

Document No: 320969**File No: 400/010B****Report To: Council****Meeting Date:** 26 November 2013**Subject:** **Civil Defence Orientation Presentation****Purpose of Report**

- 1.1 The purpose of this presentation to Councillors is to inform Councillors on the provision of Emergency Management Services within the Waikato Region and reinforce Waitomo District Councils obligations under the Civil Defence Emergency Management (CDEM) Act 2002.

Local Government Act S.11A Considerations

- 2.1 The provision of Civil Defence Emergency Management activities within the Waitomo District is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 This provision by Waitomo District Council is required by Section 64 under the Civil Defence Emergency Management Act 2002.

Commentary

- 4.1 A power point presentation relating to the provision of Civil Defence Services within our region has been prepared by the Group Emergency Management Team for presentation to each Council.
- 4.2 This presentation will be given by the Group Manager Community Services.

Suggested Resolution

The business paper on Civil Defence Orientation Presentation be received.

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2013

Michelle Higgie**Subject:** FW: CDEM councillor induction presentation**Attachments:** 3-2870666-Waikato_councils_election_induction_presentation_JR_(2).ppt**From:** Greg Ryan [mailto:Greg.Ryan@waikatoregion.govt.nz]**Sent:** Friday, 1 November 2013 4:07 p.m.**To:** CEG Members**Cc:** GECC CDEM Managers; GECC CDEM Group LOCAL Controllers**Subject:** CDEM councillor induction presentation

Good afternoon CEG members (**local CDEM managers and controllers, this is for your information only**)

Please find attached a presentation that has been developed to induct your new councillors into the world of civil defence (following the discussion around the draft at the last CEG meeting). The intention is that it will be delivered to your full councils by each council's CEG member.

You'll see that the presentation includes several slides covering local arrangements (slides 9-14). You only need to retain the slide that relates to your local area, but we would also encourage you to add a couple more slides covering any other local information that you feel is relevant.

Also, there are two slides at the end of the presentation that are designed for your Joint Committee members (i.e. they contain information that is only relevant to members of the Joint Committee). A more detailed presentation will be provided at the next Joint Committee meeting on 18th November.

Please treat this as a "base template", and feel free to add additional information as appropriate.

Any questions, let me know.

Have a good weekend.

Regards, Greg

Greg Ryan BE (hons) PGCertMgtSt

Programme Manager

Group Emergency Management Office

Waikato CDEM Group

P: +64 7 859 0999

F: +64 7 859 0998

M: +64 21 792 476

Private Bag 3038, Waikato Mail Centre, Hamilton 3240

Please consider the environment before printing this email



Website: <http://www.waikatoregioncdemg.govt.nz/>

Facebook: www.facebook.com/WaikatoCivilDefence

Twitter: CivilDefenceWKT

 This email message and any attached files may contain confidential information, and may be subject to legal professional privilege. If you have received this message in error, please notify us immediately and destroy the original message. Any views expressed in this message are those of the individual sender and may not necessarily reflect the views of Waikato Regional Council. Waikato Regional Council makes reasonable efforts to ensure that its email has been scanned and is free of viruses, however can make no warranty that this email or any attachments to it are free from viruses.

Visit our website at <http://www.waikatoregion.govt.nz>



Council Induction 2013



“sometimes it does us a power of good to remind ourselves that we live on two volcanic rocks where two tectonic plates meet, in a somewhat lonely stretch of windswept ocean just above the Roaring Forties. If you want drama – you’ve come to the right place”

Sir Geoffrey Palmer

Waikato Region
CIVIL DEFENCE
Emergency Management Group

Our Hazards



Waikato Region
CIVIL DEFENCE
Emergency Management Group

Two acronyms you need to know

- CDEM: Civil Defence and Emergency Management
- 4Rs: Reduction, Readiness, Response and Recovery



CDEM ACT 2002

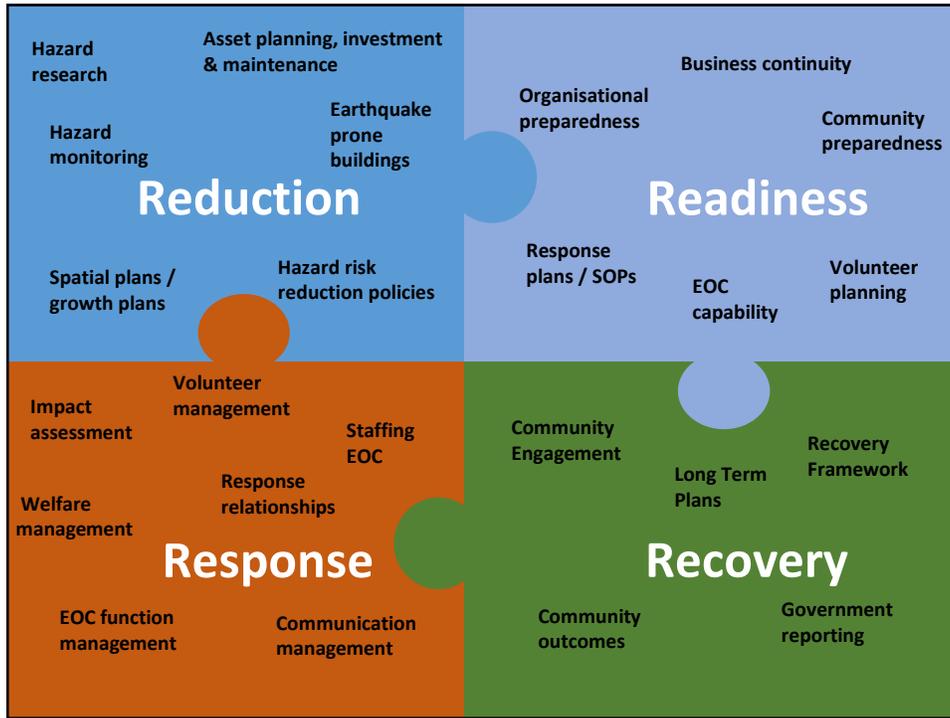
- Promoting sustainable management of hazards
- Enabling communities to achieve acceptable levels of risk
- Requiring coordination of CDEM activities
- Provides the powers necessary to manage an event
- Encouraging coordination and integration across sectors to address interdependencies
- Reduction, readiness, response and recovery arrangements



Section 64 – Duties of Local Authorities

1. A local authority must plan and provide for civil defence emergency management within its district
2. A local authority must ensure it is able to function to the fullest possible extent, even though this may be a reduced level, during and after an emergency





Waikato Region CIVIL DEFENCE Emergency Management Group

We are not alone

The diagram illustrates the support network for CDEM (Civil Defence Emergency Management) and the geographical context of the Waikato region.

Support Network:

- Local Authorities
- Advisory Groups
- Lifeline Utilities
- Emergency Services
- Welfare Agencies

Local CDEM Areas (Map Key):

- Thames Valley
- Waikato District Council
- Hamilton City Council
- Shantel Authority (Shantel, Otirohanga, Waikato)
- South Waikato District Council
- Taupo District Council

