019**

The Head of Regulatory and Risk advised that he had discussed the assessment report with consultant Malinda Meads who conducted the review, and this had also been moderated by Ms Suzanne Vowles. Overall the report was positive and highlighted emergency management strengths as well as opportunities for improvement.

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**EM201909/07 RESOLUTION**

Moved: Mr Douglas Wilcox  
Seconded: Mrs Tina Jakes

That the Emergency Management Committee receives the final Draft Taupō District Council – Civil Defence Emergency Management Capability Assessment Report – July 2019.

**CARRIED****4.6 CIVIL DEFENCE EMERGENCY MANAGER'S REPORT**

The Civil Defence Emergency Manager made additional comments and highlighted key points of his report.

The Chair noted that the events in July were well-handled and also acknowledged Mr Andy Bubear for his support during that event.

**EM201909/08 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Cr Anna Park

That the Emergency Management Committee receives the Civil Defence Emergency Manager's report.

**CARRIED****4.7 WAIKATO CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP (WCDEM) UPDATE**

Mr Julian Snowball gave a verbal update on behalf of the Waikato Civil Defence and Emergency Management Group (WCDEM). Key points noted were:

- Waikato Group Coordinating Executive Group (CEG) had agreed to support an application from Taranaki to central government for resilience funding to develop a response framework based on scientist predictions that Mount Taranaki would erupt in the next 50-years. It was important to support Taranaki as fundamentally, an eruption would have a direct impact on the Taupō region.
- Five CDEM groups from across the North Island were working together on an emergency response plan for the Hikurangi subduction. Modelling (now embargoed) from a realistic earthquake and tsunami scenario showed that the south end of Waikato region could expect severe shaking. Although that would not influence or change the regions approach, it tested previously held assumptions about the source and level of shaking.
- The monitoring and evaluation report for Taupō was due to be released soon. The report showed that Taupō was advancing in the bracket and moving towards maturing; Mr Snowball pleased with these results as Taupō should be also. Good accurate reflection of where Taupō was at.
- Recurring themes across the Group were roles and responsibilities, recovery, public education and engagement, and moving towards community resilience rather than response (Taupō doing well in that space).
- Tier 2 controllers could operate anywhere in the region. Taupō well positioned with four controllers. Mr Snowball would continue to work with Taupō controllers until they felt confident to work in other areas (another reason to support MoU with TCDC).
- Funding had been received for upgrading information and computing technology (ICT) at the Group emergency coordination centre. Happy to work with others doing similar work in the EOC space.

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**EM201909/09 RESOLUTION**

Moved: Mr Andy Hema  
Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the Waikato Civil Defence and Emergency Management Group update and thanks Mr Julian Snowball for attending.

**CARRIED****4.8 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM) UPDATE**

Ms Suzanne Vowles gave a verbal update on behalf of the Ministry of Civil Defence and Emergency Management (MDEM). Key points noted were:

- Risk assessment and how that was done would be fed into Group plans. Quite technical given the range of Taupō hazards and understanding how those were quantified for inclusion in the Group plan.
- The new Act was being reviewed and would include a new series of regulations. Consultation would commence early December 2019.
- Had arranged with the Head of Risk and Regulatory for their claims person to talk to Taupō District Council regarding Lake Terrace event.
- July / August undertook monitoring and evaluation programme work.
- MCDEM Auckland office staff now reduced from 4 to 3 due to a staff resignation.
- Not aware of National Emergency Management Agency (NEMA) details however, expected more information to be forthcoming over the next few months. A range of Cabinet papers relating to Cabinet decisions had recently been released.
- Work ongoing across capacity, risks and assessments.

In answer to a question, Ms Vowles advised that someone had been appointed to work on the new legal entity NEMA.

**EM201909/10 RESOLUTION**

Moved: Mr Dylan Tahau  
Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the Ministry of Civil Defence and Emergency Management update and thanks Ms Suzanne Vowles for attending.

