

Agenda for an emergency meeting of the Waikato District Council's Emergency Committee to be held by Telephone Conference call on **MONDAY, 30 MARCH 2020** commencing at **12.30pm**.

Information and recommendations are included in the reports to assist the Council in the decision making process and may not constitute Council's decision or policy until considered.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. REPORTS

- 4.1 LATE REPORT - Update to Delegations
– Civil Defence and Emergency Management

3

Attachment 2 to be circulated under separate cover

GJ Ion
CHIEF EXECUTIVE

EMERGENCY COMMITTEE

| | |
|----------------------------|--|
| Reports to: | The Council |
| Chairperson: | His Worship the Mayor |
| Deputy Chairperson: | Cr Aksel Bech |
| Membership: | Chairperson – Infrastructure Committee Chairperson – Policy & Regulatory Committee Chairperson – Strategy & Finance Committee Chairperson – Regulatory Subcommittee |
| Meeting frequency: | As required |
| Quorum: | Two members. |

Purpose:

The Emergency Committee is to determine matters within the authority of Council, Council committees or subcommittees, or community boards where an urgent decision is required and a full meeting of Council is precluded due to any pandemic or state of emergency.

Terms of Reference and Delegations

1. To exercise all powers, responsibilities and duties of the Council, Council committees or subcommittees, or community boards except for those that:
 - Have been delegated to staff; and
 - Cannot be delegated pursuant to clause 32, Schedule 7 of the Local Government Act 2020, or under any other legislation.
2. The Emergency Committee is activated by resolution of Council for specific events, or where resolution by Council is not possible, on the joint authority of the Mayor and Deputy Mayor.

Explanatory Note

3. Agendas and minutes for the Committee will be circulated to all Councillors.
4. For clarity, Councillors who are not members of the Emergency Committee may still attend an Emergency Committee meeting, though cannot participate in voting.

Open Meeting

| | |
|---------------------------------|---|
| To | Waikato District Council – Emergency Committee |
| From | Gavin Ion Chief Executive |
| Date | 30 March 2020 |
| Prepared by | Brendan Stringer Democracy Manager |
| Chief Executive Approved | Y |
| Reference # | GOV1301 |
| Report Title | LATE REPORT - Update to Delegations – Civil Defence and Emergency Management |

I. EXECUTIVE SUMMARY

The purpose of this report is to seek changes to the current delegations for civil defence and emergency management purposes, namely:

- To widen the delegations for local controllers and other CDEM positions from other local authorities who are acting for, and on behalf of, the Waikato District Council; and
- To increase the level of financial delegation to certain CDEM positions.

On 25 March 2020, a national state of emergency was declared under the Civil Defence and Emergency Management Act 2002 (**CDEM Act**) due to COVID-19. The Council's Emergency Operations Centre has been active since the declaration. It is responding to the non-health consequences of COVID-19, across the Waikato district, while also supporting Hamilton City Council (**HCC**) and the District Health Boards.

From 30 March 2020, the Waikato District Council (**WDC**) will partner with HCC to operate one EOC over two locations – Ngaruawahia and Hamilton – for the purpose of the national state of emergency. This is to enable more effective co-ordination of CDEM responsibilities across the region.

As part of this joint approach, WDC and HCC will share roles, including respective local controllers. WDC's current delegations for CDEM positions does not adequately accommodate the shared positions and need to be updated to ensure CDEM responsibilities can be completed on a timely basis by whoever is undertaking the relevant role(s) for the District, whether based in Hamilton or Ngaruawahia.

The current level of delegations (refer to Attachment I to this report) is also insufficient for EOC personnel to be able to effectively respond to requirements arising from the national state of emergency. For example:

- the EOC is setting up Community Based Assessment Centres and will be reimbursed by DHBs later;
- Catering arrangements required to support the emergency response;

Staff are therefore recommending that the scope of the current CDEM delegations are widened, and the financial levels increased, with immediate effect. The proposed increased financial levels will be circulated under separate cover prior to the Committee's meeting. Should the proposed changes not be approved, the EOC will not be able to effectively deliver its responsibilities in a timely manner to support the District's communities during the current state of emergency.

