

Notice of Meeting:

I hereby give notice that an ordinary meeting of Hamilton City Council will be held on:

Date: Wednesday 18 November 2015
Time: 2.30pm
Meeting Room: Kauri Room, Level 1
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

Civil Defence and Emergency Management Subcommittee OPEN AGENDA

Membership

Chairperson Cr L Tooman
Members Cr D Macpherson
Cr A O'Leary

Quorum: Two members

Meeting Frequency: Quarterly

Ian Loiterton
Committee Advisor

11 November 2015
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Terms of Reference:

- Ensure Hamilton is performing to the highest standard in the area of civil defence and emergency management.
- Ensure Hamilton City Council compliance with its obligations under the Civil Defence Emergency Management Act 2002.
- Monitor Hamilton's Civil Defence Emergency Management Plan.
- Monitor the performance of Hamilton's civil defence and emergency management response against the Act including completion of Government requirements and independent reports, and ensure that all the recommendations made are implemented.

Special Notes:

- The sub-committee may request expert advice through the Chief Executive when necessary.
- The Chairperson of this sub-committee will represent Hamilton City Council on the Waikato Civil Defence and Emergency Management Group Joint Committee.

Power to recommend:

- The sub-committee may make recommendations to the Strategy and Policy Committee.

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1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Committee: Civil Defence and Emergency
Management Subcommittee

Date: 18 November 2015

Report Name: Civil Defence and Emergency
Management Subcommittee
Open Minutes 26 August 2015

Author: Ian Loiterton

Status	<i>Open</i>
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Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the Civil Defence and Emergency Management Subcommittee Meeting held on 26 August 2015.

1. Attachments

- Attachment 1 - Civil Defence and Emergency Management Subcommittee - Open Minutes - 26 August 2015

Civil Defence and Emergency Management Subcommittee

OPEN MINUTES

Minutes of a meeting of the Civil Defence and Emergency Management Subcommittee held in the Karaka Room, Municipal Building, Garden Place, Hamilton on Wednesday 26 August 2015 at 1:30pm.

PRESENT

Chairperson	Cr L Tooman
Members	Cr D Macpherson Cr A O'Leary
In Attendance	Blair Bowcott - Executive Director Special Projects David Robson - Crisis Manager Kelvin Powell – City Safe Unit Manager Sarah Giles – Communications Advisor
Committee Advisor	Mr B Stringer

1. Apologies

There were no apologies.

2. Confirmation of Agenda

Resolved: (Crs O'Leary/Tooman)

The Committee to confirm the agenda.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Chair's Report

The Chair provided a verbal report on the following matters:

- The significant number of individuals involved from the Hamilton community in the Shake Out Exercise, with over 25,000 people registered, which was expected to increase.
- The Emergency Management team were congratulated for the use of the Reception Lounge in the Municipal Building during the bomb threat at Centre Place on 18 June 2015.
- The review of the Waikato Civil Defence and Emergency Management Group would commence with a workshop on 4 September 2015.

Resolved: (Crs O'Leary/Tooman)

That the Report be received.

Councillor Macpherson joined the meeting (1:35pm) during Item 4, and took part in voting.

5. Civil Defence and Emergency Management Subcommittee Open Minutes 13 May 2015

Resolved: (Crs O'Leary/Macpherson)

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the Civil Defence and Emergency Management Subcommittee Meeting held on 13 May 2015.

6. Civil Defence and Emergency Management Subcommittee Action List

The Committee Advisor noted that the proposed training exercise for Elected Members was tentatively booked to take place at either the 20 October 2015 or 17 November 2015 Councillor Briefing. A date would be confirmed, and the Subcommittee updated, after Her Worship the Mayor Hardaker discussed the matter with the Chief Executive.

Resolved: (Crs Macpherson/O'Leary)

That the Report be received.

7. Hamilton City Emergency Management Update

The Executive Director Special Projects ('Executive Director') and Crisis Manager highlighted, and responded to questions on, the following points:

- **Ministry of Civil Defence and Emergency Management (MCDEM) Local Authority Self-Assessment 2015**
Council's score against meeting its obligations under the Civil Defence and Emergency Management Act 2002 increased from 72.6% (2014) to 75.2%. It was noted that:
 - due to changes in the assessment methodology, historic scores could not provide an accurate comparison;
 - further work was required on resilience & recovery and community participation – additional guidance from the MCDEM was required to facilitate improvements on these issues. It was suggested that the proposed Elected Members' training exercise could focus on recovery; and

