

# **ATTACHMENTS**

## **Emergency Management Committee Meeting**

**22 May 2017**

## Table of Contents

---

3.1	Emergency Management Committee Meeting - 20 February 2017	
	Attachment 1    Emergency Management Committee Meeting Minutes - 20 February 2017 .....	3
4.4	Receipt of Unconfirmed Waikato Civil Defence Emergency Management Joint Committee Minutes - 6 March 2017	
	Attachment 1    Unconfirmed Waikato Civil Defence Emergency Management Joint Committee Minutes - 6 March 2017 .....	8

Emergency Management Committee Meeting Minutes

20 February 2017

**TAUPO DISTRICT COUNCIL  
MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, 72 LAKE TERRACE, TAUPO  
ON MONDAY, 20 FEBRUARY 2017 AT 11.02AM**

**PRESENT:** Cr Anna Park (in the Chair), Cr Tangonui Kingi, Mr Andy Hema, Mrs Tina Jakes, Mrs Ariell King

**IN ATTENDANCE:** Group Manager: Corporate & Community, Civil Defence Manager, Rural Fire Manager, Communications Manager, Infrastructure Manager, Strategic Partnership Advisor

**MEDIA AND PUBLIC:** Mr J Snowball [GEMO], Mr D Mertens [GEMO], Ms S Vowles [MCDEM], Mr I Wellings [Tokoroa], Mr J Smith

**1 APOLOGIES**

David Trewavas [Mayor]

**2 CONFLICTS OF INTEREST**

Nil

**3 CONFIRMATION OF MINUTES**

Nil

**4 REPORTS**

**4.1 CIVIL DEFENCE EMERGENCY MANAGER'S UPDATE**

The Civil Defence Manager spoke to his report highlighting learning from Kaikoura deployment.

**EM201702/01 RESOLUTION**

Moved: Mrs Tina Jakes

Seconded: Mr Andy Hema

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

**CARRIED**

**4.2 RURAL FIRE MANAGER'S REPORT**

The Rural Fire Manager updated the call-out figure to 35 between the period of 1 November 2016 and 12 February 2017. In December a successful volunteers' dinner was held with long serving volunteers being presented with service medals.

The Rural Fire Manager attended a one day deployment in Hastings during the recent bush fires.

**EM201702/02 RESOLUTION**

Moved: Mrs Ariell King

Seconded: Mrs Tina Jakes

That the Emergency Management Committee receives the Rural Fire Manager's report.

**CARRIED**

---

Page 1

**4.3 UPDATE ON THE WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MINUTES - 5 SEPTEMBER & 28 NOVEMBER 2016**

The Group Manager: Corporate & Community noted that Taupō District Council [TDC] would provide further Foundational Courses. It was recorded that TDC held a Rural Fire volunteers dinner in December 2016 in recognition of their contribution and service.

The Chair advised that Councillor H Vercoe was appointed to the Chair, along with Councillor L Tooman as Deputy Chair.

**EM201702/03 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Mrs Ariell King

That the Emergency Management Committee receives the Waikato Civil Defence Emergency Management Group Joint Committee update

**CARRIED****4.4 FIRE AND EMERGENCY NEW ZEALAND [FENZ] UPDATE**

The Group Manager: Corporate & Community advised that Rural Fire operations would cease on 1 July 2017. The transfer of assets was still a matter being discussed; this directly affected TDC.

**EM201702/04 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Mrs Ariell King

That the Emergency Management Committee receives the Fire and Emergency New Zealand update.

**CARRIED****4.5 MINISTERIAL AWARD NOMINATION FOR MR S HOWARD**

The Group Manager: Corporate & Community recommended the committee nominate Mr S Howard for an achievement award. Members were in agreement.

**EM201702/05 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Mrs Tina Jakes

That the Emergency Management Committee approve the nomination of Mr Shamus Howard for a 2017 Ministerial Award for his contribution to the civil defence and emergency management sector.

**CARRIED****4.6 CIVIL DEFENCE LOCAL RECOVERY PLAN REVIEW**

The Group Manager: Corporate & Community advised a review would take place later in 2017. The importance of economic development was highlighted, to which he proposed a one day symposium be held in this regard later in the year.

**EM201702/06 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Mrs Ariell King

That the Emergency Management Committee receives the Local Recovery Plan update.

