



**AGENDA  
ORDER PAPER**

**CANTERBURY  
CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP  
JOINT COMMITTEE**

**Friday, 24 February 2017 commencing at 8.00 a.m.**

**Environment Canterbury offices  
200 Tuam Street, Christchurch**

**MEMBERSHIP:**

<b>Ashburton District Council</b>	Mayor Donna Favel
<b>Christchurch City Council</b>	Mayor Lianne Dalziel (Chair)
<b>Environment Canterbury</b>	Councillor John Sunckell
<b>Hurunui District Council</b>	Mayor Winton Dalley
<b>Kaikōura District Council</b>	Mayor Winston Gray
<b>Mackenzie District Council</b>	Mayor Graham Smith
<b>Selwyn District Council</b>	Mayor Sam Broughton
<b>Timaru District Council</b>	Mayor Damon Odey
<b>Waimakariri District Council</b>	Mayor David Ayers
<b>Waimate District Council</b>	Mayor Craig Rowley



# **AGENDA ORDER PAPER**

## **CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE**

**24 February 2017 commencing at 8.00 am**

Environment Canterbury, 200 Tuam Street, Christchurch

1. Welcome
2. Apologies
3. Conflicts of Interest
4. Minutes of Previous Meeting -
5. Matters Arising
6. Port Hills fire response update
7. Response to Hurunui/Kaikōura earthquake
8. Report from National Recovery Manager
9. Appointment of Group Recovery Manager
10. Review of response to Hurunui/Kaikōura earthquake
11. Christchurch Justice and Emergency Services Precinct
12. Group Controller's Report
13. Ministry Update
14. General Business
15. Next Meeting
Abbreviations and Acronyms



**CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP  
JOINT COMMITTEE**

**MINUTES OF THE MEETING HELD AT ENVIRONMENT CANTERBURY,  
200 TUAM STREET, CHRISTCHURCH,  
ON FRIDAY 9 DECEMBER 2016 COMMENCING AT 11.00 AM**

**PRESENT**

**Joint Committee:**

Ashburton District Council  
Christchurch City Council  
Environment Canterbury  
Hurunui District Council  
Selwyn District Council  
Waimakariri District Council

Mayor Donna Favel  
Mayor Lianne Dalziel  
Councillor John Sunckell  
Mayor Winton Dalley  
Mayor Sam Broughton  
Mayor David Ayers

The following members attended by telephone link and were able to hear the meeting but unfortunately due to technical problems they could not be heard by the meeting:

Kaikoura District Council  
Timaru District Council  
Waimate District Council

Mayor Winston Gray  
Mayor Damon Odey  
Mayor Craig Rowley

**CEG Members**

Ashburton District Council  
Environment Canterbury  
Hurunui District Council  
Ministry of Civil Defence & Emergency Management  
Group Controller

Andrew Dalziel  
Bill Bayfield (CEG Chair)  
Hamish Dobbie  
Peter Cameron  
Neville Reilly

**IN ATTENDANCE**

Ministry of Civil Defence & Emergency Management  
(also by telephone link as above)  
Environment Canterbury

Karen McNamara

Miles McConway  
Catherine Schache  
Jessica Petersen  
Louise McDonald

**1. WELCOME**

Bill Bayfield, Co-ordinating Executive Group Chair, welcomed everyone to the meeting and advised that three members were unable to be in Christchurch for the meeting, but in accordance with recent changes to the Local Government Act were able to attend the meeting by means of an audio link. He confirmed that these provisions were included in Environment Canterbury's Standing Orders (2.19), which are the Standing Orders for this Joint Committee.

Under these provisions (Clauses 25A(7) and 27(5)(a) Schedule 7 of the Local Government Act) members attending by audio link were able to vote. However they could not be included in the quorum. Mr Bayfield confirmed that with 6 members in the room, the quorum of 5 had been met.

**2. APOLOGIES**

Mayor Graham Smith (Mackenzie District Council)  
For early departure Mayor Lianne Dalziel

Co-ordinating Executive Group (CEG):  
Wayne Barnett (Mackenzie District Council)  
Superintendent John Price (NZ Police)

**3. DECLARATIONS OF CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**4. ELECTION OF CHAIR AND DEPUTY CHAIR**

Bill Bayfield spoke to the report (tabled) outlining the process for the election of the Chair and Deputy Chair.