Waikata Region
CIVIL DEFENCE
Emergency Management Group



Local Arrangements

- Taupo

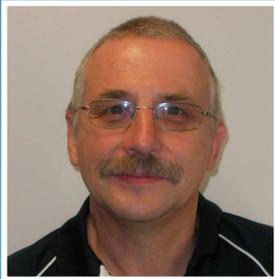


Waikata Region
CIVIL DEFENCE
Emergency Management Group



Local Arrangements

- South Waikato



Waikato Region CIVIL DEFENCE Emergency Management Group

Local Arrangements

- Western Waikato

Photo for Martin to come

Otorohanga Waipa Waitomo

Western Waikato



Waikato Region CIVIL DEFENCE Emergency Management Group

Local Arrangements

- Waikato

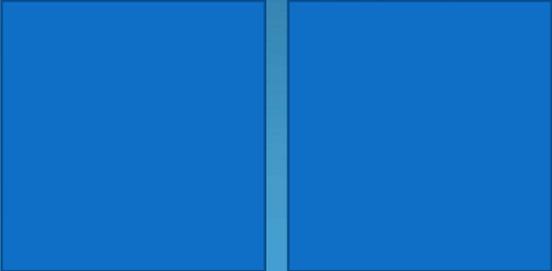


Waikato Region CIVIL DEFENCE Emergency Management Group

Local Arrangements

- Hamilton City Council

Photo for David and Shaun to come



Waikato Region CIVIL DEFENCE Emergency Management Group

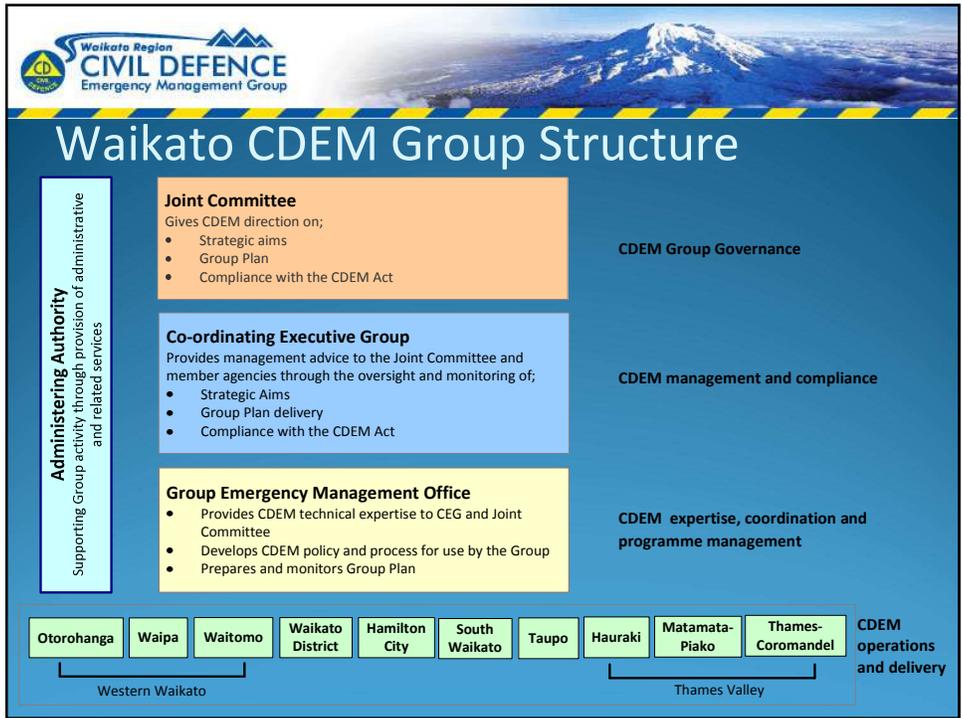
Local Arrangements

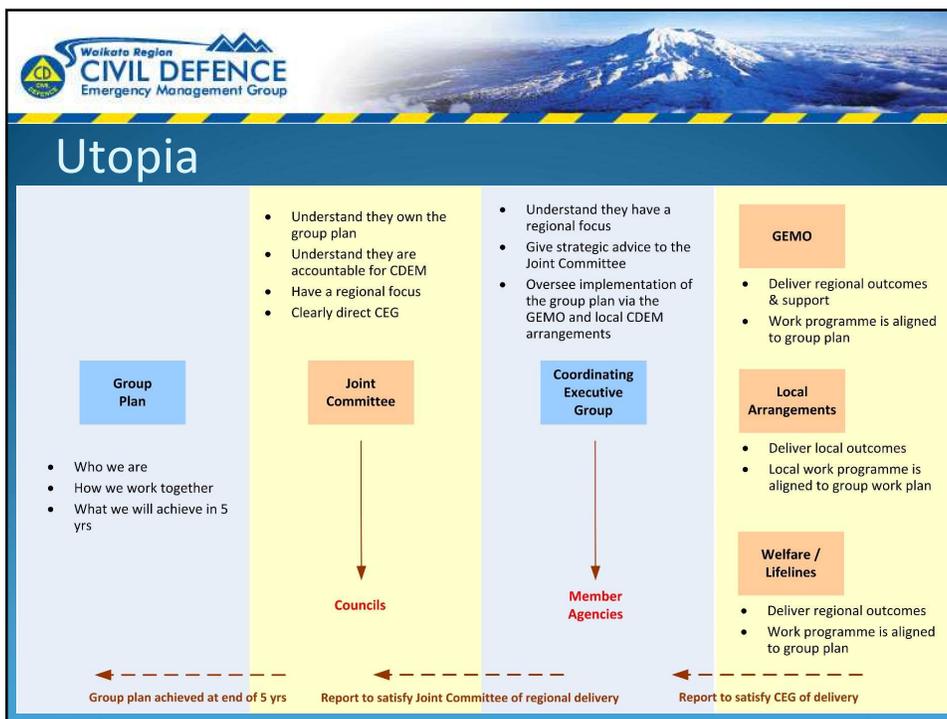
- Thames Valley

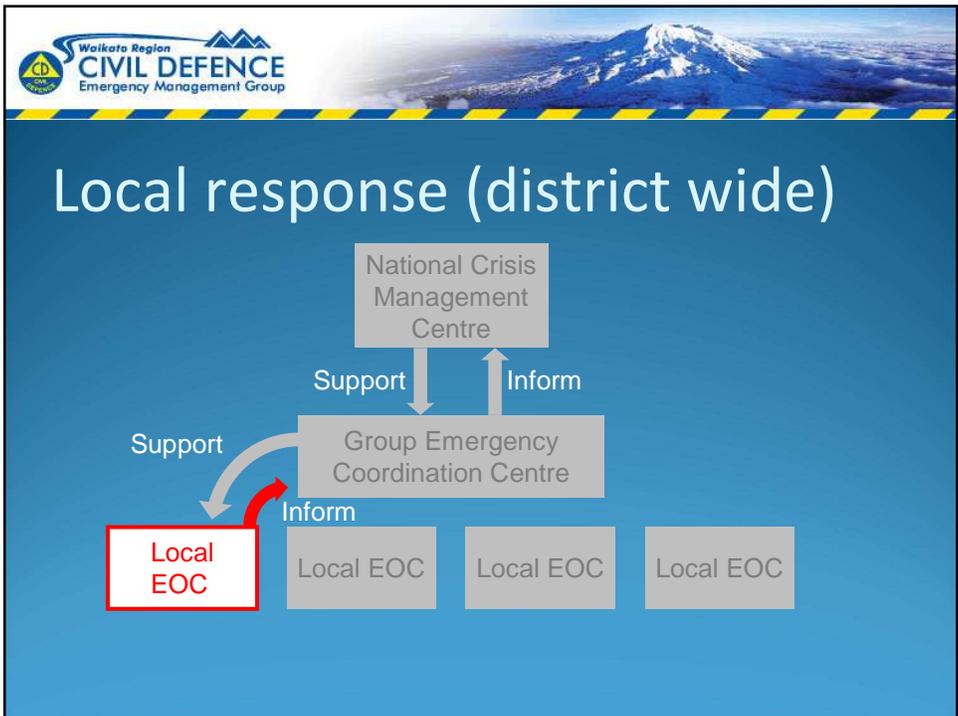
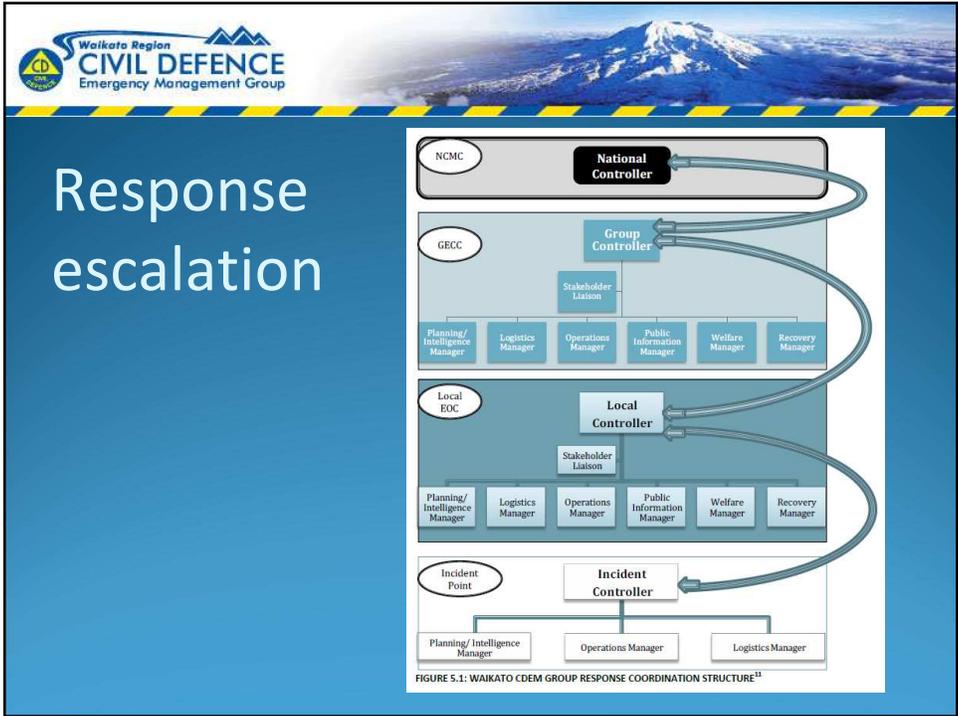
Hauraki	Matamata-Piako	Thames-Coromandel
---------	----------------	-------------------

