



MEETING OF THE EMERGENCY MANAGEMENT COMMITTEE

Monday, 15 February 2021, 1.00pm

Council Chambers
Hauraki House
William Street
PAEROA



Membership

Committee Members:

Cr. Phillip Buckthought (Chair)
Mayor Toby Adams (Deputy Chair)
Cr. Paul Milner
Cr. Rodney Garrett
Cr. Duncan Smeaton

External Advisors:

NZ Police
Fire & Emergency NZ
St. John Ambulance Service
Waikato Group Emergency Management Office
Waikato DHB

Hauraki District Council staff:

Langley Cavers (Chair – CEG)
Campbell Moore (Local Controller)
Peter Thom (Local Recovery Manager)
Brett Otto (Emergency Management Officer (Welfare))
John McIver (Response Manager)
Judy Nicholls (Intelligence Manager)
Leigh Robcke (Planning Manager)
Johan de Vos (Operations Manager)
Paul Matthews (Logistics Manager)
Annette Jenkinson (Welfare Manager)
Terri Casey / Paula Trubshaw (Public Information Manager)
Peter Smith (Incident Control Point Coordinator)
Katie McLaren (Secretary)

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EMERGENCY MANAGEMENT COMMITTEE AGENDA

Monday, 15 February 2021 – 1.00pm

Council Chambers, Hauraki House, William Street, Paeroa

Order of Business

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HAURAKI DISTRICT COUNCIL
EMERGENCY MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE HAURAKI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, WILLIAM STREET, PAEROA ON MONDAY, 16 NOVEMBER 2020 COMMENCING AT 1.00PM

PRESENT His Worship the Mayor, D A Adams (Deputy Chair – In the Chair),
Cr P A Milner and Cr D Smeaton

IN ATTENDANCE Langley Cavers (Chair – CEG), Campbell Moore (Local Controller),
Peter Thom (Local Recovery Manager), Brett Otto (Emergency
Management Officer (Welfare), John McIver (Response Manager)
Annette Jenkinson (Welfare Manager) and Katie McLaren
(Secretary)

Karakia timitanga

His Worship the Mayor, D A Adams opened the meeting with a karakia.

APOLOGIES

RESOLVED

THAT the apology of Cr P Buckthought and Cr R Garrett be received and sustained.

EMC20/10

Adams/ Smeaton

CARRIED

DECLARATION OF LATE ITEMS

There were no late items.

DECLARATION OF INTERESTS

There were no declarations of interests.

CONFIRMATION: EMERGENCY MANAGEMENT COMMITTEE MINUTES: 10-08-20 - 2808925

RESOLVED

THAT the minutes of the meeting of the Emergency Management Committee held on Monday, 10 August 2020 are received and confirmed as a true and correct record.

EMC20/11

Milner/Smeaton

CARRIED

MATTERS ARISING FROM THE MINUTES

There were no matters raised.

LOCAL CONTROLLER'S QUARTERLY UPDATE - 2859565

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.

EMC20/12

Milner/Smeaton

CARRIEDEMERGENCY MANAGEMENT OFFICER QUARTERLY UPDATE – 2857340
APPENDIX A – CAPABILITY ASSESSMENT REPORT WORK PLAN 2019 - 2795063

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

RESOLVED

THAT the report be received.

EMC20/13

Milner/Smeaton

CARRIEDEXTERNAL ADVISORS UPDATE

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

- FENZ – Alan Doherty
- St. John – John Armit
- Police – Peter van de Wetering
- NEMA (MCDEM) Update – Suzanne Vowles
- Waikato Group CDEM Update – Julian Snowball

WELFARE FUNCTION QUARTERLY UPDATE – 2857344

The Emergency Management Officer presented a report that provided the committee with a quarterly update on Welfare function.

RESOLVED

THAT the report be received.

EMC20/14

Smeaton/Milner

CARRIEDRECOVERY MANAGER FUNCTION QUARTERLY UPDATE - 2859539

The Recovery Manager presented a report that provided the committee with a quarterly update on Recovery function.

RESOLVED

THAT the report be received.

EMC20/15

Adams/Milner

CARRIED

Karakia whakamutunga

The Response Manager closed the meeting with a karakia at 1:57pm.

CONFIRMED

Mayor, D A Adams
Deputy Chairperson

08 February 2021

FOR INFORMATION | NGĀ MŌHIOTANGA



TO Emergency Management Committee

AUTHOR Terri Casey
Public Information Manager

FILE REFERENCE Document: 2884680

PORTFOLIO HOLDER/S Mayor Toby Adams and Councillor Buckthought – Emergency Management

MEETING DATE 15 February 2021

SUBJECT **Public Information Management Function Quarterly Update**

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

1 PURPOSE | TE ARONGA

The purpose of this report is to provide the Emergency Management Committee with an update on the activities of the public information management (PIM) function within Hauraki's CDEM.

