
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

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| 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.