- planning for the transition from managing a civil defence event to returning to operational business as usual was difficult. Flexibility across the organisation would be required in those circumstances and the central government could intervene if it was dissatisfied with local management.
- **Training Update**
 - The Crisis Manager advised that all KPIs had been exceeded as was detailed in Attachment 2 of the staff report. A further multi-agency exercise was proposed before the end of 2015.
 - The City Safe Unit Manager referred to the police exercise that would take place in the Municipal Building on 16 September 2015 – Council staff would attend as observers.
 - Co-Ordinated Incident Management System ('CIMS') training (Levels 2 and 4) took place in a combined three-day session.
- **Integrated Training Framework Update**
A course meeting standards similar to CIMS Level 4 would run at Wintec on 27 and 28 August 2015. It was expected that 40 to 60 Council staff would take part in such training.
- **Hamilton City Controller**
The Crisis Manager summarised the recommendation to appoint a second controller to replace Olly Te Ua and provided a brief resume of the City Safe Unit Manager, as the proposed candidate. An outline of the appointment process was also discussed.

Resolved: (Crs Macpherson/O'Leary)

Recommendation to Council

That Kelvin Powell is endorsed as a second Hamilton City Controller in order to begin the formal appointment process.

- **Community Response Plan**
Presentations and education sessions at schools and early education centres were well received. Focus would now go on providing resources to local small and medium-sized businesses to prepare their own Business Continuity Plans. This would not involve advisory services due to potential liability issues.
- **Shake Out Exercise**
The national exercise would take place on 15 October 2015 at 9:15am.
 - The Communications Advisor discussed the activities that had taken place with Elected Members, which would form part of a campaign to commence from early September 2015.
 - An evacuation exercise was planned for the Municipal Building. The Hamilton Zoo would participate in a full drill. It was suggested that evacuations should take place across all Council sites – the Crisis Manager would submit this proposal to the Senior Leadership Team.
- **Hamilton City Emergency Management Activations**
Work was underway to co-ordinate on-call duty officers effectively during a non-declared event (for example, heavy rainfall), including clarity on who was leading an event. An update would be provided to the Subcommittee at its next meeting.
- **Waikato CDEM Group Plan Update**
The MCDEM supported the proposed Emergency Response System by way of a smartphone application. Funding was provided to undertake further research at a national level.

Resolved: (Crs Macpherson/O'Leary)
That the report be received.

The Meeting was declared closed at 2:23pm.

Item 4

Attachment 1

Committee: Civil Defence and Emergency Management Subcommittee

Date: 18 November 2015

Report Name: Civil Defence and Emergency Management Subcommittee Action List

Author: Ian Loiterton

Status	<i>Open</i>
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Recommendation

That the Report be received.

1. Attachments

2. Attachment 1 - CDEM Action List - 18 November 2015

CDEM Subcommittee Action List (D-1551348)

Meeting Date	Item #	Action for monitoring	GM Responsible	Comment
19-Feb-15	4	Civil Defence exercise. A further workshop is provided to Councillors to run a full	Corporate	In progress. Options being explored for early 2016

Item 5

Attachment 1

Committee: Civil Defence and Emergency Management Subcommittee

Date: 18 November 2015

Report Name: Emergency Management Update

Author: David Robson

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Civil Defence and Emergency Management</i>
Financial status	<i>This activity is fully budgeted as part of the Risk and Emergency Management Unit</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i>

1. Purpose of the Report

- To update the Civil Defence and Emergency Management Subcommittee on progress made and future activities of the Hamilton City Emergency Management Team.

3. Executive Summary

- The Shakeout Exercise was successfully completed on 15 October 2015 with over 41,369 registered participants in Hamilton.
- Kelvin Powell, HCC City Safe Manager, is recommended as second Controller for Hamilton City Council by CEG and only requires final approval by the Joint Committee before formally adopting the role.
- Business Continuity Plans are being rolled out to local business in Hamilton.

7. Recommendation from Management

That the report be received.