**Resolved**

***That the Canterbury Civil Defence Emergency Management Group Joint Committee:***

- a. Receives the report Election of Chair and Deputy Chair;***
- b. That the voting procedure to be adopted for the election of the Chair and Deputy Chair of the Canterbury Civil Defence Emergency Management Group Joint Committee be System A;***
- c. That in the event of a tie between the highest polling candidates, the names of the candidates receiving an equal number of votes be put into a container and the candidate drawn out, by an independent person (such as the Chair CDEM Co-ordination Executive Group), is deemed to be elected;***
- d. Elects the Chair; and***
- e. Elects the Deputy Chair.***

Mayor Ayers / Mayor Dalley  
CARRIED

Mr Bayfield called for nominations for the Chair of the Canterbury Civil Defence Emergency Management Group Joint Committee.

***Being nominated by Councillor Sunckell and seconded by Mayor Dalley, Mayor Lianne Dalziel was elected as Chair of the Canterbury Civil Defence Emergency Management Group Joint Committee.***

CARRIED

Mayor Dalziel assumed the chair and called for nominations for Deputy Chair.

***Being nominated by Mayor Broughton and seconded by Mayor Ayers, Councillor John Sunckell was elected as Deputy Chair of the Canterbury Civil Defence Emergency Management Group Joint Committee.***

CARRIED

**5. INFORMAL MEETINGS OF THE CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AND CO-ORDINATION EXECUTIVE GROUP AND DECISIONS MADE SINCE THE 14 NOVEMBER 2016 HURUNUI/KAIKOURA EARTHQUAKE RESPONSE**

*Refer page 3 of the agenda.*

Bill Bayfield presented this report and thanked members of the previous Joint Committee and the Co-ordinating Executive Group (CEG) for their assistance following the 14 November 2016 Hurunui/Kaikōura earthquakes. It was noted that Mayor Odey phoned in for the 29 November 2016 informal meeting.

Mayor Dalziel said that the lessons learnt from this event, and from the 5 September 2010 Canterbury earthquakes, reinforced the need for the Joint Committee of a new triennium to operate following a triennial election. She suggested as a solution that before the first meeting, all the Mayors automatically continue on the Committee following the election, with an interim chair be appointed by agreement via a conference call. Staff undertook to work with the CEG and come back to the Joint Committee with a solution.

Mayor Dalley said that while the report was a factual record of the meetings held, he did not endorse the processes that took place. These would be the subject of debriefings in due course.

The Chair, Mayor Dalziel proposed that the Joint Committee hold a debrief to review the lessons learnt from the Hurunui/Kaikōura earthquakes in the New Year.

**Resolved**

***That the Canterbury Civil Defence Emergency Management Group Joint Committee:***

- 1. Formally ratify decisions made in the period 1- 29 November 2016; and***
- 2. Requests the Co-ordinating Executive Group investigate appropriate mechanisms to avoid the challenges in decision making created by the 2010 Canterbury Earthquakes and the 14 November 2016 Hurunui/Kaikōura earthquakes and noted the need for the Group Joint Committee to be able to operate during the period following a triennial election.***

Councillor Sunckell / Mayor Dalley  
CARRIED

Item 7 was then taken.

**7. CONSIDER CIVIL DEFENCE EMERGENCY MANAGEMENT AMENDMENT ACT 2016 TO ASSIST RECOVERY**

Catherine Schache, General Counsel Environment Canterbury, advised that the Civil Defence Emergency Management Amendment Act 2016 brought forward the commencement date of an earlier amendment to Act to allow new provisions to be used to support recovery from the Hurunui/Kaikōura earthquakes.

She tabled and spoke to two updates from the Ministry of Civil Defence & Emergency Management relating to provisions of the Amendment Act:

- Giving Notice of a Local Transition Period
- Powers of a Recovery Manager during Transition.

The Joint Committee discussed the new process for the appointment of Local Recovery Managers. Noting that the Act now stated that the Group makes the appointment, members of the Committee questioned this feeling that the appointment should be made by the local council. Neville Reilly suggested that the process already in place in Canterbury for the appointment of local controllers; whereby the Group endorsed the recommendation made by the relevant Territorial Authority, could be used for the Local Recovery Co-ordinators.

Mayor Ayers requested that there should be a written operating procedure for the appointment of Local Recovery Managers, who will need to be appointed in times of crisis that paralleled the current system for local controllers in Canterbury.

Peter Cameron was requested to pass on the request that a Ministry of Civil Defence Emergency Management briefing be included in the Local Government New Zealand initial briefing of new Mayors following a triennial election.

Prior to the meeting a report from Mayor Winston Gray regarding the appointment of Local Recovery Manager for the Kaikōura District had been circulated to members.