**CARRIED****4.9 CONTROLLERS' UPDATE**

Mr Doug Wilcox gave an update on behalf of the local controllers.

- Completed required training – formally approved as controllers.
- Since last EMC meeting had attended two Group controller meetings which had a strong focus on development of controllers. Took part in scenario based activities which challenged thinking on how they would respond to certain events; very helpful.
- Had first local controllers collective meeting (this morning); decided to set up a duty roster.
- Looking at scheduling regular meetings with EMO and recovery manager as well as His Worship the Mayor, Chief Executive, EMC Chair, etc.
- Developing a controller's toolkit.

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**EM201909/11 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the update from the Local Controllers.

**CARRIED****4.10 PUBLIC INFORMATION MANAGER'S UPDATE**

Public Information Manager Lisa Nairne advised that Harrison Dean had been appointed as the new team leader digital services. Part of Mr Dean's role included developing a strategy and completing an in-depth review of digital communications channels and how those were integrated, also how best to keep the community informed – increase public education and awareness.

The communications team also welcomed new team leader Nellie Dean, who brought a lot of depth to the team and wealth of experience from other councils.

Upcoming events were Shakeout on 17 October and a meeting with a newly established community outreach group.

**EM201909/12 RESOLUTION**

Moved: Mrs Tina Jakes  
Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the Public Information Manager's update.

**CARRIED****4.11 WAIKATO LIFELINES UPDATE**

Lifelines Coordinator Denis Lewis advised that he had attended the annual Bay of Plenty and Waikato Lifelines forum on 22 August. Key topics discussed included emerging hazards – what was tolerable / intolerable to the community when managing risks; the impacts of policy planning and decisions on lifelines; digital cyber security – being able to maintain an EOC in the event of a technology failure; and radio as a key communications mechanism for getting messages out to people.

Regarding cyber security, the Head of Risk and Regulatory noted that Council currently had cyber liability insurance and renewal of that insurance policy would be subject to rigorous review in order to satisfy insurance requirements. Cyber security was also included in the National Resilience Strategy.

**EM201909/13 RESOLUTION**

Moved: Mr Andy Hema  
Seconded: Cr Kirsty Trueman

That the Emergency Management Committee receives the Waikato Lifelines Coordinator update.

**CARRIED****4.12 LOCAL WELFARE MANAGER'S UPDATE**

The following points were noted:

- June meeting - a lot of new agencies and representatives attended. Provided an overview of welfare sub-functions and some training exercises. Extended an invitation to any groups wanting to make presentations. Good response resulting in guest speakers from Kinloch and Salvation Army.
- Attended welfare coordination and manager's meetings on 4 September in Hamilton.
- On 30 September will undertake a tabletop weather event exercise in connection with other Group

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agencies to test capacity and capability arrangements.

**EM201909/14 RESOLUTION**

Moved: Mrs Tina Jakes

Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the Local Welfare Manager's update.

**CARRIED**

**4.13 LOCAL RECOVERY MANAGER AND ALTERNATE LOCAL RECOVERY MANAGER APPOINTMENTS**

**EM201909/15 RESOLUTION**

Moved: Cr Tangonui Kingi

Seconded: Cr Anna Park

That the Emergency Management Committee recommends to Council that:

1. Mr Garreth Robinson be appointed the Local Recovery Manager for Taupō district (formerly the Alternate Local Recovery Manager); and
2. Mr Brian Fox be appointed the Alternate Local Recovery Manager for Taupō district (formerly the Local Recovery Manager).

**CARRIED**

In closing, the chair Cr Anna Park thanked everyone for their work during the last triennium, with special thanks to those people who travelled to attend meetings and provide valuable updates - Ms Suzanne Vowles, Mr Julian Snowball, and Mr Garry Towler.

**5 CONFIDENTIAL BUSINESS**

Nil

The meeting closed with a karakia by Cr Kirsty Trueman at 12.06pm.