8. Attachments

- Attachment 1 - Top Ten Risks November 2015
- Attachment 2 - EM Work Programme update 201516 (November)

11. Organisational Risks

12. The current organisational risks that relate to CDEM are summarised as follows. A supporting page for each risk is attached which provides further detail, risk scores, controls and mitigation. (Attachment 1).
- Inadequate testing of Business Continuity Plans
 - Ability to deliver statutory obligations in a civil defence/emergency event
 - Failure of wastewater infrastructure leading to pollution of waterways
 - Unpredicted land movement and riverbank slips
 - Sustained IT systems outage

13. Shake Out Exercise

14. The national exercise was held on 15 October 2015 at 9:15am with an aim of bringing awareness of the actions to take before, during and after an earthquake.
15. At 9:15am the alarm was raised by civil defence staff volunteers using anything from whistles to cow bells as staff practiced the drop, cover and hold drill under their desks and it was good to see some departments within the municipal carried on after the exercises to practice evacuation drills.
16. As part of the programme competitions were ran internally and throughout the community to inform and create engagement around the event. The Emergency Management Team has received a large amount of photographs and testimonials which will be collated and uploaded to the Emergency Management velocity page, website and social media.
17. 41,369 participants throughout Hamilton were registered for the event with 1.36 million recorded across New Zealand. A particular focus was made by the Emergency Management Team to engage local schools and it was pleasing to see that there were 22,273 registered participants at schools throughout Hamilton.

18. Hamilton City Controller Update

19. Kelvin Powell, City Safe Unit Manager, continues the process of appointment as the second controller for HCC. Kelvin has recently reached the interview stage and it was subsequently recommended in the CEG meeting of 30 October 2015 that Kelvin be appointed to the role. The final stage of the process is for the Joint Committee to approve this recommendation in the next Joint Committee meeting on 23 November 2015.

20. Community Response Plan Update

21. Since the previous report 12 presentations/education sessions on emergency management have been delivered to schools and early education centres in the Hamilton City area.
22. The next phase of the Community Response Plan roll out of recognising local business as part of the community with a focus on business continuity planning has begun.
23. The plans provide small, local business with the resources to complete their own business continuity plan (BCP) and includes the natural and man made hazards which may affect a local business in Hamilton.
24. Presentations have been delivered to the Shop Keepers Association, Chamber of Commerce and Hamilton Central Business Association. The Emergency Management Team has received interest and requests from local business owners for further facilitated workshops. Discussion ensues in regards to availability and dates and an update will be provided in future reporting.

25. Training Update

26. Since the last report four staff volunteers have received CIMS level 2 and 4 training and ten have received the in-house intermediate Integrated Training Framework (ITF) training.
27. The Intermediate course is a two day course and is intended to provide a basic understanding of the various roles in the EOC within the CIMS structure in order that trained staff volunteers can better identify their ideal pathway and carry out some basic functions, under supervision, should they be called upon to do so.
28. HCC staff volunteers will participate in a support capacity in the Hawke's Bay Te Matua-a-Maui national exercise. Support will take the form of monitoring the event via the EMIS system and responding to any simulated requests for assistance.
29. Exercise Te Matua-a-Maui is based on a magnitude seven earthquake hitting the region. The main operations will be based at the Civil Defence Emergency Management Group Headquarters in Hastings, with further operation centres in Wairoa, Napier and Waipawa. More than 250 people are scheduled to take part in the exercise from a range of organisations including local councils, police, fire and district health board, along with other government and non-government organisations and neighbouring regional civil defence groups.

30. Hamilton City Emergency Management Activations

31. Since the previous report Hamilton has only suffered some minor weather related incidents through a couple of instances of surface flooding which did not cause any disruption.
32. The National Events Centre and East Coast authorities were activated on 16 September 2015 for the 8.8 Chilean earthquake which presented a tsunami risk to NZ, however there was not threat to Hamilton.

33. Group Plan Update

34. A Civil Defence Centre (CDC) project is to be rolled out across the region with a purpose to define how the Waikato CDEM Group will approach the identification of CDC's including:
 - The process and registering of potential CDC locations
 - The establishment of a CDC database
 - The way that CDC locations will be identified (e.g. fit for purpose)
 - The removal of historic civil defence signage in the community
 - The approach of communicating the above to the community
35. This project will be an HCC priority for the next 3-6 months and once further detail is known will be added to the work programme. Details of the deliverables and dates with regards to HCC will be made in future reporting

Signatory

Authoriser	Blair Bowcott, Executive Director Special Projects
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Organisational Risks Summary That Relate to CDEM (August 2015)

Risk Summary:	
Inadequate testing of Business Continuity Plans.	

