
Civil Defence and Emergency Management Subcommittee

OPEN MINUTES

Minutes of a meeting of the Civil Defence and Emergency Management Subcommittee held in Caro Room, 1st Floor, Municipal Building, Garden Place, Hamilton on Thursday 19 February 2015 at 11am.

PRESENT

Chairperson: Cr L Tooman

Members: Cr D Macpherson
Cr A O'Leary

In Attendance: Cr Chesterman
General Manager Performance and General Manager Organisational
Development

Committee Advisor: Mr B Stringer

1. Apologies

There were no apologies.

2. Confirmation of Agenda

Resolved: (Crs O'Leary/Macpherson)

That the Agenda be confirmed.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Chair's Report

In his report the Chair gave the Subcommittee an update regarding:

- a. His discussion on community radio on 31st January on civil defence matters, including the need for families to have three community response plans for families to cover the home, work and school.
- b. The approval from Council in December 2014, for the General Manager Organisational Development to be a Controller. The General Manager was awaiting training in this regard.
- c. The All Hazards Centre and that the Police decided not to be located at the Centre going forward. The General Manager Performance noted that the Council's Regional Emergency Management Advisor would discuss this at a national level.
- d. A further Councillor workshop be held in order to run a full Civil Defence exercise. The General Manager Performance noted that approximately seven Councillors would be required to make the exercise work.
- e. A proposal to amend the quorum of the Subcommittee to two members, which was supported by all the Elected Members at the Meeting. The General Manager Performance would draft a recommendation in this regard for the Strategy and Policy Committee Meeting on 24th February 2015.

Resolved: (Crs Macpherson/O'Leary)

That the Report be received.

5. Civil Defence and Emergency Management Subcommittee Open Minutes 23 September 2014 and 5 December 2014; Notes Informal Meeting 5 December 2014

Resolved: (Crs O'Leary/Macpherson)

That the Subcommittee:

- a. confirm and adopt as a true and correct record the Open Minutes of the Civil Defence and Emergency Management Subcommittee Meeting held on 23 September 2014.

Resolved: (Crs O'Leary/Tooman)

That the Subcommittee:

- b. confirm and adopt as a true and correct record the Open Minutes of the Civil Defence and Emergency Management Subcommittee Meeting held on 5 December 2014; and receive the Notes of the Informal Meeting of 5 December 2014.

6. Civil Defence and Emergency Management Subcommittee Action List

Resolved: (Crs O'Leary/Macpherson)

That the Report be received.

7. Hamilton City Emergency Management Update

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

a. **Operational Risks**

The two operational risks noted in the report remained relevant and would be the focus for 2015.

b. **Business Continuity Plans**

Ten Business Continuity Plans (BCP) were developed. As part of the Audit and Risk Committee's internal audit process, PWC would undertake a review of the completed BCPs to assess the overarching structure and approach. The outcomes would be reported to the March Audit and Risk Committee.

c. **Work Programme**

The Work Programme (shown as Attachment 2 of the Report) was on track.

d. **Insurance Loss Estimates**

There was ongoing work with external organisations to assess the maximum probable loss in the event of a significant natural emergency. This would enable a better understanding of the mitigations and insurance to put in place. Staff were working with approximately eight other councils, Aon and Tonkin & Taylor. Work was also being done to adopt a standardised valuation approach. This would be on a replacement-cost basis, though some facilities would be valued on an indemnity basis. The experiences of other councils in this regard was discussed. In response to queries from the Elected Members, the General Manager Performance noted:

- i. The Council's insurance coverage covered man-made emergencies.
- ii. Terrorism may be an exclusion.
- iii. Insurance covers approximately 9 other territorial authorities.

e. **Local Recovery Plan**

A draft of the Plan was prepared to cover the recovery phase after an emergency has occurred. This would be shared with the Subcommittee at an appropriate time.

f. **Community Response Planning**

The Plans were well received and there was good promotion in the community. Further work on engagement with the business community was required, with a focus on the SME sector. The focus for 2015 was to raise awareness.

At the suggestion of Cr O'Leary, the General Manager Performance would ask staff to consider engaging neighbourhood homes that had their own data networks.

g. **Training**

- i. The second course for training Controllers would be occurring shortly. There would also be two or three national courses this year.
- ii. CIMS (Co-ordinated Incident Management System) training was ongoing.
- iii. The intermediate training programme was ongoing. 100 staff completed this training in 2014. It was expected there would be 30-40 staff attending this.
- iv. Exercises would be carried out monthly throughout 2015, with one exercise to be an all-day event to prepare for a 'change over' scenario. The Group Office would assist with exercises.

h. **Activation Activities**

This would be a regular feature in the Update Report.

i. Waikato Group Priorities

- i. The National 'Shake Out' campaign would be a new campaign this year. There would be efforts to increase local participation (e.g. schools). The Community Development team would assist with community engagement activities.
- ii. It was noted that the current Group Strategic Plan for 2011-16 was to be reviewed. There would be an 18-24 month process, with an updated plan to be adopted in November 2016, which would guide Civil Defence in the Waikato region for 2016-21.
- iii. A military representative was now attending the Readiness and Response Subcommittee in a liaison role. This was the first time this had happened for the Waikato region, which would help open up communication channels.
- iv. The Regional Council's draft budget approved (subject to consultation) funding new software for the Group Office, which would enable Councils to log events for an emergency situation on a real-time basis. Budget was also allocated to relocate the Group Office.
- v. The DHB promoted a new pandemics policy, which clarified that Health would be the lead agency in a pandemic event. In such event, assistance would be sought from other agencies.

The General Manager Performance noted the Group Office was doing a robust job, with increased engagement and co-operation between the various services.

j. Next Steps

A report on high risks to Hamilton would be presented to the next Subcommittee meeting.

Resolved: (Crs Tooman/O'Leary)

That the Report be received

The Meeting was declared closed at 12:00pm.