**CARRIED**

**4.7 WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN**

The Group Manager: Corporate & Community spoke to the item and discussed a number of actions and priorities for the committee to embrace and work through. Reference was made to the eight goals noted on page 10 of the Plan.

**EM201702/07 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Mr Andy Hema

That the Emergency Management Committee receives the Waikato Civil Defence Emergency Management Group Plan update.

**CARRIED**

**4.8 GROUP EMERGENCY MANAGEMENT OFFICE [GEMO] UPDATE**

Mr J Snowball addressed members on the following points:

- CEG transitioning into an advisory role.
- Considering potential implications of new Recovery legislation.
- Looking at how councils within the Waikato Region direct Civil Defence resources.
- Current office location did not provide for necessary equipment setup, for example radios. The move to the Genesis building was progressing and would accommodate the necessary infrastructure.
- Annual training schedule being developed.
- Noted Taupō's involvement in the Kaikoura event with multiple staff deployments.
- Regional deployment plan being investigated.

Mr D Mertens introduced himself to the committee, providing a brief work history in relation to his role within GEMO.

**EM201702/08 RESOLUTION**

Moved: Mrs Tina Jakes  
Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receives the Group Emergency Management Office update and thanks Mr J Snowball and Mr D Mertens for their attendance.

**CARRIED**

**4.9 MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT [MCDEM] UPDATE**

Ms S Vowels addressed members on the following points:

- Numerous events were affecting MCDEM core business.
- New Recovery legislation had significant implications and learnings.
- EMIS 3.0 being rolled out with the intention of combining with the Ministry of Health EMIS system.
- Delay in New Zealand disaster resource strategy.

## Emergency Management Committee Meeting Minutes

20 February 2017

- National MCDEM conference scheduled for 7-9 June in Wellington.
- Revamp of the National Warning System underway. This may affect Taupō volcanic eruption notifications.

**EM201702/09 RESOLUTION**

Moved: Cr Anna Park  
Seconded: Cr Tangonui Kingi

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

**CARRIED****4.10 CONTROLLERS UPDATE**

Mrs A King informed members that Controller meeting dates for 2017 were being finalised and that work was underway in the development of a Controller Policy.

**EM201702/10 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Mr Andy Hema

That the Emergency Management Committee receives the Controllers' update.

**CARRIED****4.11 PUBLIC INFORMATION MANAGER UPDATE**

The Communications Manager updated members on being deployed to the Kaikōura event and being charged with managing community meetings. Social media played an important role in communicating both locally and internationally, however it raised the challenge of putting forward a consistent message through multiple sources.

The Communications Manager advised of her involvement in the communication advisory group.

**EM201702/11 RESOLUTION**

Moved: Cr Tangonui Kingi  
Seconded: Cr Anna Park

That the Emergency Management Committee receive the Public Information Manager's Update.

**CARRIED****4.12 WELFARE PLAN 2017/2020**

The Strategic Partnership Advisor highlighted the following points:

- Kaikōura deployment: Importance of EOC training in preparation for an actual event. Self-care in the EOC was essential, also clarity on local systems.
- Draft Taupō Welfare Plan 2017/2020 presented for members comments or feedback.

In response to a question, the Strategic Partnership Advisor suggested meeting with the Turangi/Tongariro Community Board to discuss the Welfare Plan and how it related to the community; and to receive feedback.

**EM201702/12 RESOLUTION**

Moved: Mr Andy Hema  
 Seconded: Cr Tangonui Kingi

That the Emergency Management Committee receive the draft Welfare Plan 2017/2020

**CARRIED**

**5 CONFIDENTIAL BUSINESS****RESOLUTION TO EXCLUDE THE PUBLIC**

I move that the public be excluded from the following parts of the proceedings of this 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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
<b>Agenda Item No: 5.1</b> Omori Volunteer Rural Fire Force Update	Section 6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	Section 48(1)(a)(i)- 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

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.

The Meeting closed at 12.02pm.

The minutes of this meeting were confirmed at the Emergency Management Committee Meeting held on 22 May 2017.

-----  
**CHAIRPERSON**




---

## Waikato Civil Defence Emergency Management Joint Committee OPEN MINUTES

---

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chamber, 401 Grey Street, Hamilton East on Monday 6 March 2017 at 1.02 pm.