2 BACKGROUND | TE KŌRERO Ā MUA

Public Information Management (PIM) primarily provides information and safety messages to the public. PIM is responsible for informing the public about the incident and the response (including actions they need to take), media liaison and monitoring, community engagement, stakeholder liaison, giving and receiving information via social media channels, and internal communication etc. On the Controller's direction, PIM also issues warnings and advisories.

PIM personnel have a close link with strategic communication personnel to help ensure governance and elected officials are appropriately supported. They also ensure that messages are consistent and that priorities are aligned across all levels of response.

3 PIM at HDC

The management of the PIM team has very recently changed hands to Terri Casey (previously Jill Steadman Read).

The current members of the team are:

- Paula Trubshaw
- Kristene Ingle
- Margaret Maclaurin
- Rochelle Law
- Rebecca Jenks
- Jill Steadman Read – as required.

The team has met once in 2021 and discussed the direction of the group for the year. Our intention is to develop a work programme for the year that brings everyone up to speed, and includes some hands-on experience in simulated exercises, and also team building.

Our focus will be:

- Training for those who need it
- Familiarisation (or development) of manuals and procedures
- Understanding of skills within the team, and roles in an emergency
- Monthly meetings and team building
- Readiness campaigns, if and when appropriate
- Exercises

The committee will be updated at the next meeting on the progress of the PIM work programme.

4 NEXT STEPS | TE ARA KI MUA

Timeframe	Action	Comments
February to May 2021	Progress intended work programme of the PIM team	
17 May 2021	Next Emergency Management Committee meeting	Update on the work programme of the PIM team

Approval

Prepared by	Terri Casey PIM Manager
Approved by	Peter Thom Group Manager – Community Development

FOR INFORMATION NGĀ MŌHIOTANGA



TO	Emergency Management Committee
AUTHOR	Brett Otto – Emergency Management Officer/Welfare Manager Annette Jenkinson – 2IC Welfare Manager
FILE REFERENCE	Document: 2793074
PORTFOLIO HOLDER/S	Councillor Buckthought – Emergency Management
MEETING DATE	Monday 15 th February 2021
SUBJECT	Welfare Function Quarterly Update

RECOMMENDATION | TE WHAIKUPU

THAT the report be received.

PURPOSE | TE ARONGA

The purpose of this report is to provide the Emergency Management Committee with an update on welfare related activities that have occurred over the last quarter and present information on plans going forward.

BACKGROUND | TE KŌRERO Ā MUA

The Welfare function is responsible for:

- ensuring the welfare needs of affected people and animals are identified and met through response and into recovery, as appropriate;
- coordinating with other organisations on the provision of welfare services to ensure delivery is integrated, timely and aligned to the needs of people and animals;
- planning, coordinating and integrating welfare activities with other CIMS functions and activities, including Logistics for the establishment of facilities to support affected communities (e.g. Civil Defence Centres and animal welfare shelters);
- providing timely and accurate welfare services information, through Public Information Management (PIM), to affected individuals, families/whānau and communities;
- identifying welfare priorities and providing strategic and operational advice to the Controller;
- contributing to the planning process, including the development of the Action Plan; and

- attending Incident Management Team (IMT) meetings and keeping the Controller and wider IMT informed of the Welfare aspects of the response

To assist with the response to an incident the welfare function team have established relationships with community groups and agencies to form a local welfare committee.

Any agency represented on the local welfare committee needs to have:

- a good knowledge of the community, and
- a role in meeting the needs of the community in an emergency.

Community-based, volunteer, and other local organisations may be represented on a local welfare committee.

As resourcing allows, the local welfare committee may include representation from:

- Local authority CDEM
- Police
- Ministry of Social Development
 - Oranga Tamariki
 - Work and Income
- Ministry of Health/DHB/Primary Health Organisation
- Ministry of Business, Innovation and Employment, and
- Ministry for Primary Industries.

All representatives of member agencies must be able to actively represent and make decisions on behalf of their agency, provide information and expertise, and participate fully in local welfare committee meetings and activities. Where possible, representatives should be from the senior management level of the agency.

WELFARE FUNCTION PLANS | MAHI A ORANGA

The last Eastern Waikato Welfare Committee (EWWC) – was held on the 24th of November at Te Aroha and was hosted by Matamata-Piako District Council (MPDC). The meetings have been more frequent due to COVID and are normally only held quarterly.