**Resolved**

***That the Canterbury Civil Defence Emergency Management Group Joint Committee appoint Danny Smith to the role of Local Recovery Manager of the Kaikōura District.***

Mayor Broughton / Councillor Sunckell  
CARRIED

Prior to the meeting a report from Mayor Winton Dalley regarding the appointment of Local Recovery Manager for the Hurunui District had been circulated to members.

**Resolved**

***That the Canterbury Civil Defence Emergency Management Group Joint Committee initially appoint Simon Hart to the role of Local Recovery Manager of the Hurunui District until 18 December 2016 and appoint Paul Wylie as Local Recovery Manager for the Hurunui District from 19 December 2016.***

Mayor Dalley / Mayor Favel  
CARRIED

**Resolved**

***That pursuant to section 30(1) of the Civil Defence Emergency Management (CDEM) Act, the Canterbury Civil Defence Emergency Management Group Joint Committee directs the persons so appointed to perform their functions and duties of a Group Recovery Manager in their respective areas.***

Mayor Dalziel / Mayor Broughton  
CARRIED

Bill Bayfield advised that following the imminent appointment by the Government of the National Recovery Manager the Group will then consider the appointment of a Group Recovery Manager. In the meantime, the Group has a Recovery Co-ordinator Baden Ewart.



**Resolved**

***In accordance with section 25(1) (b) of the Civil Defence Emergency Management (CDEM) Act, the Canterbury CDEM Group appoints the Chair of the Canterbury CDEM Group Joint Committee as the person authorised to give notice of local transition periods for the Group's area, in consultation with the mayors of the affected district or districts.***

***In the absence of the chair, the deputy chair or any other available member of the Group Joint Committee is authorised to give notice of local transition periods for the Group's area in consultation with the mayors of the affected district or districts.***

Mayor Broughton / Councillor Sunckell  
CARRIED

Mayor Dalziel left the meeting at 11.35 am. The Deputy Chair Councillor Sunckell assumed the chair.

**6. UPDATE ON 14 NOVEMBER 2015 HURUNUI/KAIKŌURA EARTHQUAKE RESPONSE**

Neville Reilly spoke to a PowerPoint presentation update on the response to the Hurunui/Kaikōura earthquakes.

He expressed appreciation for the support provided by Canterbury councils and from Councils throughout New Zealand. Hurunui and Kaikōura District do not have many staff and it was important to provide assistance to both councils during a difficult and stressful time.

Many agencies paid a key role in the response especially for welfare. Great support was provided by the New Zealand Defence Force.

Mr Reilly said that we need to be prepared for aftershocks.

He encouraged all Councils to ensure that they have enough staff trained for Civil Defence. There is a heavy demand for trained staff for such events to cover many days of 24 hour shifts.

Mayor Dalley expressed appreciation for the support provided to his Council and to Kaikōura. He was particularly appreciative of the support provided by many local groups including the volunteer fire brigade, the rural support trust, Federated Farmers, contractors and his Council's water team. Mayor Dalley said that locally things worked extremely well but there are some aspects of the national response that will need to be reviewed. He made the point that at all times safety was paramount in the effort obtain road access to Kaikōura.

Councillor Sunckell thanked Mr Reilly for his presentation and congratulated him and his team for a magnificent effort.

**8. GENERAL BUSINESS**

It was agreed that the Joint Committee will review the response and recovery from the Hurunui/Kaikōura earthquakes early 2017.

**9. 2017 MEETING DATES**

The Committee considered the proposed meeting dates for 2017, for the Joint Committee to meet on the same day at the Canterbury Mayoral Forum.

**Resolved**

***That the Civil Defence Emergency Management Group Joint Committee:***

**1. Confirm the following meeting dates for 2017:**

***Friday 24 February***

***Friday 26 May***

***Friday 25 August***

***Friday 1 December***

**2. With additional meetings to be scheduled as required.**

Mayor Favel / Mayor Broughton  
CARRIED

The meeting closed at 11.55 a.m.

**CONFIRMED**

**Date:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

<b>AGENDA ITEM NO: 7</b>	<b>SUBJECT MATTER: RESPONSE TO HURUNUI/KAIKŌURA EARTHQUAKE</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING: 24 FEBRUARY 2017</b>
<b>REPORT BY:</b> Winston Gray, Mayor Kaikōura; Winton Dalley, Mayor Hurunui, and Neville Reilly, Canterbury CDEM Group Controller	<b>ENDORSED BY:</b> Lianne Dalziel, Chair Joint Committee

## **PURPOSE**

To receive reports from Kaikōura and Hurunui District Councils, and the Canterbury CDEM Group Emergency Coordination Centre on the response and recovery following the Hurunui/Kaikōura Earthquake on 14 November 2016.

