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# Civil Defence and Emergency Management Subcommittee

## OPEN MINUTES

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**Minutes of a meeting of the Civil Defence and Emergency Management Subcommittee held in Karaka Room, Municipal Building, Garden Place, Hamilton on Wednesday 13 May 2015 at 1.30pm.**

### PRESENT

Chairperson	Cr L Tooman
Members	Cr D Macpherson
In attendance	Cr Chesterman
	General Manager Performance; Crisis Manager
Committee Advisor	Mr B Stringer

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### 1. Apologies

That the apologies from Cr O'Leary be received and accepted.

**Resolved:** (Crs Tooman/Macpherson)

### 2. Confirmation of Agenda

**Resolved:** (Crs Macpherson/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 gave an update on the following:

- **Possible Hamilton fault line**

There appeared to be little community response to the Waikato University's report, released on 1 May 2015, in relation to a potentially new fault line existing under Hamilton City.

- **Cyclone Pam**

The remnants of Cyclone Pam had minimal impact on Hamilton. Council's Civil Defence duty officer monitored the situation and provided information to the Communications Team.

- **Hamilton Local Recovery Plan**

A completed version of the Plan was included in the Agenda as Attachment 6 to the staff's report – *Hamilton City Emergency Management Update* (Item 7).

**Resolved:** (Crs Tooman/Macpherson)

That the Report be received.

**5. Civil Defence and Emergency Management Subcommittee Open Minutes 19 February 2015**

**Resolved:** (Crs Macpherson/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 19 February 2015.

**6. Civil Defence and Emergency Management Subcommittee Action List**

It was noted that a date for a Councillors' workshop was to be finalised with the Democracy Team.

**Resolved:** (Crs Tooman/Macpherson)

That the Report be received.

**7. Hamilton City Emergency Management Update**

The Crisis Manager and General Manager Performance spoke to the Report. The following matters were highlighted and discussed by the Subcommittee:

- **Fault Line Investigation**

The General Manager confirmed that staff had no additional information beyond what was presented at an earlier Council Briefing, though it was accepted that the staff report to this Subcommittee should have contained the detail from that Briefing. It was reiterated that the University of Waikato's findings were as a result of initial work and that the University was applying for additional funding for further investigations. Staff would keep in contact with the University and the Waikato Regional Council's Hazards Manager as the matter progresses and update the Subcommittee accordingly. The key to the additional work was to determine whether there was a fault line and if it remained active.

The Crisis Manager stated that more earthquake training and awareness education would be undertaken later in the year, particularly at the time of the 'Shake Out' campaign.

- **Earthquake Strengthening**

The Crisis Manager updated the Subcommittee on the central government's proposed changes

to earthquake strengthening. Staff would check to confirm that Council's Emergency Operation Centre met national requirements. Work was to be completed over the coming months to clarify the potential liquefaction zones in Hamilton that may impact on the earthquake strengthening to be undertaken for Council property. Staff would provide a further update on the Government's proposed changes at a future Subcommittee meeting once legislation was in place.

The Chair suggested the Councillors' exercise could use an earthquake scenario.

- **Emergency Management Exercise**

A full-scale exercise that involved two shifts was completed successfully. An update on the findings from that exercise would be presented at the next Subcommittee meeting.

- **Waikato Show Expo**

The key theme from the Expo was the preparations to be done in people's homes. Turnout in terms of support from other Waikato councils was lower than normal as the event occurred earlier than was originally planned; figures indicated about 15,000 people attended the event.

- **Civil Defence Centre Project**

The Project was reviewing the assumption that schools would continue to be Civil Defence Centres in an emergency event. The Crisis Manager noted that the majority of schools would continue as such centres, as reflected in Council's Local Recovery Plan. The Project would review the identification and resources for these centres and secondary sites.

- **Community Response Plan**

A Business Continuity Plan kit had been completed to assist small and medium-sized businesses to conclude their own plans in preparation for, and recovery from, an emergency. The Crisis Manager clarified that the kit was not intended to provide comprehensive advice on what a specific business should do. The new member of the Emergency Management team would be involved in the promotion of response plans in the community, including at schools.

- **Integrated Training Framework (ITF) Update**

The Intermediate (2-day) course to be provided in-house complements Co-ordinated Incident Management System (CIMS) training. It was envisaged that 60-70 staff would complete the intermediate course, which would be supported by the Regional Council's Group Emergency Management Team.

- **Business Continuity Management Audit**

The four recommendations derived from the audit have been met and were signalled as completed by management. These matters were with PWC for confirmation.

- **Emergency Management Activations**

- i. There was increased engagement with and from the public during Cyclone Pam even though there was little impact on the city.
- ii. City Waters worked with the Communications team during the disruption caused by rain on 18 April 2015. It was noted that Civil Defence and City Water staff should have communicated more effectively at that time and this was a recommendation to be taken to the Senior Leadership Team.

The General Manager stated that it was important to have a structure in place for non-civil defence events that ensured key stakeholders remained informed and staff involved collaborated well.

- **Group Plan Update**

The Crisis Manager's team was reviewing the completed documentation.

- **Emergency Management Staff**

An update on the team was provided.

- **Recovery Plan**

It was explained that the Plan was a statutory requirement and addressed actions to be taken following a civil defence emergency and how to activate a recovery. The Ministry of Civil Defence and Emergency Management was reviewing national recovery guidelines, which may result in changes to Council's Recovery Plan.

The Crisis Manager clarified the Plan was intended as an instruction manual for a recovery team. It would also assist in the transition from the response phase of an event to the recovery. As such, it had a limited audience.

**Resolved:** (Crs Macpherson/Tooman)

That the Report be received.

## 8. **Hamilton City Hazard Report**

The Crisis Manager spoke to the report, which he noted provided an overview of the most likely hazards that may be encountered in Hamilton.

In response to questions, it was explained that:

- the District Health Board would be the lead organisation in a pandemic event. An integrated structure with emergency services and the Red Cross would be initiated.
- once a civil defence emergency was declared, there would be additional powers available to local authorities to exercise if required.

The Elected Members noted the importance of the different services and organisations to liaise effectively when CD events occurred.

**Resolved:** (Crs Tooman/Macpherson)

That the Report be received.

**The Meeting was declared closed at 2:50pm**