The Group Welfare Manager gave an update on the recent Group Welfare Coordination Meeting held at Ministry of Social Development office. The main point identified being that they are looking at their Business Plan again. Due to COVID-19, some things have dropped off and others been added, including capturing all the learnings from the pandemic and ensuring that support to our communities is enhanced. He also reported that they were looking at Welfare Tools and Assessment Tools geared towards individuals and re-looking at training for next year and reviewed Psychosocial Support Plan.

The HDC Welfare officer presented Thames-Coromandel District Council's (TCDC) Summer Planning powerpoint. Rainfall over the summer period is predicted to be normal and the current dry conditions could result in excessive run-off. Summer weather is predicted to be a la Nina weather event, which means that there is an elevated risk of tropical cyclones and weather bombs. There are predictions around increases coming from Destination Coromandel and TCDC around bookings, motels, campgrounds etc., that numbers of visitors will increase by around 18 – 30%; most campgrounds are already booked up. There may also be increases in traffic as people do day trips. The Red Cross Hazards App is being promoted to keep everyone informed. FENZ have expressed that there is not a lot of groundwater around, which is a concern.

Vicky Cowley (EMO-MPDC) presented on recent deployment to Napier Flood welfare response and learnings.

The next EWWC is being held on the 16th of March at Thames and will be hosted by TCDC.

OTHER MATTERS | ERA ATU MEA

Welfare has identified and an initial assessment has been completed on the Hauraki Bowling and Golf clubrooms, on the intersection with State Highway 2 and 27. These two clubrooms have been identified, as places of safety the public would be directed to if Ngatea were to flood. There will be more Civil Defence Centres (CDC's) identified and assessed as more Community Response Plans (CRP) are developed.

A web-based platform has been finalised with the Group Emergency Management Office PIM on how the CRP's can be electronically available to the communities they belong to. At this stage, some of the CRP's are stored on this platform with private information removed. The training for this platform has been communicated to the Community Response Groups and we are waiting for replies to set up training.

Geoff Wells has been the Whiritoa Community Response Group Champion and has expressed his intention to retire. The committee are deciding on who will be the liaison with Emergency Management Hauraki. Similarly, a new Response Group Champion for Turua has been nominated as Susan Taipari. Susan is part of the Turua Hall Committee and brings a wealth of knowledge and local connections with her. At the next Hall Committee in February she will advise them of the new platform and opportunities to train online - Foundation for Civil Defence - being offered to them. Welfare are still waiting for replies back from Kaiaua, Waitakaruru and Kerepehi Response Groups.

ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀN

Engaging with communities is crucial to Emergency Management to gain trust and build partnerships. Hauraki have recently purchased Council branded flags, signs and gazebos.

Emergency Management also have some Civil Defence branded flags to use in conjunction with the gazebos. The plan is to use these on the 13th February at the Paeroa Highland Games and Tattoo to raise awareness in the community.

NEXT STEPS | TE ARA KI MUA

Welfare are updating the contact list for the Welfare Response Teams in Paeroa and Waihi with a goal to reinvigorate these meetings, which occurs biannually. Members of these community organisations are pivotal to assist within Civil Defence Centres.

Group Welfare have asked that each of the Eastern Waikato TA's including Hauraki have one team of welfare staff trained to run a CDC.

Civil Defence Centre training will take place on the 23rd and 24th of Feb in Tokoroa and the 25th of March in TCDC. Welfare will intend to provide online foundation training and then target as many as possible to attend the CDC Training on the 25th of March in Thames.

Timeframe	Action	Comments
	Prioritise tasks	
	Identify what tasks have already been completed or near completion	
	Document activity	

APPROVAL | TAUTOKO

Prepared by	Brett Otto / Annette Jenkinson Welfare Manager
Approved by	Peter Thom Group Manager Planning & Environmental Services

FOR INFORMATION NGĀ MŌHIOTANGA



TO	Emergency Management Committee
AUTHOR	Brett Otto - Emergency Management Officer
FILE REFERENCE	Document: 2793147 Appendix A:
PORTFOLIO HOLDER/S	Councillor Buckthought – Emergency Management
MEETING DATE	Monday 15 th February 2021
SUBJECT	Emergency Management Officer Quarterly Update

RECOMMENDATION | TE WHAIKUPU

That the report be received.