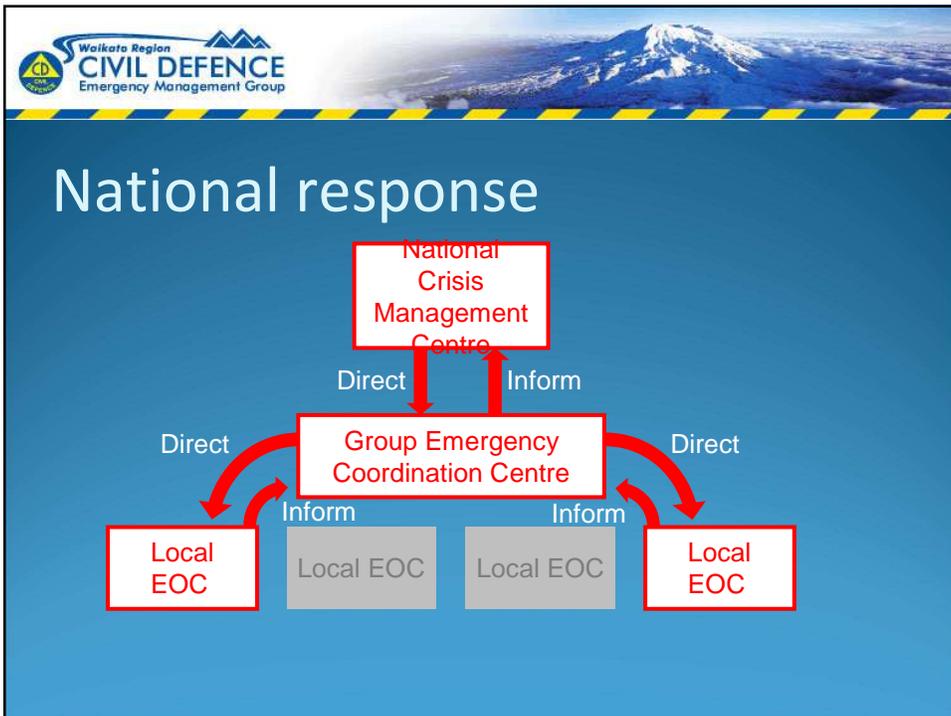
Thames Valley













Waikato CDEM Group Focus

- 2011 - 2012
Building infrastructure, administrative excellence and processes/plans
- 2013-2015
Practical application of processes and plans to enhance overall capabilities and building of community resilience (training, exercising and building community response planning)



Back to you





Questions?



Appointment to the Joint Committee

- Key responsibilities:
 - Direction
 - Approval of annual work programme and budget
 - Policy/Strategy development workshops
 - Promotion of CDEM to council and the community
- Meetings for 2014:
 - March (Informational)
 - June (Progress reports)
 - September (End of year report/Strategic look ahead)
 - November (approval of annual work programme & budget)



Appointment to the Joint Committee

- Event Response
 - Responsible for declaration of state of emergency for the group
 - Accountability and responsibility for managing an event resides solely with the Local or Group Controller
 - Authority to remove Controller

Document No: 320761**File No:** 502/001**Report To: Council****Meeting Date:** 26 November 2013**Subject:** **Review of Waitomo District Rural Fire Plan**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for consideration and adoption the Waitomo District Rural Fire Plan for 2013-2015 (the Plan).

Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

Background

- 3.1 Council has a statutory obligation to carry out the functions of a Rural Fire Authority as set out in the Forest and Rural Fires Act 1977 and the Forest and Rural Fire Regulations 2005.
- 3.2 In order to meet its statutory obligations, the Waitomo District Rural Fire Authority must have in place a Rural Fire Plan which contains policies and procedures to prevent, detect and suppress any rural fires in the District.
- 3.3 The Forest and Rural Fire Regulations require Council to review the "Readiness" and "Response" components of its Rural Fire Plan at not more than two year intervals and the "Reduction" and "Recovery" components at not more than five year intervals.

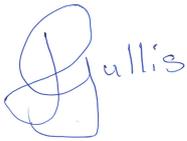
Commentary

- 4.1 The Plan has been reviewed and updated to keep the content current and relevant where that is necessary. A copy of the Plan is enclosed separately with this Agenda and forms part of this business paper.
- 4.2 The amendments made in the Plan are minor in nature and relate to updating contact details for outside agencies which may be required to assist Council in controlling/suppressing rural fires within the District and the inclusion of B21 Wild threat analysis under the reduction system as an additional management tool once this analysis has been finalised.

threat analysis under the reduction system as an additional management tool once this analysis has been finalised.

Suggested Resolutions

- 1 The business paper on Review of Waitomo District Rural Fire Plan be received.
- 2 Pursuant to Regulation 40 of the Forest and Rural Fires Regulations 2005, Council adopt the Waitomo District Rural Fire Plan 2013-2015.

A handwritten signature in blue ink, appearing to read 'Jullis', with a stylized initial 'J'.

JOHAN CULLIS
PRINCIPAL RURAL FIRE OFFICER

Enclosure: Waitomo District Rural Fire Plan for 2013-2015 (Doc 321072)

Document No: 320558**File No:** 400/010/2**Report To: Council****Meeting Date:** 26 November 2013**Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 2 September 2013.

Background

- 2.1 Council is represented on the CDEM Joint Committee by the Mayor.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the CDEM Joint Committee meeting of 2 September 2013.

Suggested Resolution

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2013

Attachment: 1 Joint Committee Minutes – 2 September 2013 (doc 320559)

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Waipa District Council Chamber, 101 Bank Street, Te Awamutu at 1 pm on Monday 2 September 2013.

MEMBERS:

- Waikato Regional Council**
Cr S Friar
- Hamilton City Council Representative**
Cr PM Mahood
- Hauraki District Council Representative**
Mayor JP Tregidga
- Matamata Piako District Council Representative**
Mayor H Vercoe (Chair)
- Otorohanga District Council Representative**
Cr S Blackler
- Thames Coromandel District Council Representative**
Cr P French
- Waikato District Council Representative**
Cr N Smith
- Waipa District Council Representative**
Cr D Finn
- Waitomo District Council Representative**
Mayor B Hanna

IN ATTENDANCE **Ministry of Civil Defence & Emergency Management**
S Vowles

STAFF: CEG Chair (L Cavers), Group Controller/Manager (L Hazelwood),
Programme Manager GEMO (G Ryan), Committee Administrator
(D Atkinson)

APOLOGIES **South Waikato District Council Representative**
Mayor N Sinclair/alt Cr M Gubb

Confirmation of Agenda

(Agenda Item 1)

Mayor B Hanna moved/Cr Friar seconded

CD13/58 **THAT the agenda of the Waikato Civil Defence and Emergency
Management Group Joint Committee of 2 September 2013 be confirmed
as the business for the meeting.**

The motion was put and carried (CD13/58)

Disclosures of Interest

There were no interests disclosed.

Minutes of Previous Meeting – 1 July 2013

File: 03 04 18 (Agenda Item 2) Docs #2768885

Mayor B Hannah noted that he was present at the meeting of 1 July but not recorded as being so.

Cr N Smith moved/Mayor JP Tregidga seconded

CD13/59

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 1 July 2013 be received and approved as a true and correct record subject to Mayor B Hanna being recorded as present.

The motion was put and carried (CD13/59)

Matters arising from the minutes

There were no matters arising from the minutes

Joint Committee Group Emergency Management Office (GEMO) report

File: 33 10 01 (Agenda Item 3) Docs #2818422

The purpose of this item presented by Group Manager/Controller (L Hazelwood) was to provide a consolidated update on work being undertaken by the GEMO.