The minutes of this meeting were confirmed as a true and correct record by the Chairperson and the Chief Executive in accordance with Standing Order 27.4.

.....  
**CHAIRPERSON**

.....  
**CHIEF EXECUTIVE**

.....  
**DATE**

## **Report to Taupo District Council & South Waikato District Council**

### **Covid-19 EOC Debrief**

**Monday 27 July 2020**

#### **Purpose**

This report records the outcomes of an informal and internal focused operational debrief of the Emergency Operations Centre (EOC) operation involving both South Waikato District Council and Taupo District Councils during Covid-19. This report covers the period 26 March 2020 to 2 June 2020.

#### **Process**

A debrief was held on Monday 22 July 2020 at the Function Room, Taupo Events Centre, Taupo, with Taupo District Council EOC staff in the morning. This was followed by a joint debrief with South Waikato District Council and Taupo District Council EOC staff in the afternoon. The debrief was conducted by an independent facilitator.

#### **Terms of Reference**

- Review the use and application of the CIMS structure as applied during the event
- Review the adequacy and appropriateness of resourcing and facilities
- Discuss all challenges noted on Sit reps and action taken during the event
- Discuss results from Survey Monkey Hot Debrief
- Discuss adequacy of previous training by both Councils in relation to this event
- Discuss Communication effectiveness
- Discuss Welfare effectiveness
- Discuss what went well overall and what could be improved.
- Discuss potential for both councils to enhance the inter-council MoU
- Discuss relationship going forward

#### **Emergency Operation Centre**

The EOC was initially set up at The Base, Taupo District Council. After several days, it was identified that this was not the best option and it was agreed to move the EOC to the Taupo District Council Prefab offices in Rifle Range Road.

The key problem with using the Base was the inability of staff working in the EOC to practice social distancing.

Using the Prefab proved effective for an EOC. The prefab offices had sufficient office space for team members to be able to access individual office space, when necessary, which provided a positive working environment. This location meant that the resources required by team members was on site and the South Waikato EOC team members did not have to provide additional resourcing.

It was acknowledged that Video conferencing with external agencies and groups was not always effective.

Council staff and contractors who normally were based in the facility needed on occasions to access their offices and resources, which caused some minor disruption to the EOC.

Despite minor issues as noted above, the setup of the EOC in the prefab was reported as having worked well.

*Points for Consideration*

It is important that initial consideration for setting up an EOC needs to ensure that appropriate resources, security, and enough space for the event being managed (E.g. social distancing in a Pandemic, office space for breakouts) be taken into consideration before establishing the EOC. This would ensure that the venue used for the EOC is fit for purpose.

**Information/Communications**

Some EOC staff had not received EMIS training. A CIMS structure was adapted which was believed to better fit the EOC needs. EMIS was used for information gathering however issues arose due to lack of training by some staff members and experience with this system.

As a result of this SMART sheets were set up by the Taupo District Council IT team. The EOC moved from the EMIS system to SMART sheets. The SMART sheets worked very well and captured the data that was required.

At the beginning of the operation there was a number of different templates used to capture the accommodation information for displaced persons, which then became a large workload for the EOC team. During one week the accommodation templates were changed three times, this caused immense frustration for the EOC staff. The templates were provided and changed by Group.

There were three specific areas where system problems were identified;

- the IT set up
- the EMIS programme was not appropriate to a Covid emergency
- no coordination of emails into the EOC, with several emails being used which caused a disconnect on information flow

It was noted there should have been more focus put on a split between planning and intelligence to better align with the Group Structure.

Computers already in place were available for EOC use, however staff identified that dedicated laptops would have been more helpful.

*Points for Consideration*

Discussions need to be held with Group EOC to better align Templates with information required in a Pandemic.

There should be coordination of emails to ensure that only approved emails are in use and there is a process for how the information, received in emails is captured, and distributed to the appropriate people.

Following the CIMS structure would have meant that some of the issues that arose in the EOC would have been eliminated.

