

## Notice of Meeting:

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

**Date:** Thursday 17 March 2016  
**Time:** 3.30pm  
**Meeting Room:** Karaka Room  
**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

---

Becca Brooke  
Committee Advisor

**9 March 2016**

Telephone: 07 838 6439  
Becca.Brooke@hcc.govt.nz  
www.hamilton.govt.nz

**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.

<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1</b>	<b>Apologies</b>	<b>4</b>
<b>2</b>	<b>Confirmation of Agenda</b>	<b>4</b>
<b>3</b>	<b>Declarations of Interest</b>	<b>4</b>
<b>4</b>	<b>Civil Defence and Emergency Management Subcommittee Open Minutes 26 August 2015</b>	<b>5</b>
<b>5</b>	<b>Civil Defence and Emergency Management Subcommittee Action List</b>	<b>8</b>
<b>6</b>	<b>Emergency Management Update</b>	<b>11</b>

**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:** 17 March 2016

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

**Author:** Ian Loiterton

<b>Status</b>	<i>Open</i>
---------------	-------------

## 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 18 November 2015.

## 1. Attachments

- Attachment 1 - Civil Defence and Emergency Management - Open Minutes - 18 November 2015

---

## Civil Defence and Emergency Management Subcommittee

### OPEN MINUTES

---

Minutes of a meeting of the Civil Defence and Emergency Management Subcommittee held in Kauri Room, Level 1, Municipal Building, Garden Place, Hamilton on Wednesday 18 November 2015 at 2.30pm.

#### PRESENT

Chairperson	Cr L Tooman
Members	Cr A O'Leary
In Attendance:	Paul Conder – Acting General Manager Corporate David Robson – Crisis Manager Kelvin Powell – CitySafe Unit Manager
Committee Advisor	Ian Loiterton - Committee Advisor

---

#### 1. Apologies

**Resolved:** (Crs O'Leary/Tooman)

That the apology from Blair Bowcott – Executive Director Special Projects be received and accepted.

#### 2. Confirmation of Agenda

**Resolved:** (Crs Tooman/O'Leary)

The Committee to confirm the agenda.

#### 3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

#### 4. Civil Defence and Emergency Management Subcommittee Open Minutes 26 August 2015

**Resolved:** (Crs O'Leary/Tooman)

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.

#### 5. Civil Defence and Emergency Management Subcommittee Action List

**Resolved:** (Crs O'Leary/Tooman)

That the Report be received.

#### 6. Emergency Management Update

The Crisis Manager talked to the report and highlighted:

- **Organizational Risks**

The draft Organizational Risks as listed in the Agenda were being reviewed by Council's Senior Leadership Team.

- **Shake Out Exercise**

Participant numbers in the Shake Out Exercise on 15 October 2015 were high, especially the number of school children.

- **Hamilton Controller Update**

It was expected that the appointment of Kelvin Powell as a Hamilton City Controller would be finalized by Monday 23 November 2015.

- **Community Response Plan Update**

Following presentations to the Shop Keepers Association, Chamber of Commerce and the Hamilton Central Business Association, it was expected that a number of workshops would be delivered for businesses that registered an interest in developing their own business continuity plan.

- **Training Update**

Delivery of staff training had been progressed and it was noted that, while the Co-ordinated Incident Management System and Integrated Training Framework could be regarded as complimentary training packages, the latter was more standardized and gave staff the opportunity to specialize in a particular area and attain nationally recognized qualifications.

**Resolved:** (Crs O'Leary/Tooman)

That the report be received.

**The Meeting was declared closed at 3.03pm.**

**Committee:** Civil Defence and Emergency Management Subcommittee

**Date:** 17 March 2016

**Report Name:** Civil Defence and Emergency Management Subcommittee Action List

**Author:** Ian Loiterton

<b>Status</b>	<i>Open</i>
---------------	-------------

### Recommendation

That the Report be received.

