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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 Kauri Room, Municipal Building, Garden Place, Hamilton on Tuesday 28 June 2016 at 2.00pm.**

### PRESENT

Chairperson                      Cr L Tooman  
Members                            Cr D Macpherson

In Attendance:                      Kelvyn Eglinton – General Manager City Growth  
    Blair Bowcott – Executive Director Special Projects  
    Kelvin Powell – City Safe Unit Manager  
    Lee Hazlewood – Group Manager, Waikato Region CDEM Group  
    Greg Ryan – Group Recovery Manager, Waikato Region CDEM Group

Committee Advisor:                Becca Brooke.

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### 1. Apologies

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

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

### 2. Confirmation of Agenda

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

That the Agenda be confirmed.

### 3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

**4. Civil Defence and Emergency Management Subcommittee - Open Minutes - 17 March 2016**

**Resolved:** (Crs Tooman/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 17 March 2016.

**5. Civil Defence and Emergency Management Subcommittee - Open Action List - 28 June 2016**

**Note:** General Manager Responsible for Action 1 to be changed to General Manager City Growth.

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

That the Report be received.

## 6. Emergency Management Update

Executive Director Special Projects and City Safe Unit Manager spoke to the Staff report highlighting the below points:

- City Safe Unit Manager had completed the national Civil Defence Controller Development Course in Wellington and had assumed responsibility within Council for the discharge of Councils legal obligations and delivery of Civil Defence Emergency Management (CDEM);
- A service delivery review of Hamilton City Council's CDEM activity had been carried out. Staff recommended that a shared service model with Waikato Regional Council would be the best option;
- A new draft Waikato CDEM Group Plan had been approved for public consultation; and
- The CDEM Joint Committee had agreed that Waikato Regional Council should look into establishing a Group Emergency Coordination Centre at the new Genesis Energy Building.
- CDEM Conference – Two Hamilton City Council staff attended the CDEM conference. Waikato Region CDEM Group Manager, Lee Hazlewood was recognised at the conference with a Ministers Award for his contribution in the area of CDEM.
- Exercise Tangaroa – Hamilton City Council staff will be participating in the response phase of the national exercise which is to take place over 3 days - 31 August 2016, 14 September 2016 and 28 September 2016, with the main day being 31 August 2016.

Greg Ryan – CDEM Group Recovery Manager provided a presentation to the Subcommittee outlining the CDEM Group plan.

Subcommittee Members discussed the below points:

- Hamilton's role in the event of a tsunami;
- contingency plans in place should a significant event take out Hamilton's bridges;
- the issue of consolidating area boundaries for the various emergency response teams.

Subcommittee Members congratulated Kelvin Powell on completing his controller accreditation and Lee Hazlewood on receiving a Ministers Award for his contribution to the area of CDEM.

**Action:** Executive Director Special Projects to make contact with the Community Group to discuss providing presentations and to seek feedback from the community on the CDEM Group Plan.

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

That:

- a) the report be received; and
- b) Elected Members be advised that the Civil Defence and Emergency Management Group Plan is open for public consultation.

**7. Service Delivery Review - Civil Defence Emergency Management Activity –  
*Recommendation to Council***

Executive Director Special Projects took the report as read, noting that Kelvyn Eglinton (General Manager City Growth) would be taking over as the Principal Advisor to the CDEM Subcommittee.

He outlined that a review had been undertaken of Hamilton City Council's CDEM arrangements and that it had been determined that a shared service arrangement with Waikato Regional Council would be the most cost effective option in the long run. The non-financial benefits would also be greater than staying with the status quo or increasing in house staff capacity. He strongly recommended entering into a shared services CDEM arrangement with Waikato Regional Council.

Subcommittee Members discussed the options outlined in the staff report for the management of Hamilton City Council's CDEM activities.

That:

- a) the report be received;
- b) Council approves a shared service arrangement with Waikato Regional Council (WRC) for delivery of Hamilton City Council's (HCC) Civil Defence and Emergency Management (CDEM) activity;
- c) Council approves the Chief Executive to negotiate an appropriate contract with Waikato Regional Council (WRC) to deliver a shared service arrangement; and
- d) Council notes that the details of the final contract will be reported to the 28 July Council Meeting for approval.

**The Meeting was declared closed at 3.25pm.**