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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 Thursday 17 March 2016 at 3.35pm.**

### PRESENT

Chairperson                      Cr L Tooman  
Members                              Cr D Macpherson  
    Cr A O'Leary

In Attendance:                      Blair Bowcott - Executive Director Special Projects  
    Kelvin Powell – City Safe Unit Manager  
    Lee Hazlewood – Group Manager/Coordinator, Waikato Region, CDEM Group

Committee Advisor:                Ms B Brooke

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The Chairperson welcomed Lee Hazlewood (Group Manager/Coordinator, Waikato Region, CDEM Group) to the Meeting and thanked him for his attendance.

### 1. Apologies

There were no apologies.

### 2. Confirmation of Agenda

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

That the Agenda be confirmed.

### 3. Declarations of Interest

No members of the Subcommittee declared a Conflict of Interest.

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

Subcommittee Members noted an error in the Apologies section of the Minutes pertaining to Blair Bowcott being an apology; This would subsequently be amended.

**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 18 November 2015, noting the error in the apologies section of the Minutes be amended.

*Cr Macpherson joined the Meeting (3.37pm) during the above Item. He was present when the matter was voted on.*

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

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

That the Report be received.

## 6. Emergency Management Update

Executive Director Special Projects spoke to the staff Report, summarising the main sections of the Report, and responded to questions from Subcommittee Members concerning:

- **The appointment of the City Safe Unit Manager as the second Controller for Hamilton City.** It was noted that the City Safe Unit Manager would be attending upcoming Controller training in Wellington and that there were also a pool of backup Controllers based at the University of Waikato. An update concerning Controller training across regions would be provided at the next CDEM Subcommittee Meeting.
- **The role of the Recovery Manager. It was noted that the role still needed to be filled.** Staff were considering suitable internal candidates. In the Interim, the Recovery Manager role would be covered by the two appointed Hamilton City Controllers. The role of the Recovery Manager looked after the clean up/rebuild process after an initial emergency management tasks had been dealt with in the event of an emergency/disaster.
- **The arrangement entered into with Waikato Region's CDEM Group.** It was explained that in the interim of the Crisis Manager resigning, Lee Hazlewood (Waikato Regional Council's CDEM Group) would be contracted to Hamilton City Council for the next six months to provide oversight and direction of Hamilton's emergency management activities. This arrangement would be in place until a suitable Recovery Manager was found or another option/model was agreed on. Lee would also be conducting an evaluation of the current emergency management work programme which would form the basis of a proposal for a permanent arrangement, which would be presented to the next CDEM Subcommittee Meeting for consideration.
- **The current Waikato District Emergency Management Model and how it worked.** Lee Hazlewood provided a brief explanation of the Model as outlined in the staff Report.
- **Red Cross Emergency App.** The App was still being developed but had been well received so far. The App enabled users to access real time information concerning various weather or emergency events in their area. Subcommittee Members raised concern over what would happen if cell phone towers were out of action in an emergency. It was explained that telecommunication organisations have plans in place to deal with emergencies, but that there was always a risk with Apps that various issues may occur. Red Cross were open to feedback regarding improving the App. The App was not designed to be a solution to all emergency communication issues.
- **Increasing community resilience in the event of an Emergency.** Subcommittee Members discussed the need for increasing awareness and knowledge on how to deal with an emergency or disaster within the wider community.

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

That the Report be received.

**The Meeting was declared closed at 4.30pm.**