

## HAURAKI DISTRICT COUNCIL

### EMERGENCY MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON MONDAY, 10 AUGUST 2020 COMMENCING AT 1.37PM

#### **PRESENT**

Cr P Buckthought (Chair), Cr P A Milner, Cr R Garrett and Cr D Smeaton

#### **IN ATTENDANCE**

P Shaw and M Tinworth (Fire and Emergency NZ), J Armit and M Delaney (St. John Ambulance Service), A Bubear - Waikato Group Emergency Management Office Waikato DHB and S Vowles via zoom (NEMA)

L D Cavers (Chief Executive), S B Fabish (Group Manager – Community Services & Development/Local Controller), P Thom (Group Manager – Planning and Environmental Services/Recovery Manager), C Moore (Senior Project Manager/Local Controller in training), J McIver (Community Engagement Manager/Response Manager), B Otto (Emergency Management Officer) and K McLaren (Community Engagement Officer/Acting Council Secretary)

#### Karakia timatanga

Cr Buckthought opened the meeting with a karakia.

#### **APOLOGIES**

#### **RESOLVED**

THAT the apology of His Worship the Mayor, D A Adams be received and sustained.

EMC20/01

Milner/Smeaton

**CARRIED**

#### **DECLARATION OF LATE ITEMS**

There were no late items.

#### **DECLARATIONS OF INTERESTS**

There were no declarations.

#### LOCAL CONTROLLER'S QUARTERLY UPDATE [2793131]

The Local Controller presented a report that provided the committee with a quarterly update on activities of the Local Controller.

#### **RESOLVED**

THAT the report be received.

EMC20/02

Smeaton/Garrett

**CARRIED**

EMERGENCY MANAGEMENT OFFICER UPDATE [2793147]  
Appendix A: National Disaster Resilience Strategy [2794000]  
Appendix B: Guide to National CDEM Plan 2015 [2807319]  
Appendix C: Waikato CDEM Group Plan 2016-21 [2807151]

The Emergency Management Officer presented a report that provided the Committee with an update on Emergency Management activities to date.

**RESOLVED**

THAT the report be received.

EMC20/03

Smeaton/Garrett

**CARRIED**

COVID-19 UPDATE (2793044)

The Response Manager presented a report that provided an update on the Emergency Management activities during the COVID-19 response.

**RESOLVED**

THAT the report be received.

EMC20/04

Milner/Smeaton

**CARRIED**

CAPABILITY ASSESSMENT MONITORING AND EVALUATION REPORT [2793071]  
Appendix A: CAR [2793979]  
Appendix B: CAR Work Plan 2019 [2795063]

The Response Manager presented a report that included an externally contracted capability assessment monitoring and evaluation report.

**RESOLVED**

THAT the report be received.

EMC20/05

Garrett/Smeaton

**CARRIED**

**RESOLVED**

THAT the Emergency Management Committee receives the Capability Assessment Report – 2019, and

THAT the Capability Assessment Report Work Plan 2019 be approved.

EMC20/06

Smeaton/Garrett

**CARRIED**

PUBLIC INFORMATION MANAGEMENT FUNCTION QUARTERLY UPDATE [2793069]

The Response Manager presented a report that provided the committee with a quarterly update on the Public Information Management Function.

**RESOLVED**

THAT the report be received.

EMC20/07

Milner/Garrett

**CARRIED**

WELFARE FUNCTION QUARTERLY UPDATE [2793074]  
Appendix A - Welfare Business Plan

The Emergency Management Officer presented a report and that provided the Committee with a quarterly update on the Welfare Function. A copy of the HDC Welfare Business Plan covering 1 July 2020 - 30 June 2021 was attached for the member's information.

**RESOLVED**

THAT the report be received.

EMC20/08

Smeaton/Milner

**CARRIED**

RECOVERY MANAGER FUNCTION QUARTERLY UPDATE [2792870]

The Recovery Manager presented a report that provided the Committee with a quarterly update on the Recovery Function.

**RESOLVED**

THAT the report be received.

EMC20/09

Smeaton/Milner

**CARRIED**

EXTERNAL ADVISORS VERBAL UPDATE

The external advisors to the committee provided a verbal update on activities to date.

- FENZ – Paul Shaw and M Tinworth
- St. John – John Armit and M Delaney
- Waikato Group CDEM Update - Andrew Bubear
- NEMA (MCDEM) Update - Suzanne Vowles

Karakia whakamutunga

Cr Buckthought closed the meeting with a karakia at 3.13pm.

CONFIRMED

Cr P Buckthought  
Chairperson

16 November 2020