

## HAURAKI DISTRICT COUNCIL

### EMERGENCY MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE HAURAKI DISTRICT COUNCIL HELD VIA ZOOM AND LIVESTREAMED ON MONDAY, 23 AUGUST 2021 COMMENCING AT 1.00PM

#### **PRESENT**

Cr P Buckthought (Chair), His Worship the Mayor, D A Adams (Deputy Chair), Cr P A Milner, Cr R Garrett and Cr D Smeaton

#### **IN ATTENDANCE**

J Armitt (St John NZ), M Tinworth (Fire and Emergency NZ), L D Cavers (Chair – CEG), C Moore (Local Controller), P Thom (Local Recovery Manager), B Otto (Emergency Management Officer (Welfare), J McIver (Response Manager) and C Black (Council Secretary)

Karakia timitanga

Cr Milner opened the meeting with a karakia.

#### **APOLOGIES**

There were no apologies.

#### **LATE ITEMS**

There were no late items.

#### **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

CONFIRMATION: EMERGENCY MANAGEMENT COMMITTEE MINUTES - 15-02-21 – 2901370

#### **RESOLVED**

THAT the minutes of the meeting of the Hauraki District Council held on Monday, 15 February 2021 are received and confirmed as a true and correct record.

EMC21/06

Milner/Garrett

**CARRIED**

#### **MATTERS ARISING FROM THE MINUTES**

There were no matters raised.

#### **Reporting**

PUBLIC INFORMATION MANAGEMENT FUNCTION QUARTERLY UPDATE 15 FEBRUARY 2021 – 3015066

The Group Manager – Community Development presented a report that provided the quarterly Public Information Management (PIM) function update.

#### **RESOLVED**

THAT the report be received.

EMC21/07

Adams/Garrett

**CARRIED**

The Group Manager – advised the Council’s is concentrating on all Council’s communications on COVID 19 lockdown.

The management of the PIM team was handed over to Council’s Strategic Planner earlier in 2021. The manager is still considered to be ‘in training’. The Community Growth Advisor (Economic) has been assigned the role of PIM 2IC.

The current members of staff which make up the PIM team are:

- Community Development Advisor (Economic).
- Property Customer Information Officer.
- Senior Communications Officer (new person to be appointed to this role).
- Communications Designer.
- Communications Officer.
- Web Administrator.

The team generally meets once per month, following the function manager’s monthly meeting. Since the last Emergency Management Committee meeting a number of the team have completed Foundation, Intermediate and PIM training.

Additionally, since the last meeting PIM, and the other functions have participated in an in-house tsunami exercise. For PIM the focus of this was improving our systems for situations that do not trigger an official EOC set up.

Working through the 2021 work programme, with most items on track. Some matters have not received the attention they require due to competing priorities such as the completion of the 2021-31 Long Term Plan.

The 2021 work programme (working document) was attached for the member’s information as appendix A.

Next six month focus:

- Preparation for the regional exercise – 4 November.
- Monthly meetings and team building.
- Familiarisation (or development) of manuals and procedures.
- Allocation and discussion of roles.
- Readiness campaigns, if and when appropriate including ‘Shake Out ‘exercise which is confirmed for 28 October 2021.

#### WELFARE FUNCTION QUARTERLY UPDATE – 2998520

The Emergency Management Officer (Welfare) updated on welfare related activities that have occurred over the last quarter and presented information on plans going forward.

#### **RESOLVED**

THAT the report be received.

EMC21/08

Adams/Garrett

**CARRIED**

#### EMERGENCY MANAGEMENT OFFICER QUARTERLY UPDATE – 2793147

The Emergency Management Officer provided the quarterly report to September 2021

#### **RESOLVED**

THAT the report be received.

EMC21/09

Adams/Buckthought

**CARRIED**

The report informed the Committee on Civil Defence activities carried out by the Emergency Management Officer that could affect or is relevant to the way Hauraki District Council delivers Emergency Management to its communities.

Key activities undertaken and future activities programmed:

- Tsunami Response - March 2021
- Coastal Inundation Weather Event - May 2021
- COVID-19 Boundary Planning Workshop
- Shake Out 2021
- Community Response Plans
- Incident Management Team Managers
- Foundation Training
- Incident Management Training
- Emergency Operations Centre Staff Exercise Tahi - 4<sup>th</sup> November 2021
- Preparations for Exercise Tahi
- WHISPIR - public and responder notification tool
- Preparation for GOLD RUSH 2022 Music Festival

Stakeholders Verbal Updates

John Armitt (St John NZ)

- Main focus is COVID management.
- National Crisis Coordination Centre is being transferred to Christchurch.
- Most management staff are working from home.
- St John crews are following current COVID guidelines. Standing down staff who may have possible close contacts and evaluating how this is to be managed.
- Two new vehicles have been secured for the area.
- Management restructure has been undertaken.
- Starting to plan summer resources to prepare for outdoor concerts/music festivals – Gold Rush Music Festival in Waihi and others around the Coromandel.

Mark Tinworth Fire and Emergency NZ (FENZ)

- Main focus currently is COVID management.
- National Coordination Centre (FENZ) and Regional Centre identified a number of contacts and secondary close contacts within the Eastern Waikato which has been managed appropriately.
- Key focus is on keeping staff and their families safe.
- New structure has been established – Waikato and Eastern Waikato will become one district under an appointed General Manager and other appointments have been confirmed within the new structure.
- Meeting will be held on 9<sup>th</sup> of September - Hazardous Substances Coordinating Committee.

Council Update on COVID

CEO, Langley Cavers provided a brief update on the COVID response from a Council perspective. Welfare support is being dealt with by government agencies over this 2021 COVID pandemic event which differs from the 2020 event. Council is prepared to offer assistance to these agencies where and when required. Council has provided use of Waihi Events Centre for a vaccination centre.

Karakia whakamutunga (closing of meeting)

Cr Milner closed the meeting with a karakia at 1.55pm.

CONFIRMED

P Buckthought  
Chairperson

22 November 2021