During the presentation, questions, answers and related discussion the Committee noted or discussed:

GEMO activities

In considering the monthly overview of GEMO activities it was recognised that emerging trends over the past six months should be given most credence as this is the period the GEMO has been fully resourced.

GEMO Financial update (full year report)

The GEMO labour budget has been consistently forecast to finish in surplus due to the late appointment of GEMO staff. However the size of the surplus (\$8,904) is less than anticipated primarily due to the use of additional WRC staff hours to assist with the refresh of the Waikato CDEM Group website and the digitalisation of lifeline utility information.

The GEMO direct cost budget has finished in surplus by \$37,203 and due to project delays \$32,230 will be requested to be rolled over into 2013/14..

GEMO project update

Key projects completed since the July meeting include

- Completion of the Group Recovery Plan (scheduled for adoption later in the current meeting)
- Adoption of the Group Psychosocial Support Plan
- Adoption of the implementation plan for the Group EMIS Implementation Strategy
- Rollout of the foundational EOC training module and commencement of training across the Waikato CDEM Group

A discussion took place regarding progress with EMIS implementation. In response to questions Group Manager/Controller (L Hazlewood) advised he is

now satisfied that MCDEM has sufficient support resources in place for the implementation timelines to be met and EMIS is here to stay. However, he is not convinced that EMIS has any situation awareness capability and is likely only be able to act as an information system. In these circumstances an application such as WebbyEOC may be required to operate in tandem to effectively manage events.

GEMO recruitment

The GEMO is requesting (as a separate item later in the agenda) approval to appoint an additional staff member to fulfil the role of Group Welfare Manager, funding of which has been discontinued by the Ministry of Social Welfare.

GEMO/GECC facilities

The facility at 150 Victoria Street remains fully operational, with GEMO staff continuing with the development of GECC standard operating procedures (SOP).

GEMO staff are continuing to work with Mystery Creek staff to formalise the use of the Mystery Creek Events Centre as an alternative GECC facility. Subject matter experts are now working towards the development of an MOU, particularly in the area of logistics.

There is significant interest from the Police and NZ Fire Commission about the previously reported possibility of establishing an all hazards centre. The next step if approved by the Committee will be to firm up an all-parties agreement to explore the concept further

Project Plan Exceptions

The Committee noted the following plans were not currently running to approved timelines

- Group emergency radio network (deliverable of project remains not functional, pending the installation of radios in alternate EOC locations).
- Welfare projects in general (due to withdrawal of funding for Group Welfare Manager).
- Development of Group Risk Reduction Plan (delay in project commencement due to limits and availability of suitable staff).
- Emergency services data sharing (delayed due to issues around data sensitivity)
- Regional emergency management spatial information plan (delayed due to other resourcing commitments)
- Development of Local Recovery Plan Template/Guidance (delay in project completion due to delay in completion of the Group Recovery Plan).

Cr S Friar moved/Cr P French seconded.

CD13/60

THAT:

- 1. the report 'Joint Committee GEMO report' (Doc # 2818422) dated 23 August 2013 be received for information, (and)**
- 2. Waikato CDEM Group Joint Committee continues to endorse further investigation of the initiative to integrate the GEMO with other emergency services at a proposed 'All Hazards Centre', and**

Recommended to Waikato Regional Council

3. **Waikato CDEM Group Joint Committee requests that the Waikato Regional Council, on behalf of the Waikato CDEM Group, enters into an agreement with the New Zealand Fire Service and New Zealand Police to carry out further investigation of the 'All Hazards Centre' proposal.**

The motion was put and carried (CD13/60)

Summarised CEG Minutes

File: 33 10 01 (Agenda Item 4) Docs #2818226

The purpose of this item presented by CEG Chair (L Cavers) was to provide the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting on 2 August 2013.

Mayor B Hanna moved/Chair seconded.

CD13/61

THAT the report 'Summarised CEG minutes (Doc# 2818226) dated 23 August 2013 be received for information.

The motion was put and carried (CD13/61)

Adoption of the Waikato CDEM Group Recovery Plan

File: 33 10 01 (Agenda Item 5) Docs #2818907

The purpose of this item introduced by GEMO Programme Manager (G Ryan) and presented by Group Recovery Manager (B Morris) was to provide an overview of the development of the Group Recovery Plan and request that the Joint Committee adopts the newly developed plan.

During the presentation, questions, answers and related discussion the Committee noted:

- The plan had been prepared on the basis of devoting significant effort to understanding what recovery "is" on the ground. The Christchurch experience and learning's had been the source of much of this information
- The Plan provides a region wide framework to commence recovery
- Defining what needs to be put in place during the Readiness and Response phases is a vital part of a successful Recovery Plan
- The contribution of local people is important to the plan.

The Chair and members expressed appreciation of the quality of the plan and the efforts of staff that had produced this result

Cr N Smith moved/Cr P Mahood seconded

CD13/62

THAT:

1. **the report "Adoption of the Waikato CDEM Group Recovery Plan" (Doc#2818907 dated 23 August 2013) be received for information, (and)**
2. **Waikato Civil Defence Emergency Management Group Joint Committee adopts the newly developed Waikato CDEM Group Recovery Plan (Attachment A doc# 2389588 v8)**

The motion was put and carried (CD13/62)

2014/2015 GEMO Annual Planning

File: 33 10 01 (Agenda Item 6) Docs #2820206

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an update regarding the development of the 2014/2015 GEMO annual plan in advance of seeking formal approval of the 2014/2015 GEMO work programme and budget at the November meeting.

Councillor Mahood expressed concern that this item was essentially giving initial approval to the 2014/2015 budget while Item 7 involved consideration of a matter that could alter the budget by a significant amount

2 18 pm adjourn consideration of Item 6 and proceed to Item 7

2 38 pm resume consideration of Item 6

Cr D Finn moved/Mayor JP Tregidga seconded

CD13/63

THAT the report '2014/2015 GEMO Annual Planning' (Doc#2820206 dated 23 August 2013) be received for information.

The motion was put and carried (CD13/63)

Group Welfare Manager

File: 33 10 01 (Agenda Item 7) Docs #2819101

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an overview of the issues related to the resourcing of the Group Welfare Manager role, along with seeking approval for the GEMO to request an additional staff member for this role (including the coordination of the welfare and recovery work areas).

The Committee noted the reason for consideration of this item was that funding of the Group Welfare Manager position is being discontinued by the Ministry of Social Welfare. Committee members expressed reluctance to add such a significant item of expenditure (approximately \$113,000) to the 2014/2015 budget but considered there was no alternative to protect the gains that had occurred since the 2009 Waikato CDEM Capability Assessment Report.

Mayor B Hannah moved/Cr N Smith seconded

CD13/64

THAT:

1. **the report 'Group Welfare Manager' (Doc#2819101 dated 23 August 2013) from the Ministry of Civil Defence for May 2013 be received, (and)**
2. **The Waikato Civil Defence Emergency Management Group Joint Committee supports the proposed re-organisation of the GEMO and,**

Recommended to Waikato Regional Council

3. **The Waikato Civil Defence Emergency Management Group Joint Committee requests that Waikato Regional Council provides the GEMO with the additional resourcing outlined in this report (doc#2819101) as soon as possible (and no later than the 2014/2015 financial year).**

The motion was put and carried (CD13/64)

Consistent tsunami siren tones

File: 33 10 01 (Agenda Item 8) doc #2819497

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an update regarding the MCDEM project to develop a standard for tsunami siren tones.

S Vowles (Waikato REMA) noted MCDEM would undertake consultation with CDEM Groups by December 2013 after a decision had made as to an appropriate 'tone'. She emphasised MCDEM's position that sirens are not the answer.

Cr N Smith moved/Cr Mayor B Hannah seconded

CD13/65 **THAT the report 'Consistent tsunami siren tones' (Doc#2819497 dated 23 August 2013) be received.**

The motion was put and carried (CD13/65)

MCDEM update

File: 33 10 01 (Agenda Item 9) doc #2821331

This item was presented by S Vowles (Waikato REMA).