### 1. Attachments

- Attachment 1 - Civil Defence and Emergency Management Subcommittee - Open Action List - 17 March 2016

**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	Deferred until after Council Elections in late 2016 due to a review of Civil Defence/Emergency Service processes



**Committee:** Civil Defence and Emergency Management Subcommittee

**Date:** 17 March 2016

**Report Name:** Emergency Management Update

**Author:** Blair Bowcott

<b>Report Status</b>	<i>Open</i>
<b>Strategy, Policy or Plan context</b>	<i>Hamilton City Civil Defence and Emergency Management</i>
<b>Financial status</b>	<i>There is budget allocated as a functions of the Risk and Emergency Management Unit</i>
<b>Assessment of significance</b>	<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

- Kelvin Powell, City Safe Unit Manager is confirmed as second controller for Hamilton City.
- Following the departure of the Crisis Manager, a six month interim arrangement has been adopted with the Waikato Regional Council's CDEM Group providing oversight and direction of Hamilton City's Emergency Management activities and management of HCC CDEM staff. During this time, we are exploring the options for a longer term permanent arrangement with CDEM Group.
- A Recovery Manager will need to be appointed for Hamilton City. Options are currently being explored.
- The next phase of the Community Response Planning is to focus on integrated decision making and planning with the community.
- The CDEM Group Manager will be in attendance for the discussion of this report.

## 9. Recommendation from Management

That the Report be received.

**10. Attachments**

11. Attachment 1 - Emergency Management Work Programme 2015/16
12. Attachment 2 - Civil Defence Infographic

**13. Hamilton City Controller Update**

14. Kelvin Powell, City Safe Unit Manager, has been confirmed as the second controller following approval by the Joint Committee on 23 November 2015. Kelvin is an asset to the organisation with an extensive background as a senior police officer and has been identified to attend the next controller training programme at the next available opportunity. This arrangement is in place until mid-July 2016.

**15. Hamilton City Recovery Manager Update**

16. Following the departure of the Crisis Manager (David Robson), the Recovery Manager role in the Emergency Operations Centre needs to be filled. Suitable internal council candidates are being considered. In the interim, the Recovery Manager role is being assumed by the two Hamilton City Controllers.

**17. Hamilton City Emergency Management Arrangements**

18. Following the departure of the Crisis Manager on 15 January 2016, a six month interim arrangement has been adopted with the Regional Council's CDEM Group providing oversight and direction of Hamilton City's Emergency Management activities. Lee Hazelwood, the CDEM Group Manager will also manage Hamilton City Council's CDEM functions.
19. This is a great opportunity to not only provide assurance to governance as well as the community through strengthened Emergency Management arrangements, but also direct alignment to the Group Strategic Plan and stronger relations brought about through an alliance.
20. All costs relating to this interim arrangement are being met from existing Emergency Management budgets.
21. The Hamilton City Council's Emergency Management Advisor (EMA), Chris Hattingh, will continue in his current capacity under this new interim leadership arrangement.
22. The team continue to focus on the Emergency Management work programme and an update is included in Attachment 1.
23. During the period of interim arrangement an evaluation of the work programme is to be completed by the CDEM Group Manager which will form the basis of the proposal for a permanent arrangement. The objective is to structure a permanent arrangement similar to that in place between CDEM Group and Waikato District Council. The intention is that a formal proposal will be presented to the next CDEM Subcommittee for consideration.

**24. Community Response Plan Update**

25. Since the previous report, Lavelle Stuart (EMA), has ended her fixed term appointment leaving one EMA at Hamilton City Council. During the term of the interim arrangement, most of the community engagement duties previously assigned to Lavelle have been placed on hold until appropriately resourced. However, where appropriate, the Group CDEM Office is supporting certain key activities. The next phase of the Community Response Planning is to focus on integrated decision making and planning with the community.

26. Previously, the Emergency Management Team concentrated on building both organisational and community resilience. Although organisational resilience will continue through the identification and training of staff volunteers, it is felt that the processes and procedures that are necessary to achieve true organisational resilience are covered through the Risk Manager. This includes the transfer of risk through insurance cover, business continuity planning and the identification and management of risks.
27. The renewed focus for the Emergency Management Team is that of community resilience through engagement and inclusion in decision making and design in line with what is becoming a new best practice. Other TLA's in the region are achieving greater buy in and results through an integrated process to the point that communities are beginning to create their own community response plans under the guidance of the EMA.
28. Presentations and meetings will kick start this initiative, however due to the necessity to create engagement in order to drive activity, it is anticipated that this programme of work will need to be sustained over the long term. However, regular updates will feature as part of future reporting.

## **29. Red Cross App**

30. The red Cross phone app 'Hazards' has now been adopted by most all CDEM Groups across the country as the most appropriate smart phone based system for alerting the community to emergency situations. The app also provides hazard preparedness and response advice for the user. The app is free to download and allows the local CDEM entity, along with other national agencies such as the Met Service, to send out alerts as required.
31. A media campaign will start in the coming weeks to promote the use of this app circulated by both the CDEM Group and the Red Cross. Over the long-term this platform will serve as one component of a broader public alerting system

## **32. Civil Defence Centre (Welfare Centre) signage removal**

33. As more significant welfare responsibilities have been placed on councils through recent changes in the national plan, considerable effort is going into the development of our welfare capabilities, technology and policies. One component of this effort is ensuring that the community understands the difference between a community led centre, where such things as food, comfort or bedding may be provided via community groups, and Civil Defence Centres (CDC), where government support (e.g. housing, financial aid, reunification) is provided through official agencies.
34. Additionally, it has been noted that around the region there are many historic CDC signs still pointing to buildings which are no longer fit for purpose or, in some cases, would not be safe in certain events. Consequently, CDC signs are being removed from all local authorities buildings to avoid confusion and to clarify expectations. In the case of Hamilton, only the schools still carry CDC signs. These signs will be removed over time by the school boards.

## **35. Exercise Tangaroa**

36. Exercise Tangaroa is part of the national Exercise programme which includes one nationwide exercise every four years. This is an opportunity to test and evaluate our capability to coordinate the response to a large-scale event and to implement the necessary activities to recover the city and wider region.
37. Exercise Tangaroa will be a large tsunami exercise which will test Hamilton's ability to manage a large number of evacuees and provide logistical support to the directly impacted areas of the

region. The exercise will be in three parts separated by two week intervals starting 31 August. The first is a functional all-day EOC exercise to address the response, the second and third will be desktop exercises to address the immediate aftermath and longer-term recovery. Further details will be provided in subsequent reports.

**38. Public Communication**

- 39. The CDEM Group office have been very successful in engaging the public on CDEM awareness, particularly through the use of social media and the popular Facebook posts. These have attracted a large following.
- 40. Associated with this wider public engagement and awareness, a simple CDEM infographic has been developed to explain the various elements of CDEM. This is included in Attachment 2.

**41. Training Update**

- 42. Since the last report no further staff volunteers have received training over the Christmas period, however a desk top training exercise is to be delivered in-house in March 2016.
- 43. A psychosocial first aid course is being offered to those staff involved in welfare activities. The HCC Welfare Manager will be attending and expressions of interest are being processed from other appropriate staff.
- 44. The National Civil Defence and Emergency Management conference is being held on 1 and 2 June 2016. Representatives from Hamilton will attend.

**45. Hamilton City Emergency Management Activations**

- 46. 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.
- 47. The Emergency Management Team is actively monitoring the low river levels which are a result of continued dry weather. However, the city has been experiencing sporadic days of rain which does not necessarily affect low river levels, but does contribute to the reduction of water used in garden watering etc.

**48. Group Plan Update**

- 49. The initial framework of the plan has now been established and the next phase begins in the socialising of the content with the various CDEM committees. Updates and feedback of this exercise will be provided in future reporting

**Signatory**

Authoriser	Blair Bowcott, Executive Director Special Projects
------------	--

### Emergency Management Work Programme 2015/16

Task/exercise	When	Measure	Responsibility	Progress to date
<b>Reporting</b>				
Update report to CDEM Sub-committee	Quarterly in line with reporting calendar	Submitted on time with GM approval	Crisis Manager	On Track
<b>Meetings</b>				
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
<b>Training/Engagement</b>				
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	Completed
Community Engagement	On going	The Hamilton Community is engaged through social media initiatives and community response planning	EMAs	On track, but will feature increased further focus with

### Emergency Management Work Programme 2015/16

		activities/discussions/literature and resources		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
<b>Risks and Hazards</b>				
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 cover	On going	Hazards and corresponding risks are identified, understood and where possible the resulting	Crisis Manager	Insurance renewed on 1 November and

## Emergency Management Work Programme 2015/16

		exposure is transferred and/or mitigated		monitoring continues for gaps in cover
<b>Response and Activation</b>				
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
<b>Local/Group Strategies</b>				

### Emergency Management Work Programme 2015/16

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
<b>Organisational Resilience</b>				
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

# What is Civil Defence?

It's not a **thing**; it is communities, organisations and government **working together** to get ready and **get through** an emergency. **We are all Civil Defence.**