**Present:**

<b>Hamilton City Council</b>	Cr L Tooman
<b>Hauraki District Council</b>	Cr P Buckthought
<b>Matamata Piako District</b>	Cr B Hunter
<b>Otorohanga District Council</b>	Cr A Williams
<b>South Waikato District Council</b>	Cr T Lee
<b>Taupo District Council</b>	Cr A Park
<b>Thames Coromandel District Council</b>	Cr R Simpson
<b>Waikato District Council</b>	Cr N Smith
<b>Waikato Regional Council</b>	Cr H Vercoe
<b>Waipa District Council</b>	Cr J Bannon
<b>Waitomo District Council</b>	Cr A Goddard

**In Attendance:**

<b>Ministry of Civil Defence and Emergency Management</b>	G Talbot
---	----------

**Staff**

L Cavers – CEG Chair  
 L Hazelwood – Group Controller  
 J Snowball – Team Leader Operations  
 V McDonald – Team Leader GEMO  
 J Douglas – Emergency Management Coordinator, HCC  
 M Taito – Emergency Management Coordinator,  
 Training  
 J Cox – Democracy Advisor



**SECTION A: (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)****Apologies**

There were no apologies for the meeting.

**Confirmation of Agenda**

(Agenda Item 3)

The agenda of the Waikato Civil Defence Emergency Management Joint Committee of 6 March 2017 was accepted by the members.

**Disclosures of Interest**

(Agenda Item 3)

There were no disclosures of interest.

**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item #5) Doc #9572017

Cr Simpson moved/Cr Smith seconded.

CD17/01

**THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 28 November 2016 be received and approved as a true and correct record.**

**The motion was put and carried (CD17/01)**

**Welcome and Introductions**

The Chair introduced to members Gary Talbot of MCDEM who attended the meeting in place of Suzanne Vowles.

Members were further introduced to two new team members of the GEMO:  
Justin Douglas – Emergency Management Coordinator, Hamilton City Council.  
Mere Taito – Emergency Management Coordinator – Training.

**Sendai Framework**

File: 35 00 05 (Agenda Item #6) Doc #10020638, 10018242, 10021409

The report provided the Joint Committee with an overview of the Sendai Framework and the implications of it for Civil Defence Emergency Management in the Waikato. GEMO Team Leader (V McDonald) provided the presentation and responded to questions from the Joint Committee.

During questions, answers and related discussion the following points were noted:

- In response to a question around the work that was done to inform councils of the risks it was noted there were a number of projects including work with the Regional Council on tsunami considerations and fault line research. Work was being undertaken to identify safe areas for tsunami evacuation on the East coast and how to simply communicate these messages. A summary of this work would be brought to the June 2017 meeting for the Joint Committee.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting 6 March 2017

3

- It was noted that Civil Defence did not work in silos and there were regular lifeline group meetings where communication occurred with all organisations involved. Welfare agencies were also in receipt of updates from Civil Defence on a regular basis.
- The bigger picture for all councils was the recent National Policy Statement on dealing with risk. It was already clear within the Resource Management Act that hazard planning must be undertaken. Members were reminded that they were the champions for Civil Defence for their councils and that as champions should be asking the relevant questions of their organisations particularly when reviewing district plans.
- The National Disaster Resilience Strategy was also discussed. Informal consultation was being undertaken with key stakeholders over the next couple of months. Formal consultation with the public would occur over July-September 2017. MCDEM planned to present the strategy to Cabinet in November/December 2017.

Cr Hunter moved/Cr Tooman seconded.

CD17/02

**THAT the report Sendai Framework (Doc #10020638 dated 23 February 2017) be received for information only.**

**The motion was put and carried (CD17/02)**

#### **MCDEM**

File: 35 00 05 (Agenda Item #7) Doc #10015203, 10022799

The verbal report by G Talbot, of MCDEM provided the Joint Committee with an update on the legislative changes from the Ministry.