PURPOSE | TE ARONGA

This report is to inform the Emergency Management Committee on Civil Defence activities carried out by Emergency Management Officer (EMO), along with any information from the Waikato Region Group Office or National Emergency Management Agency (NEMA) that could affect or is relevant to the way Hauraki District Council delivers Emergency Management to our community.

ACTIVITIES | NGOHE

The EMO has been involved in the following:

1. Two day Advanced Welfare Course working in a coordination centre as part of the Welfare Managers Function.
2. Red Cross Hazards Introductory Training with HDC Function Managers at Hauraki.
3. Attended Waikato Primary Industries Adverse Event Cluster Meeting.
4. Site visit and introduction to Health and Safety and Emergency Manager Oceania Gold.
5. Table top COVID-19 Resurgence Planning with Waikato CDEM Emergency Management Group.
6. Wharekawa Coast 2120 site visit and Hikoi with Community Panel.

Community engagement:

1. Continued membership of 2020 Wharekawa Coast 2120 TAG Group and Working Party.
2. Meeting with of Kaiaua Community Response Plan holder to discuss new meeting setup and potential new committee members, as well as new platform for Community Response Plans online.

3. Visited Hauraki Golf and Bowling Club key holders to survey them as potential Civil Defence Centres for Ngatea Evacuation Plan.
4. Community Engagement display at Paeroa Highland Games and Tattoo planned for 13 February.

PLANS | MAHERE

Business (Continuity) Plans

A business continuity plan provides a 'lens' for what each group or section within Council will do to deliver Council activities even during a disaster or emergency event that may limit access to essential resources etc. The plan specifies

- High level team responsibilities
- Identification of Group Priorities and Key Projects for this timeframe to meet focus areas – with KPIs, Dates, Measureable outcome criteria
- SWOT analysis – Strengths, Weaknesses, Opportunities, Threats that need to be considered when determining key actions for the period and/or PESTLE analysis
- Resources needed to achieve key foci – people, \$\$, equipment, timelines
- Delivery of the Programme/calendar of work to provide more detailed information on deliverables. This is the measureable component for monitoring and tracking progress. Can incorporate a 'traffic-light' type reporting system that would be updated during regular check-ins on progress.
- Statement on scheduled monitoring/reporting with provision for a feedback loop.

In short, quite a bit of work has to be done to create and keep these plans up-to-date. The following chart is for your information and will be populated over time. Please note some of these departments may change next year.

Group	Sub Teams	BCP Status	Completed on
Community Development			
Business Support			
Service Delivery			
Chief Executive			

Community Response Plans (CRP'S):

Preparing for an emergency is everyone's responsibility. You and your community will be much better prepared to get through an emergency if your community has a plan to get through. Your neighbours and community are likely to be the first to help when disaster strikes and your community may need to look after itself until help can arrive.

A community response plan is a plan that the community response group writes and owns which describes how the community will be self-sufficient for the first 72 hours of an emergency. It makes sure the community has access to basic safety needs, including shelter, food, medical care and sanitation.

The plan helps to identify what resources the community has available, what vulnerabilities or risks the community may have, and what responsibilities individuals and groups will have during an emergency.

These plans are living documents and should be frequently updated and revised. A recent development is to achieve this is a webpage on the Waikato Region Civil Defence website developed by the Group Public Information Officer with input from CDEM Professionals.

This webpage is for the Community Response Plan Holders and a link to access these plans is on the Hauraki District Council Public Webpage under the Civil Defence tab. The design of these response plans is still in progress, all private information removed and password protected. The Hauraki District Council Communications Advisor and designer will work with the Emergency Management Officer to redesign these later in the new year.

The webpage allows functions that will give the capability to provide information and training opportunities to the Response Plan Holders directly from the Group Office and the Public Information Officer with consultation with Hauraki Emergency Management. There are links on the page to the Waikato Flood Room tool and other web tools and pages as well as videos that help to inform and educate.

With this new platform, the hope is that this will add value to the Response Plan Committees. Help to keep them engaged and easier to stay connected to and up to date with Emergency Management Activities. The Hauraki Emergency Management Officer will be able to liaise with the Group Public Information Officer as can the Communications Officer for Hauraki to provide Hauraki relevant information via that platform.

During an event, there will be relevant Hauraki centric information on the Hauraki public webpage before they click the link to take them to their own webpage as well. Having the plans online will mean Community Response committees will be able to view the plans online and print them off. If they have any changes they will communicate these changes to the Emergency Management Officer and an updated version will be up loaded.

As well as the Community Response Plans there will also be available in the future, a downloadable information sheet for the public of their risks and instructions on what they may need to do to keep safe during an emergency.