#### **Controllers**

A number of points were raised about the role of Controllers. Controllers had different approaches on how they managed their roles.

When there were controller shift changes staff identified that there were constant changes in direction from one shift to the next. Differing views and interpretation between controllers regarding welfare caused some problems.

Controllers recorded their own notes. Not using a PA to capture their decisions was identified as a risk

#### *Points for Consideration*

Controllers should be committed to ongoing Controller training. If TDC and SWDC intend to continue jointly running EOC's they should hold regular Controller meetings so that they develop joint understanding among Controllers about best practice when working in an emergency.

Controllers need to understand their powers under the Act and not be distracted by external pressures.

To alleviate external pressure on Controllers during an emergency consideration should be given to having independent controllers.

#### **Welfare and External Relationships**

EMIS worked well for welfare recordings, however as identified not all EOC staff had received EMIS training.

Some issues arose with external Agencies not understanding the Civil Defense Welfare Committees role. This caused problems in implementing the welfare services required by the community due to some Welfare committee members not being available to contribute.

MSD did not participate in the EOC Welfare committee and referred everything back to the committee to address. This highlights gaps at a local welfare committee level with some partners not participating in Welfare Committee meetings in peacetime.

Welfare Liaison Roles, which were set up at the beginning of the event proved extremely valuable in networking with Iwi and Pacifica across the Southern Region. The Liaison Officers proved effective in engaging with a large number of homeless people and responding to their needs.

#### *Points for Consideration*

More work needs to be undertaken to build strong relationships and connections with the CD Welfare Committee and external organisation's and agencies who have a role to play in provision of Welfare in a CD emergency. E.g. Foodbanks, Iwi, Pacifica, DHB's MSD. It is key for these agencies and groups to participate in planning and preparing for incidents.

It was identified that the 0800 number, that was set up for Welfare assistance, did not always perform to expectation. Information provided by the contractor, who manages the system, in Palmerston North, was often not of the required quality.

### Summary

This event, overall was professionally managed and achieved its objective at a relatively high standard. Over the ten week period, the EOC was in operation there was only one formal complaint which should be seen as confirming that it was a successful operation that met the community's needs.

The joint EOC overall worked well with some minor issues that should be addressed going forward.

It would be effective, for future incidents, that regular training between Taupo District Council and South Waikato District Council be implemented in the areas of joint EOC participation, joint controller collaboration, along with opportunities for Welfare and Liaison to meet and work together

At the beginning of an event the EOC should use the full CIMS structure and as the event progresses a modified CIMS structure could be considered. This could overcome any appointment of positions being missed, ensure an appropriate data flow and information capture.

Key to an EOC's success in a CD Emergency is regular training and it was noted in this event that a number of staff had had no training. This meant that time was spent in bringing staff up to speed with the role they were required to undertake. It was suggested, by the team in the debrief, that joint training/exercises would be beneficial with Iwi Agencies, external stakeholders, and identified Council staff taking part.

A joint EOC proved beneficial on this occasion and the strengthening of the MoU between Taupo District Council and South Waikato District Council is highly advantageous for management of Joint EOC's in future emergency's

Phil Parker  
Independent Facilitator  
7 August 2020



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

**Date:** Monday, 8 June, 2020, 1:00 pm

**Location:** Virtual Meeting Via Teams

**Members Present:**

- Cr H Vercoe (Waikato Regional Council) - Chair
- Cr A Park (Taupō District Council) - Deputy Chair
- Cr M Bunting (Hamilton City Council)
- Cr P Buckthought (Hauraki District Council)
- Cr K Tappin (Matamata Piako District Council)
- Cr A Williams (Otorohanga District Council)
- Cr T Lee (South Waikato District Council)
- Cr N Smith (Waikato District Council)
- Cr L Brown (Waipa District Council)
- Cr A Goddard (Waitomo District Council)
- Mayor S Goudie (Thames - Coromandel District Council)