Mayor JP Tregidga moved/Cr D Finn seconded

CD13/66 **THAT the report 'MCDEM update (Doc#2821331 dated 20 August 2013) be received.**

The motion was put and carried (CD13/66)

Integrated Training Framework for Emergency Operations/Coordination Centres

File: 33 10 01 (Agenda Item 10) doc #2821338

S Vowles (Waikato REMA) spoke to this item and congratulated Waikato CDEM Group on the development of the training framework and content which was now was now in the process of being rolled out on a National basis

Cr N Smith moved/Mayor JP Tregidga seconded

CD13/66 **THAT the report 'Integrated Training Framework for Emergency Operations/Coordination Centres' (Doc#2821338 dated 12 August 2013) be received.**

The motion was put and carried (CD13/66)

Get Ready Week

File: 33 10 01 (Agenda Item 11) doc #2819680

The purpose of this item presented by Programme Manager GEMO (G Ryan) was to provide an overview of Get Ready Week 2013. The Committee noted this annual national public education campaign which is coordinated by MCDEM will be held in 2013 during the week 23 – 29 September.

EOA's would be undertaking local activities promoting the campaign and Committee members were urged to contact their local CDEM professionals to obtain details of events in their area.

Cr P French moved/Cr P Mahood seconded

CD13/67 **THAT the report 'Get Ready Week' (Doc#2819680 dated 23 August 2013) be received.**

The motion was put and carried (CD13/67)

2010-2013 Triennium review

File: 33 10 01 (Agenda Item 12) doc #2819849

The purpose of this item presented by Group Manager/Controller (L Hazelwood) and Programme Manager GEMO (G Ryan) was to provide an overview of the Waikato CDEM Group achievements during the 2010-2013 triennium, along with a look ahead to the 2013-2016 triennium.

During the presentation and subsequent questions and answers the Committee noted that approximately 95% of the deficiencies identified in the 2009 Waikato CDEM Capability Assessment Report had now been rectified. A further capability report was due to be undertaken in 2015. Group Manager/Controller (L Hazelwood) his focus for the next 18 months would be the development of response SOP's to cope with significant events.

Mayor JP Tregidga moved/Mayor B Hannah seconded

CD13/68 **THAT the report '2010-2013 Triennium Review (Doc#2819849 dated 23 August 2013) be received.**

The motion was put and carried (CD13/68)

2014 Meeting dates

File: 03 04 18

Programme Manager GEMO (G Ryan) advised it was intended to hold a Joint Committee meeting after the Triennial Elections (proposed date 25 November). 2014 meeting dates would be advised after the Waikato Regional Council has confirmed its 2014 meeting schedule.

Items for next meeting

File: 03 04 18

Items noted were:

- New Triennium
- Induction

Meeting closed at 3.12 pm

Doc #2821941

Document No: 320556

File No: 400/010/3

Report To: Council**Meeting Date:** 26 November 2013**Subject:** **Progress Report: Civil Defence Emergency Management Executive Group Minutes****Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Co-Ordinating Executive Group meeting of 25 October 2013.

Background

- 2.1 Council is represented on the CEG by the Group Manager – Community Services.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the CEG meetings of 25 October 2013.

Suggested Resolutions

The Progress Report: Civil Defence Emergency Management Executive Group Minutes be received.

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2013

Attachment: 1 CEG Minutes – 25 October 2013 (doc 320557)

MINUTES

CDEM Coordinating Executive Group Meeting

Friday, 25 October 2013

9.00 am – 12:30 pm

Mystery Creek Event Centre
(125 Mystery Creek Road, Hamilton)**Members in Attendance:**

Group Controller	Lee Hazlewood
Hamilton City Council	Blair Bowcott
Hauraki District Council	Langley Cavers (Chair)
Matamata-Piako District Council	Dennis Bellamy
Ministry of Civil Defence and Emergency Management	Suzanne Vowles
New Zealand Fire Service and New Zealand Rural Fire	Roy Breeze
Otorohanga District Council	Andrew Loe
South Waikato District Council	Sharon Robinson
St John	Stuart Cockburn
Taupo District Council	Brian Fox
Thames-Coromandel District Council	Marion Smith
Waikato District Council	Sue Duignan
Waikato District Health Board	Trevor Ecclestone
Waikato Regional Council	Scott Fowlds
Waipa District Council	David Hall
Waitomo District Council	John De Luca
Welfare Coordinating Group Chair	Te Rehia Papesch

Members Apologies Received:

Group Recovery Manager	Vacancy
Waikato Lifeline Utilities Group Chair	Ray Pooley
New Zealand Police	Freda Grace

Staff in attendance:

Group Emergency Management Office	Greg Ryan
Group Emergency Management Office	Andrea Taylor (Minutes)
Group Emergency Management Office	Derek Phyn
Group Emergency Management Office	Irving Young
Group Emergency Management Office	Sharon Cousins-O'Donnell
Waikato District Council	Kelly Newell
Waikato Lifeline Utilities Group	Howard Mitchell
Waipa District Council	Martin Berryman

Welcome:

L Cavers welcomed M Berryman, H Mitchell and M Smith to the meeting.

Agenda Item	Discussion / Action Point
	<p>Apologies:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Motion:</p> <p>That the CEG note the apologies as received for the meeting held 25 October 2013.</p> <p>Moved: L Cavers Seconded: S Robinson Carried</p> </div>
1	<p>Confirmation of Agenda:</p> <p>The agenda was confirmed with no additional items.</p>
2	<p>Minutes from Previous Meeting:</p> <p>The minutes from the previous meeting (2 August 2013) were confirmed as a true and accurate record.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Motion:</p> <p>That the CEG approve the minutes of the meeting held 2 August 2013.</p> <p>Moved: T Ecclestone Seconded: B Bowcott Carried</p> </div>
3	<p>GEMO Report</p> <p>The GEMO Report was received for information. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> • GEMO Activities: <ul style="list-style-type: none"> ○ G Ryan went through the level of effort chart and explained where the GEMO's time has been spent to date during this financial year. • 2013/14 Financial Update (1st Quarter): <ul style="list-style-type: none"> ○ Anomalies in labour expenditure was discussed, some of this is seasonal due to annual leave, which will correct itself going forward. Additional labour expenditure was also noted due to the CDEM website development. ○ Overall budget (including WDC support) 83% spent. • GEMO Project Report: <ul style="list-style-type: none"> ○ Completed items include: <ul style="list-style-type: none"> ▪ The Group Recovery plan was approved at the last meeting. ▪ EMIS data entry project completed. ▪ WCDEM website update completed. ○ Project Plan exceptions discussed included: <ul style="list-style-type: none"> ▪ Group Warning System strategy – it was planned to use a tool MCDEM developed, however this is now out of date. This item is discussed later in the agenda. ▪ EM spatial information project – progress is limited due to the level of effort in other areas. WRC staff have volunteered time to develop generic templates which will be tested in an upcoming exercise. Have also requested additional resource next year to progress this. ▪ Earthquake prone building project – L Cavers requested that this be removed from the project list. S Duignan noted that it may be worth