The Emergency Management Officer identifies that CRP's are a priority in the new year to develop due to them being a Non-Financial Performance Target that needs to be reported to Council. Opportunities to engage with communities within Hauraki and any help identifying persons in the community who may be interested in developing a response plan for their community is welcomed.

Progress on CRP's:

Community	Plan owners	Plan update by
Kaiaua – East Coast Road on the Firth of Thames, north of Miranda Including Kaiaua School, and Whakatiwai~Waharau; Extending from the foot of the Hunua Ranges to the coast and inland towards Mangatangi; Including Kaiaua Road and Miranda Road to the coast.	Tessa Watts	
	Activities to progress include:	
	Meeting with Tessa Watts from Kaiaua Fire on Friday the 15 th of January 2021 to discuss CRP moving forward. Shown platform for CRP's online. Discussed need for another Community representative to come alongside Tess to help. She recognised need for this and suggested she might know someone. Also mentioned CRP's with Wharekawa 2120 Panel at Hikoi and had good response and a couple people interested who will contact Tess.	
Turua – Between stopbanks of the Waihou and Piako Rivers; from junction of SH2 and Hauraki Road;	Susan Taipari Brian Wigmore	Turua Hall Committee
	Activities to progress include:	
	Contacted Betty by email and she has expressed that she is in the South Island for 2 months and suggested it might be	

To junction of SH25 and Hauraki Road	better to get someone else to be responsible for the Response plans. Betty suggested Susan Taipari and a meeting with her and Brian Wigmore has already taken place. Susan is very capable and enthusiastic about taking the lead of the Turua Community Response Plan. She will discuss this with the Hall Committee and moving forward training will be organised.	
Kerepehi – Between Waihou and Piako stop banks; From Puhunga Island Rd Bridge in the North to intersection of SH2 and Hauraki Road in the South NOTE Ngatea Group to start NORTH of Puhunga Road Bridge, Turua Group runs along Hauraki Road (between stop banks) and Netherton Group to commence intersection of SH2 and Hauraki Road, running SOUTH	Laura Robinson	Laura Robinson
	Activities to progress include: Wiring of the Bowling Club for a generator connection - the group has already sourced a generator. Electrical quotes have been asked to be completed waiting till these come back. An email to Laura asking for a meeting to discuss CRP generator points and new platform still waiting for a reply.	
Whiritoa – Village	Geoff Wells Darren Hannah	
	Activities to progress include: An email From Geoff in the new year mentioned his retirement from the Response Committee for Whiritoa. A Fire Brigade meeting in early February with the rest of this committee should be when we will hear who may be taking over as the liaison for this Plan. Darren Hannah from HDC is the contact until this is sorted. Once this person is confirmed a meeting to show platform and discuss training opportunities discussed.	

Work has also started on the following communities CRP's:

Community	Plan owner	Plan update by
Waitakaruru –	Peggy Bariball Mike Davis Andrew Williams	
	Activities to progress include: Waiting for a reply to email to be invited to Hall Committee Meeting to present new platform for CRPs and meet the rest of the committee in early February 2021	
Ngatea –	Julie Stephenson	
	Activities to progress include: Julie now working on a contract to HDC and unable to advance this forward. She will look to nominate someone else whom may have the time to be holder of the plan. Alex Quinn is also someone who may know of someone to approach in this regard.	
Pipiroa/Kopuarahi –	TBA	TBA
	Activities to progress include:	

	No updates with this plan as yet	
Kaihere/Patetonga –	TBA	TBA
	Activities to progress include:	
	An email to Ross Harris Ward Councillor for any nominations on who may be interested in becoming a Response plan Holder was sent. Councillor Harris confirmed he will do some thinking about who might this person be.	

Community Response Strategy:

On the 17th January 2021 a hikoi with the new panel members of the Wharekawa 2120 Project was conducted. This hikoi was intended to bring them up to speed with the potential risks the community faces. The Emergency Management Officer attended this hikoi. During that hikoi, he was able to speak with the panel about the Kaihau Community Response Plan Committee. There was interest within that group to be involved. Those interested panel members were asked to contact Tessa Watts the current Kaihau plan holder to see if they can be included on the Community Response Committee.

Local Recovery Plan:

Council adopted the Recovery Plan 2020 in response to the significant nationwide effects of the COVID-19 pandemic, as well as the localised effects of the 2019/20 Drought on the 16 September 2020 Council Meeting.

Local Plans:

At this stage a local plan has not been updated and needs to be redeveloped, however any local plan that would be developed would take into consideration the work plan and the Community Response Plans. It is also likely to take into consideration the findings from the Wharekawa 2120 working party.