**Others Present:**

- L Cavers – Chair (Co-ordinating Executive Group)
- J Snowball - Group Manager / Controller (Waikato Group Emergency Management Office)
- M Bang - Team Leader (Waikato Group Emergency Management Office)
- A BuBear- Team Leader (Waikato Group Emergency Management Office)
- J Regler – Administration Coordinator (Waikato Group Emergency Management Office)
- A Adams – Democracy Advisor (Waikato Regional Council)
- J Cox – Democracy Advisor (Waikato Regional Council)
- J Titmus – Senior Regional Emergency Management Advisor (National Emergency Management Agency)

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Doc # 16484104

Minutes of the Waikato Civil Defence and Emergency Management Group Joint Committee 8 June 2020

1. **Apologies**

WCDEM20/15

Moved by: Mayor S Goudie

Seconded by: Cr T Lee

**RESOLVED (SECTION A)**

That the apologies of Cr S Christie and S Vowles be accepted.

The motion was put and carried

2. **Confirmation of Agenda**

Agenda was confirmed as the business of the meeting.

3. **Disclosures of Interest**

There were no disclosures of interest.

4. **Confirmation of Minutes**

4.1 **Confirmation of Minutes - 2 March 2020**

WCDEM20/16

Moved by: Cr T Lee

Seconded by: Cr L Brown

**RESOLVED (SECTION A)**

That the minutes of the Waikato Civil Defence and Emergency Management Joint Committee's meeting dated 2 March 2020 be received and accepted as a true and accurate record.

The motion was put and carried

4.2 **Confirmation of Minutes - 25 March 2020**

WCDEM20/17

Moved by: Mayor S Goudie

Seconded by: Cr L Brown

**RESOLVED (SECTION A)**

That the minutes of the Waikato Civil Defence and Emergency Management Joint Committee's meeting dated 25 March 2020 be received and accepted as a true and accurate record.

The motion was put and carried

5. **Long Term Plan - 2021-2031- Levels of Service Review**

Group Manager/Controller (J Snowball) presented the report. The following was noted:

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- Chair highlighted that this report focused on the Long Term Plan (LTP) not the annual plan that had already been considered by Waikato Regional Council.
- The challenges of considering LTP matters given the financial impacts of COVID-19 was acknowledged. It was highlighted that the report drew on previous internal reviews and independent evaluations undertaken prior to COVID-19 and was impacted by emergency management systems reforms and the National Resilience Strategy.
- It was acknowledged that the COVID-19 response reiterated the improvements needed as to training and capability development that have been highlighted in the previous evaluations.
- It was highlighted that the process for LTP preparation was driven by the administering authority's (Waikato Regional Council) timeframes. It was reiterated that the Civil Defence Emergency Management (CDEM) Group was separate from the administering authority in that budgets were approved by the Group. The rating process undertaken by the administering authority, on the Group's behalf, was outlined.
- It was noted that an independent monitoring and evaluation report highlighted there was insufficient staff resource within the Group Emergency Management Office (GEMO) to effectively support the longer term delivery of some CDEM functions.

During questions, answers and related discussion the following was noted:

- A member sought clarification as to the rating undertaken by the administering authority. The Chair outlined that a targeted rate was charged to each property throughout the region and that the amount was ring fenced and only used for Civil Defence purposes.
- A member questioned the impact of an increasing number of households. The Chair noted that those households would also be charged the targeted rate which would result in an increased budget for the Group.
- A member questioned whether the proposed increase in level of service for Community Resilience should be in year 1 and not year 3.
- Members discussed the importance of a debrief from the COVID-19 response to inform the Committee's decisions as to levels of service for the LTP.
- A member highlighted the need for the Committee to fully de-briefed as to the COVID-19 response to inform future planning and the decision making due to happen at the September meeting.
- The Controller noted that a full debrief would be held when the GEMO was out of response mode and indicated the impacts of timeframes from the administering authority process along with the ongoing risk of the need for a prolonged response by the GEMO.