During questions, answers and related discussion the following points were noted:

- There was no one Act that took precedent over another Act. The frustration shown following the Christchurch and Kaikoura emergencies highlighted the concern over the fact that each agency's incident controller was working under their own Act and there was not one central controller or act to provide guidance where it was needed (unified command). The Minister was wanting a stronger command and control model for CDEM.
- Need to be able to stand up the welfare function as quickly as possible.
- Good situational awareness and communications during an event was essential to ensure the Ministry are kept informed throughout the event.
- A lot of grey areas in the current legislation that needed to be addressed in regards to control and command.
- It was noted that some communities had voiced to Councillors their willingness to pay more for CDEM services if it was required.
- With respect to a public alerting system members were advised that there was likely a direction the minister may wish to go, work had been done in workshops and with GNS science to consider what was reasonable to spend and these discussions were continuing. It was noted that there was likely to be a suite of tools as it was recognised there was not a "one size fits all" for public alerting.

Cr Bannon moved/Cr Park seconded.

CD17/03

**THAT the verbal report of G Talbot of MCDEM be received.**

**The motion was put and carried (CD17/03)**

**New CDEM Legislation and Implications for Recovery**

File: 35 00 05 (Agenda Item #8) Doc #10044322

The report provided the Joint Committee with information regarding the need for an additional resource within the GEMO to meet the new requirements surrounding Recovery legislation and the transition from response. Acting Group Manager (J Snowball) spoke to the report and responded to questions.

During questions, answers and related discussion the following points were noted:

- The proposal to reconfirm the appointment of Greg Ryan as the Group Recovery Manager would be appropriate even though he was no longer a staff member of the GEMO. The proposal had been discussed with him and he was happy to continue in the role until the matter had been sorted properly with respect to the new legislation.
- The change in legislation meant that more staff would be required to work within the Civil Defence Group and the group would advise the Regional Council that additional funding was required to meet with legislative requirements. This would occur within the Annual Plan deliberation and adoption meeting in June 2017.

Cr Simpson moved/Cr Buckthought seconded.

CD17/04

1. **THAT the report "New CDEM Legislation and Group Recovery Manager Position Request" (Doc # 10044322 dated 1 March 2017) be received.**
2. **THAT the Joint Committee note that additional resources within the GEMO and Group will be required as a result of the Civil Defence Emergency Management Amendment Act 2016**
3. **THAT the Joint Committee approve the development of a business case to support the provision of this additional resource**
4. **THAT a sub-committee of the Chair, Cr Tooman, Cr Park and Cr Smith be appointed to approve the business case, for submission to the Waikato Regional Council annual plan.**
5. **THAT Greg Ryan be appointed (re-confirmed) as the Group Recovery Manager**
6. **THAT Kurt Abbott be appointed the alternate Recovery Manager position (, pending confirmation of appointment at Waikato District Council)**

**The motion was put and carried (CD17/04)**

Further to the recommendations it was noted that within the Waikato Group Plan the Joint Committee had identified members appropriate for making a declaration in an emergency. With the change in legislation it was considered appropriate to make a similar determination under Section 25 of the CDEM Act, to allow for members to declare a transition period. The transition period gave powers to the Recovery manager to continue within their role.

It was noted to be sensible that the same person who could make the declaration as provided for in the Group Plan could also declare a transition period.

It was noted as important that where the members present at the meeting were the alternates, but were to be the primary member attending for their council, that they sought a council resolution to alter the membership arrangement. This would then ensure that they met the requirements under legislation and within the Group Plan.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting 6 March 2017

5

Cr Smith moved/Cr Goddard seconded.

CD17/05

1. **THAT in accordance with Section 25 of the CDEM Act 2002, the following persons are appointed by the Waikato Civil Defence Emergency Management Joint Committee to make local declarations of transition for all or part of the Waikato Group area:**
  - The Chairperson of the Joint Committee.
2. **THAT in the absence of the Chairperson, the following person is authorised, in order, to undertake this function:**
  - The Deputy Chairperson of the Joint Committee.
3. **THAT in the absence of the Chairperson and Deputy Chairperson, the following persons are authorised to undertake this function:**
  - Any other Member's representative on the Joint Committee.

The motion was put and carried (CD17/05)

#### **Joint Committee CEG Minutes**

File: 35 00 05 (Agenda Item #9) Doc # 10017590

The report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (17 February 2017).

During questions, answers and related discussion the following points were noted:

- Members sought to be advised on the Waikato Lifelines group meetings in order to be able to attend where possible. It was noted that the quarterly meeting had occurred in February and the next would be in May with a workshop at the end of August.