Agenda Item	Discussion / Action Point
	<p>coordinating around tender arrangements to comply with the new law (but that this may be outside of the jurisdiction of the Waikato CDEM Group.</p> <ul style="list-style-type: none"> ▪ Group Emergency Radio Network Review – there is a need to get Fleetlink set up in alternate EOC sites, including Mystery Creek. ▪ Three welfare projects are on hold at present due to a lack of resources for this role. <ul style="list-style-type: none"> • GEMO Recruitment: <ul style="list-style-type: none"> ○ Operations Coordinator – This position has been advertised and six applications have been received. It is anticipated that the position will be filled mid-January. ○ Group Welfare Manager: This position has been included in the provisional draft 2014/2015 annual plan for approval. • GECC response: <ul style="list-style-type: none"> ○ The GEMO provided some support for recent weather event, primarily technical input for Thames-Valley EOA.
4	<p>CEG Sub-group Reports</p> <p>CEG members were reminded that if detailed reports and supporting data behind subgroup issues/decisions are required they need to read the reports which are available on the website.</p> <p>The Sub-group report was received for information and decision making purposes. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> • Management and Governance (11/10/13 meeting) <ul style="list-style-type: none"> ○ The appointment of Marion Smith, following the retirement of Pam Howat, to the CEG membership was acknowledged. ○ There was a discussion around the appointment of the Joint Committee members and it was noted that where possible CEG members influence the decision to ensure that we get the right people on the Joint Committee. L Cavers noted that he has also raised this with the CEOs at a recent meeting. The first Joint Committee meeting is being held on 18 November at Mystery Creek Event Centre, all Joint Committee member contact details need to be sent to Doug Atkinson as soon as possible. An e-mail to this effect has been sent to all CEOs. ○ If there is not clarity of new Joint Committee members by 18 November it will be expected that the Mayor attend the Joint Committee meeting, or an alternative provided. ○ The Chair of CDEMG Joint Committee will be appointed at the meeting. ○ L Hazlewood presented the suggested council induction presentation for members to new council members. Changes suggested were noted and will be incorporated into the slides. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Actions:</p> <ul style="list-style-type: none"> • Thames-Coromandel District Council to formalise the appointment of M Smith to the CDEM CEG by way of a letter to the CEG Chair. • CEG members to have a one on one with new Mayors to outline their role during an activation • A Taylor to send D Atkinson's contact details to CEG members. • J De Luca to advise finalised name for the 'Western Waikato EOC'. • GEMO to put together an induction folder with relevant documentation for Joint Committee members. </div>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Readiness and Response (14/10/13 meeting) <ul style="list-style-type: none"> ○ Update regarding the development and implementation of the Integrated Training Strategy (ITF): <ul style="list-style-type: none"> ▪ There are a significant number of staff to be trained, this is a big area of focus for all groups. The foundational training has been delivered to approximately 120 people around the region and it is anticipated to getting through all foundational training over the next few months. ▪ It was noted that the leadership training is of more importance than the foundational and D Bellamy would like more of an emphasis on this. L Hazlewood explained that given this is now a national programme, and under development, this will take a while to finalise. He suggested that councils should continue to utilise CIMS training in the interim. S Vowles also noted that she has seen benefit in experienced staff going through the foundational training. ▪ While it was noted that staff can be exempt if deemed that they are experienced/qualified enough, it was noted that they would still gain knowledge by attending the foundational course. S Cousins-O'Donnell advised that there are additional areas covered in the foundational course that are not included in CIMS training. ▪ L Cavers noted that we need to have a target timeline for this training. <div data-bbox="357 891 1414 1070" style="border: 1px solid black; background-color: #e6f2ff; padding: 5px;"> <p>Actions:</p> <ul style="list-style-type: none"> • R&R committee to advise of target numbers/dates for completion of training of staff in the foundational course. • L Hazlewood to discuss target staff for training for intermediate course with S Duignan outside this meeting. </div> <ul style="list-style-type: none"> ○ Community Response planning: <ul style="list-style-type: none"> ▪ There is a greater focus at a national level on community response planning. The report provided indicates the number of plans required. J DeLuca noted that while this has had a slow onset, progress is now being made now. Each council has identified the communities and the focus will be on the higher risk community response plans. This has been scheduled to be completed over a three year period and will be reported against as this progresses. A generalised Index (template) will be produced to provide uniformity for the plans – GEMO to work on this. ▪ S Duignan noted that whilst we do need to set targets, there will be clusters of communities that are already interested and our focus should be on encouraging them. We need to ensure the communities are engaged and owning their plans. A Loe reminded CEG members that these plans need to be a living document and are not necessarily revolving around particular people – people may move, lose interest etc. ▪ One major concern is “how will we consistently approach community response planning”? This is done differently in all regions and if a plan is dependent on an individual then there is no plan. It was noted that Taupo has one of the best approaches to community response planning. ▪ T Papesch noted that there is also a need to involve community groups, this was endorsed and Lions Group and Neighbourhood Watch groups were given as examples of groups that could be approached. ▪ It was also suggested to look at conducting a workshop on how to progress this.

Agenda Item	Discussion / Action Point
	<p>Actions:</p> <ul style="list-style-type: none"> • Community Response Plan working group to work on a template for community response plans and distribute to the wider group. • GEMO to provide and update at next meeting on where community response planning is at, what is required to progress, what the process is, and who is responsible. <p>○ MCDEM Resilience Fund application</p> <ul style="list-style-type: none"> ▪ Two opportunities for MCDEM resilience funding have been identified. (1) Updating the tool for the Group Warning Systems Strategy – D Phyn presented on the scope of options currently available and the need to look at this closer to determine the best tools for CDEM. It was agreed that the tool is critical to the success of what Civil Defence do; and (2) Integrated Training Framework development of curriculum - Waikato to seek funding for development of the leadership course. <p>Recommendation:</p> <p>That the CEG confirm their initial support of the MCDEM Resilience Fund opportunities outlined in this report (subject to final confirmation of application details) and that the CEG Chair advocate in favour of these opportunities at the next CEG Chairs meeting (8 Nov)</p> <p>Moved: S Robinson Seconded: D Bellamy Carried</p> <p>○ The GEMO Work Programme:</p> <ul style="list-style-type: none"> ▪ Commitments for R&R were outlined in the report. <p>Recommendation:</p> <p>That the CEG confirm to the Joint Committee their support for the R&R elements of the proposed 2014/2015 GEMO work programme outlined in the Sub-group report.</p> <p>Moved: B Bowcott Seconded: T Papesch Carried</p> <p>○ Sub-group membership:</p> <ul style="list-style-type: none"> ▪ Due to the need to have the Chair of the WLUG attending all Reduction sub-group meetings (as this is where the WLUG reports through) it was agreed to remove the Chair of WLUG from the R&R sub-group. <p>Motion:</p> <p>That the CEG confirm the removal of the Chair of WLUG from the membership of the CEG Readiness and Response Sub-group.</p> <p>Moved: S Fowlds Seconded: B Fox carried</p>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Reduction (15/10/13 meeting) <ul style="list-style-type: none"> ○ WLUG update was noted as being available on the CDEM group website. ○ There was a presentation at the October WLUG meeting from A Munro on hazards in the region. ○ LUC training has been undertaken by I Young. ○ There is ongoing work with lifeline utilities job descriptions and feedback is being gathered on this. ○ Key projects being focused on include the critical fuel supply project and the alternative route plan. ○ Lifelines forum was successful, with attendees particularly interested in the volcanic ash posters and an exercise on the capability assessment tool. ○ Lifelines national forum is being held on 6 & 7 November in Auckland. ○ Lifelines Directors Guidelines are receiving feedback – it was noted that this is a good reference document. ○ The connection between WLUG and R&R Subgroup will not be lost with I Young continuing to be present at the R&R meetings. ○ An update on the National Tsunami Risk Assessment was provided in the report. Key notes included: Information coming through clearly raises significance and impact on both the East and West coasts. S Fowlds noted that we need to continue our programme in the local areas. ○ The GEMO Work Programme commitments for Reduction were outlined in the report. The Risk Reduction Plan is key for the next six months. ○ Sub-group membership: It was agreed that Marion Smith be included in the Reduction sub-group membership. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Motion: That the CEG appoint Marion Smith (Thames-Coromandel DC) to the CEG Reduction Sub-group membership.</p> <p>Moved: S Fowlds Seconded: D Hall carried</p> </div> • Recovery (11/10/13 meeting) <ul style="list-style-type: none"> ○ The WCG update was noted as being available on the CDEM group website. ○ The WCG and Waikato CDEM group provided comments to MCDEM on the Welfare Corrective Action Plan. The generalised feedback was that CDEM should be responsible for the 4Rs and that the Chair of WCG should remain with MSD. ○ The GEMO Work Programme commitments for Recovery were outlined in the report. ○ Local Recovery Plan: It was noted that this should be adopted within the next month. The GEMO are working on a template for other areas to commence. ○ Welfare Report: T Papesch noted that the WCG meeting minutes/ information are available on the website. MSD will soon take over the needs assessment for HNZ. More clarification is required around the Group Welfare Coordinator role indicated in the recent welfare guidelines being reviewed at present. It was agreed that the responsibility for Chairing of the WCG needs to be clarified. The CEG noted their support for MSD to remain as chair for WCG.