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WCDEM20/18

Moved by: Cr A Park

Seconded by: Cr M Bunting

**RESOLVED (SECTION A)**

1. That the report Long Term Plan – 2021-2031 – Levels of Service Review (Waikato CDEM Group Joint Committee 8 June 2020) be received.
2. That the Group Emergency Management Office prepare detailed business cases for consideration by Joint Committee at its meeting on 7 September 2020, which supports the following priorities:
  1. That increased budget for public warning and responder notification system be included in year one the Long Term Plan 2021-2031; and
  2. That increased budget in respect of capability development be included in year one the Long Term Plan 2021-2031; and
  3. That, increased budget in respect of Community resilience be included in year three the Long Term Plan 2021-2031.

The motion was put and carried

WCDEM20/19

Moved by: Mayor S Goudie

Seconded by: Cr N Smith

**RESOLVED (SECTION A)**

That prior to the September Committee meeting, the full debrief on the Group's COVID-19 response be shared with the Committee.

The motion was put and carried

**6. Powers of the CDEM Act 2002 used by the Group Controller - COVID-19 response**

The Group Manager/Controller (J Snowball) presented the report along with supporting presentation (Doc # 16456820). The following was noted:

- It was highlighted that the relevant legislation was the Public Bodies Contracts Act 1959, the Local Government Act 2002 and the Civil Defence Emergency Management Act 2002 (CDEM Act).
- The Group plan did not allow the Controller to disregard existing procurement policies and processes even in an emergency. Emergency provisions in administering authority procurement policies did not apply to a Civil Defence declared emergency. Therefore, it was felt that it was appropriate to utilise section 94 provisions under the CDEM Act.

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- It was noted that in an emergency, the assumption had been that 60% of CDEM trained staff from Councils and other organisations could be called upon if needed. However, with COVID-19 and the impact of lockdown on those with dependants, those who were vulnerable, along with councils making use of their trained staff for their internal business continuity and response efforts, only approximately 25% of trained staff were available to be called upon by Civil Defence.
- Twelve staff had been contracted into Civil Defence though to the period ending in June 2020 to support the response with core skills and functions needed for the Coordinated Incident Management System structure.
- It was highlighted that the development of the 0800 number was a direction from the National Emergency Management Agency (NEMA) to support welfare provisions.
- Figures were yet to be finalised. As per a Group Plan requirement, a recommendation would be made to the Committee in the future relating to the reconciliation of costs incurred as part of the Group's COVID-19 response. The Controller suggested initial indications were that costs incurred were Group costs.

During questions, answers and related discussion the following was noted:

- A member asked whether some costs incurred could be recovered from other parties. In direct reference to the recovery of costs relating to the 0800 number from NEMA, the Controller noted that the initial response from NEMA was that these costs were not recoverable as they fell within the response costs category.
- The Controller suggested that a letter be sent on behalf of the Group by the Chair to advocate for the 0800 number costs to be categorised as special costs so that they were recoverable from NEMA. The Chair advised that a letter to that effect would be drafted in due course. The NEMA representative advised that the letter should be promptly drafted and sent off before the end of the financial year.

WCDEM20/20

Moved by: Cr N Smith

Seconded by: Cr K Tappin

**RESOLVED (SECTION A)**

**That the report Powers of the CDEM Act 2002 used by the Group Controller – COVID-19 response (Waikato CDEM Group Joint Committee 8 June 2020) be received.**

**The motion was put and carried**

**7. Group Manager/Controller report on the Waikato CDEM Group response in support of COVID-19**

The Group Manager/Controller (J Snowball) presented the report along with supporting presentation (Doc # 16456820). The following was noted:

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- A national transition notice was in force but was not specific to recovery as the civil defence response was ongoing. There was direction from the National CDEM Director to continue to provide welfare support until the social sector was able to meet demand.
- A \$30 million appropriation was available to be accessed to support the delivery of welfare provisions by CDEM groups.
- Support for foreign nationals who are unable to access benefit support from the Ministry of Social Development was an ongoing issue. Foreign nationals were entitled to receive civil defence welfare provisions until a national solution was available.
- Students in the region may face a lack of resources and have been accessing food bank support rather than civil defence welfare provisions.
- There was a correlation between the number of people accessing welfare provisions and employment deprivation data which was based on local authority area.
- The initial learnings taken from the response were outlined including learnings and challenges.