Capability Assessment Report, Work Plan

The aim of the Capability Assessment Report was to detail the current state of Civil Defence Emergency Management (CDEM) capability for Hauraki District Council as part of the Waikato CDEM Group monitoring and evaluation (M&E) process covering all Objectives and Key Performance Indicators (KPIs) for the Goals and Enablers as part of the National CDEM Strategy¹. From this report, a work program was developed. This enables the HDC Emergency Management Team with the assistance of the EMO to focus on the areas of improvement. The Goals and Enablers below are extracted from the report and identify some of these improvements required for this quarter.

Goal 1: To increase community awareness, understanding, preparedness and participation in CDEM 62.9

3 Review PIM capability including roles, responsibilities and structure. Sep-20 Nov-20.

4 Review of the Public Information Manager role in line with the CDEM Competency Framework. Sep-20 Nov-20.

3 The PIM function will need assistance and guidance from the Controller Response Manager and EMO. To focus on roles and responsibilities and structure. This is a priority, and in the process of being progressed with the newly appointed PIM manager.

4 Terri Casey's name has been put forward as the role of the PIM Team Manager. This will mean she will need to start to train to manager level once dates for this training become available.

Goal 3: To enhance New Zealand's capability to manage civil defence emergencies 70.2

11 Development Hauraki District Council specific CDEM documentation and plans with alignment to Group and national guidance; and legislation Logistics. Nov-20 Mar-21.

12 Development of a Training and Exercise Plan and Programme, with alignment to the Waikato CDEM Group Training and Exercise programme Planning. Aug-20 Sep-20.

13 Development of a 'whole-of-council' CDEM work programmes across the '4Rs' with alignment Waikato CDEM Group Plan and work programmes (See Enabler 1). Aug-20 Nov-20.

15 Review of staff resources to ensure that there is an effective and sustainable capability in place to support EOC response. Logistics Aug-20 Nov-20

11 Group has supplied HDC with updated documentation and plans these have been put into each functions kit in the EOC storeroom. Function managers are aware of these documents and they are expected to familiarize their teams with them. Help with this can be given from the EMO this is an ongoing process.

12 A training and exercising schedule meeting will be held with the Human Resource Department in HDC and a plan to achieve this will be worked on for HDC in the New Year. Working with all partners including Group, MPDC and TCDC is pivotal to achieving this.

13 Each individual group Business Continuity Plan provides a 'lens' for what each group or section will do to deliver Council activities even during a disaster or emergency event. It's important that Emergency Management are made aware of these BCP's and a section within this report is provided to report on these. There has been not been any updates supplied on BCP's with EM as this stage. There is no change on this matter from the last report.

15 Computers and Office 365 have been requested to resource the EOC with HDC IT department. These resources are vital equipment required to equip an effective EOC response to an event. Human resources are also part of that equation a schedule for training will help in this area as already mentioned and this has been also been communicated with HDC HR department and a meeting called to address this.

Goal 4: To enhance New Zealand's capability to manage civil defence emergencies 70.2

24 Further development of a formal debriefing process for any incident or event response that captures and consolidates all corrective actions Planning Sep-20 Oct-20

24 The planning and Intelligence functions will capture and consolidate corrective actions. Through step five the planning P process, which has as part of the executing the plan an evaluation and revision steps.

Enabler 1: Governance and management arrangement support and enable CDEM 62.0

28 Inclusion of a finance in the 'tight-nine' for CDEM planning and initial response. Response Sep-20 Sep-20.

28 Steve Baker (Finance Manager) and Chris Sakamuri (Accountant Advisor) from HDC Business Support Group have been approached by the EMO to support the logistics function and will be trained accordingly.

TRAINING | WHAKANGUNGU

Crisis Response Teams:

This next table is a list of all function managers (- in bold) and their respective team members.

1	Local Controller (LC)	Campbell Moore
2	PA to LC	Julie Sweeney Sue Greenville Charan Mischewski (to be trained) Christine Laurenson (to be trained)
3	Response Manager	John McIver Judy Nicholls Katie McLaren (to be trained to manager level all functions)
4	Planning Manager	Leigh Robcke Grace Davies (to be trained to manager level)