Cr Lee moved/Cr Park seconded.

CD17/06

**THAT the report Joint Committee CEG minutes (Doc #10017590 dated 17 February 2017) be received for information only.**

The motion was put and carried (CD17/06)

#### **Public Information Management Update**

File: 35 00 05 (Agenda Item #10) Doc #10018177

The report informed the Joint Committee of strategic issues related to:

- Public Information Management (PIM) developments and arrangements
- Public education developments and arrangements

The Waikato CDEM Group Public Information Manager (S Ward) and Emergency Management Co-ordinator – Community Resilience (D Mehrrens) presented the report and responded to questions.

During questions, answers and related discussion the following points were noted:

- GEMO support was provided to the Territorial Authority Communications departments with access to centralised training.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting 6 March 2017

6

- It was noted that within the PIM sector there was already a tight network with the Group Public Information Manager and Emergency Management Co-ordinator.
- Additional training was being developed in response to the needs and requests from Council Communications/PIM staff throughout the Waikato region requiring further training and support for dealing with emergency events.

Cr Williams moved/Cr Bannon seconded.

CD17/07

**That the report Public Information Management (PIM) Update (Doc #10018177 dated 23 February 2017) be received for information only.**

**The motion was put and carried (CD17/07)**

#### **Kaikōura Earthquake**

File: 35 00 05 (Agenda Item #11) Doc #10018866

The report informed the Joint Committee of the Waikato CDEM group contribution to the Kaikōura Earthquake response as well as the related impact on the Waikato region.

During questions, answers and related discussion the following points were noted:

- The Kaikōura earthquake had an impact on the water supplies at Raglan whereby the mountain spring was impacted with sediment. This highlighted an issue for Waikato District Council where if a filter had been installed between the spring and water treatment plant there would not have been an issue. The exercise with Waikato District Council had provided very useful training for local staff.
- Certificates of appreciation had been provided to all staff deployed to Kaikōura.
- The East Coast tsunami evacuation went reasonably well considering the alerting infrastructure available. It was noted that in at least one area there was confusion over where to go and many did not have an appreciation of what they should take with them when evacuating. It was noted that lessons had been learned from the evacuation and work was ongoing to ensure those lessons turned into action and education for the community.
- The focus had primarily been on the east coast of the Coromandel peninsula and it was noted from recent expos in Whitianga the promotion "Long and Strong, Get Gone" was good however the most relevant question still was "Where do I go?".
- Further work needed to be undertaken to ensure the community have the right information and are prepared. As a matter of some urgency easy to use evacuation maps were generated by the GEMO and WRC in support of key east coast communities. Additional resources would be provided to Local Councils by the GEMO to be delivered directly to the community ie through the Community Response Plans. The challenge of avoiding complacency by the community due to repeated evacuations was also discussed.
- There was further work to be done with the evacuation plans for the West Coast of the peninsula.

Cr Lee moved/Cr Goddard seconded.

CD17/08

**THAT the report Kaikōura Earthquake (Doc #10018866 dated 23 February 2017) be received for information only.**

**The motion was put and carried (CD17/08)**

---

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting 6 March 2017

7

**Central Government Policy Direction**

File: 35 00 05 (Agenda Item #12) Doc #10021954

The report provided the Joint Committee with an overview of Central Government's policy direction as recently indicated by various Ministers and Executive Management.

During questions, answers and related discussion the following points were noted:

- The Joint Committee would be advised of any review of powers
- Discussion occurred around tsunami warning systems, the National Policy on Natural Hazards and the interest in CDEM shown by WorkSafe.

Cr Bannon moved/Cr Tooman seconded.

CD17/09

**That the report Central Government Policy Development** (Doc #10021954 dated 23 February 2017) **be received for information only.**

**The motion was put and carried (CD17/09)**

**2017 Meeting Dates**

File: 35 00 05 (Agenda Item #13) Doc #10021375

The report provided the Joint Committee with relevant meeting dates for 2017.

**Items for the Next Meeting**

File: 35 00 05 (Agenda Item #14)

The item provided for discussion with the Joint Committee over proposed reports and items for the next meeting scheduled for 26 June 2017.

Meeting closed at 3.06.

Doc #10061620