## **REPORT**

The Hurunui/Kaikōura Earthquake was a magnitude 7.8 ( $M_w$ ) earthquake that occurred near Culverden at two minutes past midnight on 14 November 2016 and lasted for approximately two minutes.

A tsunami warning was issued by MCDEM at 1.29 am for Canterbury and other parts of eastern New Zealand. A 2.5 metre wave was recorded at Kaikōura and a 1 metre wave recorded at Lyttelton.

Two earthquake related deaths were recorded.

There was major damage to State Highway One (SH 1), the Inland Kaikōura Route and the Main Railway Line, which cut off land routes in and out of Kaikōura.

To manage the response to the earthquake, Emergency Operation Centres (EOCs) were established in Hurunui and Kaikōura, and an Emergency Coordination Centre (ECC) was established in Christchurch. Christchurch and Waimakariri also opened EOCs to support the movement of people and materiel.

The Emergency Services (Police, Fire and St John) and a number of partner agencies, including NZ Defence Force, Canterbury District Health Board, MSD and MPI provided support as part of the response. In addition, support was also provided by Ngāi Tahu, Red Cross and the Salvation Army.

The reports from the mayors of Kaikōura and Hurunui District Councils, and the Canterbury CDEM Group Emergency Coordination Centre will highlight the impact of the earthquake on communities and provide information on the response and recovery.

## **RECOMMENDATION**

**That the reports from Kaikōura and Hurunui District Councils, and the Canterbury Group Emergency Coordination Centre on the response and recovery following the Hurunui/Kaikōura Earthquake on 14 November 2016 be received.**



<b>AGENDA ITEM NO: 8</b>	<b>SUBJECT MATTER GROUP: REPORT FROM NATIONAL RECOVERY MANAGER</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>FILE REFERENCE:</b>	<b>PORTFOLIO:</b> <b>PROJECT:</b>
<b>REPORT BY:</b> Dave Brash, National Recovery Manager	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

#### **PURPOSE**

To receive a report from the National Recovery Manager on the progress of recovery in Hurunui and Kaikōura.

#### **REPORT**

To support the Hurunui/Kaikōura Earthquake recovery, Mr Dave Brash was appointed National Recovery Manager.

The role of the National Recovery Manager is to work alongside agencies delivering recovery and to provide advice and support to group and local recovery managers.

The appointment of the National Recovery Manager followed the declaration of a notice of National Transition Period in Kaikoura, Hurunui and Marlborough Districts that was made by the Minister on 9 December 2016.

A National Transition Period provides for a National Recovery Manager to coordinate recovery activity if needed across the three district councils, the Canterbury Regional Council and central government agencies.

The purpose of this agenda item is to receive a report on the progress of recovery in Hurunui and Kaikōura.

#### **RECOMMENDATION**

**That the report from the National Recovery Manager on the progress of recovery in Hurunui and Kaikōura be received.**



<b>AGENDA ITEM NO: 9</b>	<b>SUBJECT MATTER: APPOINTMENT OF GROUP RECOVERY MANAGER</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>REPORT BY:</b> Neville Reilly, Group Controller	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

## **PURPOSE**

To consider the appointment of a Group Recovery Manager for the Canterbury Civil Defence Emergency Management Group to meet our statutory responsibilities under the Civil Defence Emergency Management Act 2002.

## **BACKGROUND**

The Civil Defence Emergency Management Amendment Act 2016 made changes to the Civil Defence Emergency Management Act 2002 (the Act). The changes require the Canterbury Civil Defence Emergency Management Group (the Group) to appoint a Group Recovery Manager from 1 June 2017.<sup>1</sup> Until that time the Group may appoint a Group Recovery Manager but is not required to.<sup>2</sup>

Under the Act, a Recovery Manager is to be appointed to direct and co-ordinate the use of personnel, material, information, services and other resources made available for the purpose of carrying out recovery activities. The Group Recovery Manager must comply with directions from the Director or National Recovery Manager.

Most, if not all, of a Group Recovery Manager's powers are available only if a transition period is in place.

## **THE ROLE OF THE GROUP IN RECOVERY**

Under the CDEM Act (s17), CDEM Groups have the responsibility to plan and carry out recovery activities. Recovery activities have been defined in the recent amendments to the Act and includes the co-ordination and integration of planning, decisions, actions and resources, and measures to support government and non-government organisation and entities working together. The reduction of risk, and activities that build resilience are also considered to be recovery activities under the Act.