		Krystal Walton (to be trained)
5	Intelligence Manager	Judy Nicholls Karen Muir (to be trained to manager level) Anna Harris (to be trained) Lilly Brunton (to be trained)
6	GIS	Ethan Hohneck
7	Message Management	Judy Nicholls (to identify staff)
8	Logistics Manager	Paul Matthews
9	Finance	Steve Baker Kris Sakamuri (to be trained)
10	Personnel	Sue Greenville Julie Sweeny
11	Supply	Desire Bezuidenhout (to be trained to manger level)
12	Facilities	Dennis Lees
13	Operations Manager	Adrian de Larborde (temporary) Johan De Vos (to be trained to manager level)
14	Incident Coordinator	Peter Smith
15	PIM	Terri Casey (to be trained to manager level) Paula Trubshaw Rebecca Jenks Sarah Holmes Rochelle Ganderton Margaret MacLaurin (to be trained)
16	Welfare	Brett Otto (in training manager level all functions) Annette Jenkinson Elizabeth Lye Michelle Lanklow Janet Tee

The following charts present a picture of the current levels of Training. The training records for HDC were previously held with TCDC when the old TVEOA model was in place. Now that HDC has their own EMO a record of training had to be collated in house. This collation of records is 90% finished and these charts represent that. Once the data is, 100% captured a schedule for training will be produced and targets for training can be more accurately captured.

- HDC staff trained to Integrated Training Framework (ITF) Foundational level.

	HDC
Foundation	78 staff
Foundation to do	89 staff
Total	167
Percentage trained Oct 2020	40%

Foundation Training:

- Online Foundation training can be facilitated by EMO when there are enough staff ready to proceed and when training computers have been purchased. This training can also be extended to the Response Plan Committees and other community groups interested such as Welfare in a Civil Defence Centre volunteers. The ward committee could also be included in this training if they wish?
- HDC Staff trained to ITF Intermediate level.

	HDC
Intermediate	35

Intermediate Foundation training:

- Training dates for Foundation and Intermediate for staff information is in INET on the Hauraki Webpage. Intermediate level training is seen as the bare minimum for training before staff being introduced into an Emergency Operations Centre
- HDC staff CIMS Incident Management Team (IMT) will have undertaken relevant ITF Functional courses, CIMS4 and commenced a leadership programme relevant to Emergency Management.

	HDC
Number of IMT identified	8 staff
IMT already completed ITF Intermediate, CIMS 4	6 staff
IMT requiring ITF Intermediate	6 staff
IMT requiring CIMS 4	16 staff
IMT requiring ITF functional*	17 staff
Total Days training currently outstanding for IMT	days (hours)

- 100% of staff trained in ITF Intermediate and above will participate in a relevant CDEM exercise at least once per year (July – June reporting year)

	HDC
Intermediate Trained	35
Attended exercise	0
	55%

There are currently some gaps in our IMT team due to staff movements etc. We have identified staff to step up into this role however; some will need significant training to be able to do this.

Johan De Vos nominated to step up into the Operations Manager role, he has completed Online Foundation Training his next step is Intermediate. He will bring experience in operations from his BAU role in council. He still needs to do at least 40 hrs more training alone to get him to a level where he will be able to manage this function.

Similarly, Terri Casey will step into the PIM Managers Role. She too will need significant training of at least 44 hours training to be PIM manager in the EOC during a significant event. The PIM team is quite large therefore they should be able to cope until Terri is fully trained. An offer of advice and assistance from the previous manager should help with this.

Apart from these two IMT function managers roles there are also a number of function managers who need to train staff up to a level where they can be in a second in charge level.

A list functions with staff numbers needing training to assist them they are:

1. Logistics x 3
2. Intelligence x3
3. Planning x2
4. Operations x 2 not yet identified
5. Welfare x 26 not yet identified could be from Community as this includes Civil Defence Centre staff needed.
6. PIM x 2

Each one of these functions will need at least one staff member trained to second in charge level for obvious reasons. Then one or two, sometimes more staff to be able to fill the sub functions within their teams. Welfare by far needs the most staff trained but a good majority of these will not be in the EOC. They are community people trained to assist in a Civil Defence Centre.

The Group Emergency Management Office stated that in a National Emergency situation. Each Council EOC should be able to suitably staff their coordination centres for a seventy-two-hour period 24hrs a day in three shifts. With our current levels of training there is no chance HDC will be able to achieve this without community assistance.

Welfare by far have the most staff to be able to train as they also need to be able to train 26 staff to run a Civil Defence Centre for the same 72 hrs. This means that Welfare will need to source staff to train from within the community as well as HDC staff.

The COVID-19 outbreak recently 'tested' that capability to establish an emergency operations centre EOC in the Thames EOC. Staff from MPDC and TCDC also participated, and despite us having a number of staff and key function managers unavailable due to varying problems (as well as reducing numbers of people in the same building), we were able to establish Emergency Operations Centre quickly and efficiently from within the three councils.