These changes are future proofing the situation should the District be faced with an emergency in the future which would require activation of our Civil Defence and Emergency Management framework.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Emergency Committee approves the changes to the Council's Delegations Register, with immediate effect, in relation to civil defence and emergency management positions, as circulated and tabled at the Committee's meeting (Attachment 2 of the staff report).

3. CONSIDERATIONS

3.1 FINANCIAL

\$365,500 has already been committed to support the recovery effort and to establish the Community Based Assessment Centres. Accounts are being kept so that these costs are recoverable as much as possible.

There is the possibility of more Community Based Assessments Centres being established which will require Council to fund this cost upfront.

Costs that Council are required to meet (net of reimbursements from central government and the DHBs) benefit all members of the community and therefore would need to be funded by general rate or through reserves (such as the Disaster Recovery Fund or General Accounting Reserve Fund). The final funding source is likely to be a combination and will depend on the overall quantum which is unclear at this point.

3.2 LEGAL

The Emergency Committee is delegated authority to undertake the powers, responsibilities and duties of the Waikato District Council for the duration of the Covid-19 pandemic, except where not permitted by legislation or such powers, responsibilities and duties are delegated to staff. The CDEM Act does not prohibit the proposed changes in delegations.

3.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed changes to the delegations are to ensure effective alignment with the partnership arrangement with Hamilton City Council's CDEM roles and responsibilities.

3.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Having considered the Council's Significance & Engagement Policy, staff recommend that the matters in this report are of low significance.

| Highest levels of engagement | Inform | Consult | Involve | Collaborate | Empower |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i> | Elected members have been separately briefed on the proposed changes to delegations | | | | |

State below which external stakeholders have been or will be engaged with:

| Planned | In Progress | Complete | |
|---------|-------------------------------------|----------|---|
| | <input checked="" type="checkbox"/> | | Internal |
| | | | Community Boards/Community Committees |
| | | | Waikato-Tainui/Local iwi (provide evidence / description of engagement and response) |
| | | | Households |
| | | | Business |
| | | | Other Please Specify |

4. CONCLUSION

The Council's delegations for CDEM roles and responsibilities need to be widened and increased to give effect to the partnership arrangement with Hamilton City Council, so that the Council can respond to the current national state of emergency.

The current emergency has identified the need to have a broader delegation (in terms of who fulfils the position) and in terms of the financial delegations provided. These changes should be retained beyond this crisis to avoid the need to make further changes in the future.

5. ATTACHMENTS

Attachment 1 – Excerpt from Delegations Register (CDEM roles)

Attachment 2 – Proposed changes to the Delegations Register – *to be circulated under separate cover.*

Attachment I – Current Delegations Register (CDEM roles)

| The following delegated authorities to Council personnel are to operate only in the event of a Civil Defence Emergency: | | |
|--|---|---|
| Expenditure Limit | Officer | Nature of Contract |
| \$50,000 | Local Controller | Works, material, labour, plant hire, emergency requirements |
| | Alternate Controller | |
| \$25,000 | Recovery Manager, Welfare Manager | |
| | Heads of Planning/Intelligence, Logistics, Operations | |
| \$3,000 | Officers involved in Planning/Intelligence, Logistics, Operations teams | |
| \$1,000 | Administration Officers | |

| The following delegated authorities to non-Council personnel are to operate only in the event of a Civil Defence Emergency: | | |
|--|---|---|
| Expenditure Limit | Officer | Nature of Contract |
| \$10,000 | Local Civil Defence Emergency Management Coordinator | Works, material, labour, plant hire, emergency requirements |
| \$3,000 | Officers involved in Planning/Intelligence, Logistics, Operations teams | |