Management Risk Assessment					
Likelihood of Occurrence	Likely				
Impact - Our People	Moderate		Impact - Safety & Wellbeing	Moderate	
Impact - Information Management & Tech	Serious		Impact - Reputation	Serious	
Impact - Financials	Catastrophic		Impact - Social & Cultural	Serious	
Impact - Compliance	Serious		Impact - Service Delivery	Major	

Initial risk score	Very High	
Residual risk score(after consideration of controls and mitigation)	High	

Risk Treatment Summary
Controls
<ol style="list-style-type: none"> 1. Business Continuity Plans are in place for high risk areas, some of which are tested regularly and updated accordingly. 2. Annual review cycle of plans is in place. 3. Vulnerability analysis to risk assess the dependencies and underpinning processes within the Business Continuity Plans
Mitigations
<ol style="list-style-type: none"> 1. Business interruption insurance held by HCC with increased cover for the water reticulation system. 2. Regularly testing for any other priority BCPs to be added.
Future Actions
<ol style="list-style-type: none"> 1. Inter-unit scenario testing of plans

Ref ID: 21/08

Risk Summary:	
Ability to deliver statutory obligations in a civil defence/emergency event.	

Management Risk Assessment			
Likelihood of Occurrence	Likely		
Impact - Our People	Serious 	Impact - Safety & Wellbeing	Serious 
Impact - Information Management & Tech	Moderate 	Impact - Reputation	Catastrophic 
Impact - Financials	Catastrophic 	Impact - Social & Cultural	Major 
Impact - Compliance	Major 	Impact - Service Delivery	Major 

Initial risk score	Very High 
Residual risk score (after consideration of controls and mitigation)	High 

Risk Treatment Summary
Controls
1. Monthly training exercises and scenario testing which has realised an increase in HCC Civil Defence and Emergency Management capability assessment from 30% to 78% in two years. 2. HCC Emergency Operation Centre (EOC) has received a score of 65% against National standards. 3. Multi-agency emergency exercises targeted at critical infrastructure. 4. Dedicated, experienced Civil Defence Professional staff. 5. Fully trained Local Controllers who have the capability to lead HCC's response in an event.
Mitigations
1. Key trained staff have emergency event experience, e.g. involvement in the Christchurch disaster.
Future Actions
1. The inclusion of trained staff in the incident management team for local events outside of Hamilton to gain experience.

Ref ID: 22/10

Risk Summary:	
Failure of wastewater infrastructure leading to pollution of waterways.	

Management Risk Assessment			
Likelihood of Occurrence	Almost Certain		
Impact - Our People	Serious 	Impact - Safety & Wellbeing	Serious 
Impact - Information Management & Tech	N/A 	Impact - Reputation	Moderate 
Impact - Financials	Serious 	Impact - Social & Cultural	Moderate 
Impact - Compliance	Catastrophic 	Impact - Service Delivery	Moderate 

Initial risk score	Very High 
Residual risk score(after consideration of controls and mitigation)	High 

Risk Treatment Summary
Controls
<ol style="list-style-type: none"> 1. External peer review of plant operations with is conducted on a reoccurring cycle. 2. Online monitoring of system performance for the early detection of potential errors. 3. Investment in proactive inspection, maintenance and renewal of assets and infrastructure.
Mitigations
<ol style="list-style-type: none"> 1. Emergency management response plan and the dry weather overflow response manual which is routinely tested. 2. Better understanding of risk which informs our capital works programme through Asset Management Plans and water network models.
Future Actions
<ol style="list-style-type: none"> 1. LTP investment in wastewater infrastructure capacity improvement to decrease risk of spills.

Ref ID: 24/07

Risk Summary:	
Unpredicted land movement and riverbank slips.	

Management Risk Assessment					
Likelihood of Occurrence	Almost Certain				
Impact - Our People	Minor		Impact - Safety & Wellbeing	Minor	
Impact - Information Management & Tech	N/A		Impact - Reputation	Major	
Impact - Financials	Catastrophic		Impact - Social & Cultural	Major	
Impact - Compliance	Minor		Impact - Service Delivery	Moderate	

Initial risk score	Very High 
Residual risk score(after consideration of controls and mitigation)	High 

Risk Treatment Summary
Controls
<ol style="list-style-type: none"> 1. Establish regular monitoring and modelling of risk area(s) through external engineering consultants. 2. On-going engagement with asset owners of potential risk areas (property owners, local business etc).
Mitigations
<ol style="list-style-type: none"> 1. High risk areas are closed to the public 2. Legal advice is sought as required.
Future Actions
Nil

Ref ID: 40/07

Risk Summary:	
Sustained IT systems outage.	