Key findings from this event related to working remotely with reduced numbers/resources, plus learning to work with Office 365 and Microsoft Teams with little to no training.

If this situation however had been that each Council staff have its own EOC and a Civil Defence Centre most all Councils would have struggled to do so. This is the requirement from Group for each Council. HDC's answer to this will be to revive the Welfare Response Group as mentioned later in this document.

Event, tabletop exercise:

An exercise with Hamilton City Council was planned for Oct 2021, HDC will no longer take part in this exercise because the Tier Level has been raised to Level 3. This Level is too advanced for HDC to complete at this stage. Therefore, an exercise setting up the HDC Council Chambers EOC will be something we look at doing later in the year as well as each function doing their own table top exercise after setup.

RESOURCES | RAUEMI

As reported in the last Emergency Management Committee Report laptops for the Emergency Operations Centre are being sought. The details of the specifications of these machines clearly communicated. It however is still unsure if Office 365 will be the operating software used. Emergency Management are still waiting on IT for an answer on this topic.

Volunteers:

The EMO has worked with the Alternate Welfare Manager Annette Jenkinson to revive the Welfare Response Group which met at the WINZ offices after hours. An email has been sent out to this group advising of the recent appointment of the EMO asking if the group would like to revive the meetings and offering training moving forward. I hope that through this group many of our Civil Defence Centre volunteers will be identified to achieve the numbers required to staff that Centre.

HDC will however need to supply a Civil Defence Supervisor to lead this group from out of Council Staff.

IWI ENGAGEMENT

The Group Office have arranged meetings with Councils and local Iwi to discuss a way that CDEM and Iwi can more effectively meet the needs of Maori before, during and after an event. Out of these meetings, they are hopeful to come up with a strategy to share and disseminate information to benefit both partners in a way that meets those needs.

One way this could happen is to offer Iwi foundation training which will help them to understand the way Councils coordinate an Emergency Management Response. The HDC EMO offering training to Maori similar to the training offered to the Community Response Plan Committees and Civil Defence Centre communities can achieve this. Any iwi community or any other type of community wanting to take up the chance to learn how Emergency Management coordinates a response should contact the EMO.

In addition, it is important for Councils to understand how Iwi deliver and meet the needs of their whanau so that overlaps and assumptions are avoided. Just as a communities are not defined as just a geological area or place. Our Maori, Pacifica, Asian, Christian, Muslim, business and school communities as mentioned. All need to be included into partnerships with Emergency Management and learning how better we can work together to be prepared to survive an event should they desire to do so.

EVENT(S) | HUIHUINGA

There have not been any weather or any other events in the HDC Area to mention since the last Committee Meeting. There were some forecasted risks for the Greater Waikato Area leading into the summer period, one of which was a fire risk and drought situation unfolding. These risks could still be of concern and are being monitored carefully.

COVID-19 Resurgence is also being closely monitored and Emergency Management will be able to react with urgency should any instructions come from the Group Controller to tell us to do so.

Emergency Management will not be the lead agency in this resurgence response that direction will come from Ministry Of Health. Our role will be in support as required. The resurgence response will be coordinated at the Group Level in the GECC not in individual T/A's.

OTHER MATTERS | ERA ATU MEA

There has been no engagement with the business community in Hauraki at this early stage however as mentioned previously the EMO has good links into the business community should an expression of interest to hear about how Emergency Management might be able engage with them arises.

ENGAGING WITH OUR COMMUNITIES | KIA UIA TE HAPORI WHĀNUI

HDC's understanding of community views and preferences on community engagement has not changed since the last report on this matter. However, Council has just received its new banners and gazebos of which Emergency Management has received some branded signage.

The EMO is planning to setup a display at the Paeroa Highland Games and Tattoo on February 13th to engage with the community around Emergency Management. It's hoped that this will

be in conjunction with the Red Cross Truck Display which Annette Jenkinson the alternant Welfare Manager has organised. The result of this engagement will be reported on at the next Emergency Management Committee Meeting.

NEXT STEPS | TE ARA KI MUA

The Emergency Management Officer has determined that some priority attention to be given to the following areas in no particular order.

1. Community Response Plans.
2. Training Emergency Operations Staff.
3. Exercising Emergency Operations Staff.
4. Welfare Response Group and Civil Defence Centre Training.

Focussing on these four priority activities will be the Emergency Management Officers priority not withstanding an emergency event, which would take precedence. Although there was particular order the Community Response Plans are seen as high priority as they are a non-financial performance target for Council that need to be progressed.

APPROVAL | TAUTOKO

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