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> ○ Feedback on volunteer guidelines was required by COB today. It was noted that the guidelines have a strong training component and they have split trained volunteered and spontaneous volunteers. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Recommendation:</p> <p>That the CEG confirm to the Joint Committee their support for the Recovery elements of the proposed 2014/2015 GEMO work programme outlined in the Sub-group report.</p> <p>Moved: D Bellamy Seconded: B Fox Carried</p> </div> <p><i>G Ryan and the GEMO staff left the meeting.</i></p> <ul style="list-style-type: none"> ○ Appointment of a Group Recovery Manager. <ul style="list-style-type: none"> ▪ This role was discussed and it was agreed that a recommendation be put to the Joint Committee to confirm G Ryan into this position. ▪ It was noted that the incumbent needs to be given the authority to run Recovery as he sees it rather than what the Controller wants to see in recovery. The Recovery Manager is accountable to the CEG and as such performance reviews will include CEG involvement. ▪ CEG were reminded that the majority of the recovery work has been built into the new Welfare/Recovery Coordinator role. <p>Recommendation:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>That the CEG recommend to the Joint Committee that Greg Ryan (GEMO Programme Manager) is appointed to the role of Waikato CDEM Group Recovery Manager.</p> <p>Moved: L Cavers Seconded: D Bellamy Carried</p> </div> <p><i>G Ryan and the GEMO staff rejoined the meeting.</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> • Management and Governance Subgroup to discuss the implications of the Recovery Manager and Controller being members of CEG. </div> <ul style="list-style-type: none"> ○ Recovery Subgroup membership was discussed and it was agreed to appoint M Smith onto the Recovery sub-group and also confirm D Bellamy into the role of Chair for the Recovery Sub-group. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Motions:</p> <p>That the CEG:</p> <ol style="list-style-type: none"> 1 appoint M Smith (Thames-Coromandel DC) to the CEG Recovery Sub-group membership; and 2 That the CEG confirm D Bellamy (Matamata-Piako DC) to the role of CEG Recovery Sub-group Chair <p>Moved: B Fox Seconded: S Robinson</p> </div>

Agenda Item	Discussion / Action Point
	<p data-bbox="357 152 1414 188">Carried</p> <p data-bbox="357 226 1414 331">Actions:</p> <ul data-bbox="371 264 1370 331" style="list-style-type: none"> • L Cavers to send a note of thanks to P Howat for her involvement in Civil Defence over the past 10+ years.
5	<p data-bbox="323 369 858 405">2014/15 Work Programme and Budget</p> <p data-bbox="323 439 1422 506">The 2014/2015 Work Programme and Budget report was received and the following key items were noted/discussed:</p> <ul data-bbox="323 510 1422 954" style="list-style-type: none"> • G Ryan gave an overview of the process for approval of the work programme. • It was noted that the Waikato will be used as a pilot for the National Monitoring and Evaluation assessment in May 2014. • There is a request for additional expenditure towards 3GP given that the assessment will now occur earlier (contracted services identified in the WRC long term plan 15/16 financial year are required to be brought forward to 14/15 financial year). • L Cavers requested that all figures are rounded up to the nearest \$1K. • It was noted that the Joint Committee is the decision maker; however it still needs to defend this budget through the WRC process. • With the recognition of the groups progress and where it is heading it is thought that the increase in budget will be supported by WRC. <p data-bbox="357 987 1414 1261">Recommendation:</p> <p data-bbox="371 1059 1399 1126">That the CEG recommends to the Joint Committee that the proposed 2014/2015 GEMO work programme and budget is approved.</p> <p data-bbox="371 1160 751 1261">Moved: B Bowcott Seconded: B Fox Carried</p>
6	<p data-bbox="323 1299 868 1335">MCDEM Work Programme Status Report</p> <p data-bbox="323 1368 1422 1435">The MCDEM Work Programme Status report was received for information. The following key items were noted/discussed:</p> <ul data-bbox="323 1440 1422 2049" style="list-style-type: none"> • EMIS • Review of National CDEM Plan and Guide • Corrective Action Plan • Welfare Corrective Action Plan • Capability Development Programme <ul data-bbox="403 1615 1422 1850" style="list-style-type: none"> ○ Approved direction of a development programme for controllers will be discussed at the upcoming Controllers forum. This will also be discussed on the CEG Chairs agenda, where options for development of the controller course will be presented. It has been suggested to use resilience funding for attendance at the Controller course. ○ Noted that this may be the catalyst to reduce the number of Controllers and use others within the region when required. • MCDEM Guidelines – review, development and consultation <ul data-bbox="403 1883 1422 1951" style="list-style-type: none"> ○ MCDEM are looking at their guidelines with a view to downsizing the amount of guidelines they have. • Review of the legislation for recovery from an emergency • Tsunami Risk Management • MCDEM Website Redevelopment

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Public Alerting • CDEM Resilience Fund
7	<p>Emergency Services Update</p> <p>A verbal update was received from the Emergency Services personnel present:</p> <ul style="list-style-type: none"> • NZ Fire Service <ul style="list-style-type: none"> ○ A meeting was held recently to discuss the 'All Hazards Centre', the primary focus was to confirm the commitment of members. The next few weeks will include putting together a proposal of what would be required in the new centre, this proposal will then go to an architect to get some rough pricing. B Bowcott noted that this proposal would mean a structural change for some groups and could mean that the model of delivery changes. It was also noted that from a council perspective capital funding would be an issue. S Fowlds also noted that there is a need to ensure the connections are not lost in their own organisations. The EOC design would have to be thought through to cope with different agencies needs. ○ There is a national focus on Command and Control due to a number of 'close calls'. Training is underway to bring skill levels up to where required. • St Johns <ul style="list-style-type: none"> ○ The Major Incident and Emergency plans have been released as a draft. There is a new operational management structure which was implemented from 1 September. Three Territory Managers in each district who manage clusters of stations. • DHB <ul style="list-style-type: none"> ○ Nothing to note.
8	<p>MBIE Workshop on Post Disaster Building Management Operations in a Declared Emergency</p> <p>S Duignan recently attending the above workshop and the key points presented to the CEG were:</p> <ul style="list-style-type: none"> • The focus of the workshop was to look at the management of buildings post disaster. There was a good representation of building inspectors and CD staff. The workshop was quite technical, with discussion around the Christchurch issues and the incomplete information, illegible information that came through at the time. • Training was also discussed. The training seems to be very expensive and time consuming, but they are aiming for a competent group of people in the sector. It was felt that if when we have exercises we should possibly look to include building staff. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Action:</p> <ul style="list-style-type: none"> • S Duignan to send presentation from the MBIE workshop to CEG members. </div>
9	<p>Waikato CDEM Group Meeting timetable (2014)</p> <p>Timetable was an item on the M&G subgroup agenda, it was discussed whether to reduce the Joint Committee and CEG meetings to three per year. It was agreed to keep to four meetings, which each have their own focus. The requirement for four meetings also keeps the Joint Committee engaged.</p>

Agenda Item	Discussion / Action Point																																			
	<p>The following dates were noted and accepted by the CEG for next year's meetings:</p> <table border="1" data-bbox="325 253 1410 412"> <thead> <tr> <th>Meeting round</th> <th>M and G</th> <th>Recovery</th> <th>R and R</th> <th>Reduction</th> <th>CEG</th> <th>JC</th> </tr> </thead> <tbody> <tr> <td>February/March</td> <td>31 Jan (am)</td> <td>31 Jan (pm)</td> <td>3 Feb (am)</td> <td>3 Feb (pm)</td> <td>14 Feb</td> <td>3 Mar</td> </tr> <tr> <td>May/June</td> <td>2 May (am)</td> <td>2 May (pm)</td> <td>5 May (am)</td> <td>5 May (pm)</td> <td>16 May</td> <td>9 Jun*</td> </tr> <tr> <td>August/September</td> <td>1 Aug (am)</td> <td>1 Aug (pm)</td> <td>4 Aug (am)</td> <td>4 Aug (pm)</td> <td>15 Aug</td> <td>1 Sep</td> </tr> <tr> <td>October/November</td> <td>17 Oct (am)</td> <td>17 Oct (pm)</td> <td>20 Oct (am)</td> <td>20 Oct (pm)</td> <td>31 Oct</td> <td>17 Nov</td> </tr> </tbody> </table> <p>It was also noted that when not required Sub-group meetings may be cancelled if there is no business worth considering, this is likely to occur in the Oct/Nov period. There would be a need for more engagement with subgroups in the Jan/Feb period.</p> <div data-bbox="357 584 1414 857" style="border: 1px solid black; padding: 10px;"> <p>Motion:</p> <p>That the CEG accept the proposed CEG and CEG Sub-group meeting timetable for the 2014 calendar year.</p> <p>Moved: D Bellamy Seconded: D Hall Carried</p> </div>	Meeting round	M and G	Recovery	R and R	Reduction	CEG	JC	February/March	31 Jan (am)	31 Jan (pm)	3 Feb (am)	3 Feb (pm)	14 Feb	3 Mar	May/June	2 May (am)	2 May (pm)	5 May (am)	5 May (pm)	16 May	9 Jun*	August/September	1 Aug (am)	1 Aug (pm)	4 Aug (am)	4 Aug (pm)	15 Aug	1 Sep	October/November	17 Oct (am)	17 Oct (pm)	20 Oct (am)	20 Oct (pm)	31 Oct	17 Nov
Meeting round	M and G	Recovery	R and R	Reduction	CEG	JC																														
February/March	31 Jan (am)	31 Jan (pm)	3 Feb (am)	3 Feb (pm)	14 Feb	3 Mar																														
May/June	2 May (am)	2 May (pm)	5 May (am)	5 May (pm)	16 May	9 Jun*																														
August/September	1 Aug (am)	1 Aug (pm)	4 Aug (am)	4 Aug (pm)	15 Aug	1 Sep																														
October/November	17 Oct (am)	17 Oct (pm)	20 Oct (am)	20 Oct (pm)	31 Oct	17 Nov																														
10	<p>Items for next meetings</p> <ul style="list-style-type: none"> • Next CEG Meeting (14 Feb 2014) <ul style="list-style-type: none"> ○ Community Response Plans. • Next Joint Committee Meeting (18 Nov 2013) <ul style="list-style-type: none"> ○ Election of the Chair. ○ Joint Committee Induction ○ GEMO report ○ Summarised CEG minutes ○ MCDEM update ○ Approval of 2014/15 work programme and budget ○ Appointment of Recovery Manager ○ Signing of MOU between WCDEMG and Mystery Creek (Expandable GECC). 																																			