Management Risk Assessment					
Likelihood of Occurrence	Likely				
Impact - Our People	Moderate		Impact - Safety & Wellbeing	Serious	
Impact - Information Management & Tech	Major		Impact - Reputation	Moderate	
Impact - Financials	Serious		Impact - Social & Cultural	Serious	
Impact - Compliance	Serious		Impact - Service Delivery	Major	

Initial risk score	Very High	
Residual risk score(after consideration of controls and mitigation)	Medium	

Risk Treatment Summary
Controls
<ol style="list-style-type: none"> 1. Outsourced IT arrangements to transfer the risk 2. Contingency and Business Continuity plans in place. 3. Off-site data centre for secure storage of data outside of the CBD.
Mitigations
<ol style="list-style-type: none"> 1. Back up telecommunication/internet networks. 2. Alternate power supply arrangements 3. Audit programme focused on infrastructure security and process is currently active.
Future Actions
Nil

Ref ID: 01/03

Emergency Management Work Programme 2015/16

Task/exercise	When	Measure	Responsibility	Progress to date
Reporting				
Update report to CDEM Sub-committee	Quarterly in line with reporting calendar	Submitted on time with GM approval	Crisis Manager	On Track
Meetings				
Attendance of appropriate CDEM /stakeholder committees and subcommittees	As required	Contribution to local and group plan and strategies	Crisis Manager/EMAs	On Track
Represent HCC through attendance of Local Welfare Committee /Coordinating Group meetings	Quarterly	Engagement with local community groups and contribution to local and group plan and strategies	EMAs	On Track
Training/Engagement				
Pool of 75 staff volunteers are trained and maintained	On going	Trained core staff for key roles (2 shifts) are in place. The list of volunteers is reviewed regularly for turnover and kept up to date	EMAs	On Track
Two controllers at HCC are identified, trained and are engaged	On going	Two controllers in place at all times	EMAs/Controllers	1 Controller + one in the approval process
Community Engagement	On going	The Hamilton Community is engaged through social media initiatives and community	EMAs	On track, but will feature increased

Emergency Management Work Programme 2015/16

		response planning activities/discussions/literature and resources		further focus with the emerging CDEM signage project
Public education is maintained through presentations and expos	3 expos are attended each year as well as 50 presentations to schools, community groups and businesses	Local community groups and schools are able to build resilience through understanding the local hazards and 'get ready get thru' principles	EMAs	KPI already surpassed
Staff volunteers are trained	8 desk top exercises per year 1 national exercise per year 1 regional exercise per year 1 local exercise per year Participate in 8 EMIS online drills per year	Through desk top and EOC exercises, staff are able to practice in a safe but realistic environment.	EMAs	On Track
Risks and Hazards				
Resilience is built by understanding Hamilton's hazardscape	On going	Hazards and risks are identified, understood and held on a hazardscape register	EMAs (with Risk Manager)	The register is up to date based on current information
Risk transfer through comprehensive insurance	On going	Hazards and corresponding risks are identified, understood and	Crisis Manager	Insurance renewed

Emergency Management Work Programme 2015/16

cover		where possible the resulting exposure is transferred and/or mitigated		on 1 November and monitoring continues for gaps in cover
Response and Activation				
24/7 on call duty response	On going	24/7 response is maintained via roster arrangement	EMAs and Crisis Manager	On Track
Organisational Support	As required	Support and resources is lent to business functions in managing local events (e.g. drought management etc)	EMAs	On Track
HCCs civil defence and EOC capabilities are measured on an annual basis	Annual (next assessment in August 2016)	The EOC and HCC emergency response capabilities are audited against MCDEM assessment criteria	EMAs	Completed for 2015
EOC in a state of readiness	On going	EOC is maintained to be operational at a moments notice	EMAs	On Track
Improved communications between on-call duty officers in key business functions	October 2015	Introduction of a process based on the principles of the emergency management Coordinated Incident Management System (CIMS) linking cross organisation duty officers in an event/	Crisis Manager	WIP – Process has been completed and information is with IS to create the email/text system

Emergency Management Work Programme 2015/16

Local/Group Strategies				
Continue to build on Local Recovery Planning	On going	Work is continued to build in recovery planning through attendance and contribution to group/ministry work programmes	EMAs and Crisis Manager	Awaiting Ministry resources to commence the work. HCC recovery plan is place for the interim
Organisational Resilience				
New BCPs are created for second tier critical services	4 per year	Organisational resilience continues to build	Risk Manager	On track – 2 created for Development Contributions and Water Sampling and Analysis
Existing BCPs undergo annual review	All plans reviewed	BCPs are kept up to date and relevant	Risk Manager	Q3
Existing BCPs are tested	All plans tested	Plan holders are encouraged and supported to test BCPs at least on an annual basis	Risk Manager	WIP

Item 6

Attachment 2