

# Written Summary of an emergency meeting of the Waikato District Council's Emergency Committee

30 March 2020

*This written summary is provided in accordance with section 47A(1)(b)(ii) of the Local Government Official Information and Meetings Act 1987. It does not constitute the minutes for the meeting which will be presented to the Committee for confirmation at its next meeting.*

## Report - Update to Delegations – Civil Defence and Emergency Management Agenda Item 4.1

- Staff explained why changes were sought to the current delegations for civil defence and emergency management (CDEM) purposes:
  - to widen delegations to cover non-Council staff undertaking CDEM roles.
  - to increase the financial delegation levels, particularly for Local Controllers (increase to \$1 million).
- The following issues were discussed:
  - Financial delegation levels (Attachment 2 of the report) were on a “per transaction basis”
  - Processes that were already in place to track and account for expenditure by the Emergency Operations Centre for the Covid-19 state of emergency.
  - Robust appointment process and the powers of a local controller under CDEM legislation.
  - Reimbursement of funds where expenditure is on behalf of other entities (including other local authorities); separate budget codes had been established for this purpose.

By a unanimous resolution, the Committee approved the changes to the Council's Delegations Register, with immediate effect, in relation to civil defence and emergency management positions. These changes are detailed in the attached table.

**The following delegated authorities to Council and non-Council personnel are to operate only in the event that a state of emergency is declared (whether local, regional or national):**

<b>Expenditure Limit</b>	<b>Officer</b>	<b>Nature of Contract</b>
\$1 million	Local Controller	Works, material, labour, plant hire, emergency requirements
	Alternate Controller	
\$25,000	Recovery Manager, Welfare Manager	
	Heads of Planning/Intelligence, Logistics, Operations	
\$10,000	Officers involved in Planning/Intelligence, Logistics, Operations teams	
\$3,000	Administration officers	