Meeting closed at 12.00.

Coordinating Executive Committee

Action Table – 25 August 2013

#	Action	Date required	Person Responsible	Status
12	Thames-Coromandel District Council to formalise the appointment of M Smith to the CDEM CEG by way of a letter to the CEG Chair.	Next CEG meeting	M Smith	
13	CEG members to have a one on one with new Mayors to outline their role during an activation	Next JC meeting	All members	
14	A Taylor to send D Atkinson's contact details to CEG members.	1 Nov	A Taylor	Completed
15	J De Luca to advise finalised name for the 'Western Waikato EOC'.	1 Nov	J DeLuca	
16	GEMO to put together an induction folder with relevant documentation for Joint Committee members.	17 Nov	L Hazlewood	
17	R&R committee to advise of target numbers/dates for completion of training of staff in the foundational course.	Next CEG meeting	B Bowcott	
18	L Hazlewood to discuss target staff for training for intermediate course with S Duignan outside this meeting.	Next CEG meeting	L Hazlewood / S Duignan	
19	Community Response Plan working group to work on a template for community response plans and distribute to the wider group.	Next CEG meeting	L Hazlewood	
20	GEMO to provide and update at next meeting on where community response planning is at, what is required to progress, what the process is, and who is responsible.	Next CEG meeting	J DeLuca	
21	Management and Governance Subgroup to discuss the implications of the Recovery Manager and Controller being members of CEG.	Next M&G meeting	L Cavers	
22	L Cavers to send a note of thanks to P Howat for her involvement in Civil Defence over the past 10+ years.	1 Nov	L Cavers	
23	S Duignan to send presentation from the MBIE workshop to CEG members.	1 Nov	S Duignan	

Outstanding Actions from Previous Meetings

#	Action	Date required	Person Responsible	Status
6	CODNA group to be re-established, members confirmed, and to report back in 6 months.	Dec 2013 / Jan 2014	L Hazlewood	
7	CEG Workshop to be arranged to focus on strategy for groups strategic issues.	Dec 13	G Ryan / L Hazlewood	
9	L Hazlewood to prepare a 'Fit for purpose report on EMIS'.	August CEG mtg	L Hazlewood	
10	EMIS Implementation Plan: B Bowcott/ R Pooley to confirm Hamilton City Council vehicle availability for inclusion in EMIS resource pool.	Next CEG meeting	B Bowcott / R Pooley	Completed
11	GEMO Resources: CEG members need to brief their elected members on what is proposed to support the need to fill the welfare role.	Joint Committee Meeting	CEG members	

Document No: 320917

File No: 401/0588424200

Report To: Council**Meeting Date:** 26 November 2013**Subject:** **Progress Report - Waitomo Cultural and Arts Centre – Stage 4 Upgrade**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for the Stage 4 upgrade of the Waitomo Cultural and Arts Centre.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the Cultural and Arts Centre, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

Background

- 3.1 Council in its 2012-2022 LTP continued the funding of the staged upgrade of the Waitomo Cultural and Arts Centre. The upgrade to date has been well received by the users and public.
- 3.2 The funding of the 2012-2013 financial year was \$130,000 of which a minimal amount was used to complete the Supper Room upgrade, leaving approximately \$114,000 for Stage 3.
- 3.3 It is to be noted that budgeting is not tagged to any specific project within the upgrade proposal due to the required funding being spread over six years as compared to the initial upgrade programme of 3 years. The change was promoted for affordability reasons.
- 3.4 Council, at its meeting on 25 September 2012 reviewed several options for the next stages of the Arts & Cultural Centre upgrade and resolved to proceed with the renewal of the ceiling, lighting and aircon outlets in the main hall as stage four at the end of the financial year, combining the remaining budget with the 2013/2014 allocation.

Commentary

4.1 25 June 2013

4.2 Ceiling to Main Hall

4.3 Renewal of the ceiling in the main hall involves several items of work:

- Battening and gibbing a new ceiling as per the foyer redevelopment. The original estimate for replacing the ceiling in the main hall was \$48,000 with the quote from the stage 2 builder being \$93,000.
- Removal of the texture coating from side walls (this could be done at a later date).
- Upgrading lighting, power points/emergency lights, which is estimated at \$65,000.
- Upgrading air conditioning outlets as well as fire and alarm requirements, estimated at \$10,000.

4.4 A meeting was held on site with the architect on the 17 October 2012 to discuss options for progressing this work, and the extent of specification required. The opportunity was taken at this early stage to coincide with the final inspections for stage two.

4.5 The contract documentation for Stage 4 is well advanced and the architects have indicated these will be completed by 21 June 2013.

4.6 Regarding the queries from the Shearing Committee, the following treatments have been undertaken:

- a) A limited amount of ceiling can be raised on front of the stage due to the steel truss construction. The raising of the first bay has been included in the documents.
- b) All existing fixing points are retained.
- c) The modification to the exit door to the right of the stage has been included as a separate item in the documentation. Changes to this door could be expensive due to the exterior cladding and the progress of this item of work can be assessed at the time of tender assessment.
- d) Banner fixing wires are included in these documents.
- e) The stage height will be investigated and included in separate documentation in the future.
- f) Provision for LED lighting is still being investigated (since deleted by the Shearing Committee)

4.7 A tentative construction period for this contract is 22 July – 13 August 2013, although finalising construction times would be negotiated with the successful tenderer and potential users of the hall.

4.8 It is anticipated that the project will be tendered on either 27 or 28 June, with tender closing 10 July 2013.

4.9 27 August 2013

- 4.10 Unfortunately, the above timeline could not be met, however the project has now been tendered for two weeks, closing 23 August 2013 with construction during September.
- 4.11 The construction period will be completed depending on the time to remove the ceiling coating and availability of materials. Initial indication is that this will be considerably longer than allowed for in the timeline. If this is the case, the next window of opportunity is in December 2013.

4.12 24 September 2013

- 4.13 The tenders subcommittee is scheduled to receive a business paper on Wednesday 17 September 2013 to review two tenders received for this project.
- 4.14 Considerable discussion has been had with the contractors around the time and works required to remove the ceiling coating which contains asbestos. It became apparent during these discussions that the work could not be programmed around the existing bookings.
- 4.15 Further discussions will be held with the successful tenderer around establishing a window for the works over the December/January period when traditionally the centre has little use.

4.16 26 November 2013

- 4.17 An agreed programme has been committed by the contractor. Works will commence Monday 9 December 2013 with the initial 10 days for the removal of the ceiling coating. The complete complex will be closed during that time.
- 4.18 The construction is due to be completed by 30 January 2014. A small break will occur over Christmas. After the initial 10 day period the Civic Centre, except for the main hall, will be available for use.

Suggested Resolution

The Progress Report : Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2013

Document No: 320439**File No:** 037/043**Report To: Council****Meeting Date:** 26 November 2013**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

Commentary

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

Suggested Resolutions

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

...
- 3 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	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Waipa River JMA	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Parkside – Offer of Purchase Lot 16	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Rural Halls	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Te Kuiti Mainstreet Re-Design	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Te Kuiti Community House	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Mangarino Road Property	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
14. Progress Report: Marokopa Campground – Renewals Work	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
15. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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 or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT