
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

There were no apologies.

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.