During questions, answers and related discussion the following was noted:

- A member questioned whether costs incurred that were discussed in this report would be met by the relevant council. The Controller advised that they were mainly welfare costs which are recoverable from NEMA.
- The Chair acknowledged the role of the Controller and staff during the response. The Senior Regional Emergency Management Advisor acknowledged the support given by the Controller to operations in Wellington, and the high quality work undertaken by the Group.

**WCDEM20/21**

**Moved by:** Cr H Vercoe

**Seconded by:** Cr K Tappin

**RESOLVED (SECTION A)**

1. **That the report Group Manager / Controller report on the Waikato CDEM Group response in support of COVID-19 (Waikato CDEM Group Joint Committee 8 June 2020) be received.**
2. **That the Committee recognises and thanks the Group Controller and staff located across the region for their work in relation to the Group's response to COVID-19.**

**The motion was put and carried**

**8. Summary Report - CEG Meeting - 22 May 2020**

The Chair of Co-ordinating Executive Group (CEG) (L Cavers) presented the report. The following was noted:

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- Due to COVID-19, a large number of planned works has been delayed and CEG's focus was on developing the business cases for the LTP process.
- The tsunami siren and associated public education programmes that would be considered in a business case to be presented at the September meeting was discussed.

During questions, answers and related discussion the following was noted:

- If the tsunami sirens were upgraded the cost may be met by Thames Coromandel District Council (TCDC). It is advised this was an ongoing programme of work in collaboration with TCDC.

WCDEM20/22

Moved by: Cr A Park

Seconded by: Cr P Buckthought

**RESOLVED (SECTION A)**

**That the report Summary Report – CEG Meeting – 22 May 2020 (Waikato CDEM Group Joint Committee 8 June 2020) be received.**

**The motion was put and carried**

**9. Group Work Plan - Progress towards completion of priority 1 actions**

Group Manager/Controller (J Snowball) presented the report. The following was noted:

- There had been little movement in the Group's activity plan due to COVID-19.
- A number of activities taken in response to COVID-19 had inadvertently progressed a number of actions on the Group Plan. This would be reviewed once the GEMO had moved out of its response mode with a refocus on priority one actions.

WCDEM20/23

Moved by: Cr T Lee

Seconded by: Cr L Brown

**RESOLVED (SECTION A)**

**That the report Group Work Plan – Progress towards completion of priority 1 actions (Waikato CDEM Group Joint Committee 8 June 2020) be received.**

**The motion was put and carried**

**10. Update from the National Emergency Management Agency**

Senior Regional Emergency Management Advisor (J Titmus) presented the report. The following was noted:

- The challenges to implement the new NEMA structure due to Whakaari/White Island and COVID-19.

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During questions, answers and related discussion the following was noted:

- The model for Emergency management would be changed or reviewed following the general election.
- A question was raised about the segregation of roles in the civil defence model. It was highlighted that work had been focused on stabilising NEMA and introducing appropriate capacity into the organisation to prepare for the future.
- Questioned whether the Group Plan should be reviewed including financial delegations.

WCDEM20/24

**Moved by:** Cr T Lee

**Seconded by:** Cr M Bunting

**RESOLVED (SECTION A)**

**That the report Update from the National Emergency Management Agency (Waikato CDEM Group Joint Committee 8 June 2020) be received.**

**The motion was put and carried**

Meeting closed at 2.24pm