Further, the Canterbury CDEM Group Plan 2014 states "the CDEM Group Recovery manager is to provide coordination [and support] across the districts for recovery while the local recovery manager directs activities in a district. Both should use the task groups for collaborative planning and coordination".

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<sup>1</sup> Section 29

<sup>2</sup> Schedule 1AA

The role of Group is not to create another layer of bureaucracy between local and national recovery efforts, nor is it to take decision making away from local councils. Rather it is to support local with added resource and expertise and to assist with developing a recovery framework which is integrated across all of the environments.

### ***Kaikōura and Hurunui Recovery and Transition***

On 9 December 2016 the Acting Civil Defence Minister Gerry Brownlee (the Minister) gave notice for a National Transition Period for the Kaikōura, Hurunui and Marlborough Districts to assist with the recovery from the 14 November 2016 earthquake. This enables the National Recovery Manager to coordinate between the three district councils, the regional councils and central government agencies particularly on complex multi-regional issues.

The Joint Committee have appointed Danny Smith as the Local Recovery Manager for Kaikōura and Paul Wylie as the Local Recovery Manager for Hurunui. Local leadership of the recovery effort is well advanced and the assessment of recovery needs is being progressed at a district level. Local Recovery Managers are reporting directly to the relevant Chief Executives and to the National Recovery Manager.

## **DISCUSSION**

### ***Appointment of a Group Recovery Manager***

The role of the Group Recovery Manager is a statutory position responsible for directing and coordinating the use of personnel, material, information services and other resources during a transition period.

Recovery is best led from the local level, with communities making decisions and driving their own recovery. However, regional coordination is important. Recovery from a medium-to-large scale event requires the efforts of a wide range of government and non-government agencies.

A Group Recovery Manager will support Local Recovery Managers in their coordination of recovery activities with the various agencies involved in Recovery, and can escalate issues where needed. A Group Recovery Manager will be able to liaise with the National Recovery Manager and other Group Recovery Managers, when disasters cross regional boundaries, as major areas for recovery are prioritised.

As a transition period is well underway it is proposed that any Group Recovery Manager has no significant role in the current transition activities. However given 1 June 2017 is quickly approaching it is timely to discuss the appointment of a Group Recovery Manager in preparation for the next event.

Canterbury CDEM Group appointed a group Recovery Co-ordinator, Sandra James, under the earlier legislation. The role of Recovery Coordinator is to coordinate recovery activities as required, and to provide advice. Sandra James has extensive experience in recovery through her time with Waimakariri District Council, and can offer useful advice as and if required.

### ***Questions that need to be answered prior to appointing a Group Recovery Manager***



*Is an appointment required under urgency to help with the transition?*

As outlined in the paragraphs above there is no need to appoint someone under urgency to assist with the current transition period. No transition powers are needed and assistance and coordination support can be provided if requested regardless of whether a Group Recovery Manager is in place or not.

The Recovery Manager role mimics the role of the Controller in the Act. The Controller is an appointed position and undergoes an appropriate recruitment process. Such a process should be taken for appointing a Group Recovery Manager as well.

*Should a designated Group Recovery Manager be appointed or should a Senior Official be appointed into this role?*

A designated Group Recovery Manager is able to provide assistance by ensuring readiness programmes support recovery. The designated role would also ensure there was someone authorised and trusted available when the next disaster strikes. Having a designated Group Recovery Manager means from the moment response commences the recovery effort is able to start as well.

Alternatively a Senior Official is also able to be appointed into this role. This Senior Official is then able to delegate their power when a disaster strikes. This has the advantage of not appointing a separate person but puts additional pressures on resources during a response effort. The Senior Official would have to find and delegate to a suitable appointee and would remain accountable for the actions of the appointee throughout the transition period.

Appointing a designated Group Recovery Manager through the Joint Committee also ensures the Committee agree with the decision to appoint such person into the role.

*While no appointment is needed under urgency is there benefit in appointing a Group Recovery Manager prior to 1 June 2017?*

The benefit of appointing a Group Recovery Manager prior to 1 June 2017 ensures that someone is in place in case a disaster strikes sooner and a Group Recovery Manager is needed. Having an appointee in the role would enable them to become familiar with operating procedures and would enable them to learn from the Kaikōura and Hurunui recovery process.

If an appointment is not made and a disaster does strike at this time an emergency Joint Committee meeting could be held to appoint someone. Any work in the interim can be covered by the Group office.

An appropriate recruitment process is considered vital however there may be merit in appointing someone prior if the desired candidate is available.

## **CONCLUSION**

A Group Recovery Manager in the current National Transition Period is not required as the National Recovery Manager has been tasked with providing coordination across the Canterbury councils and government agencies. Nevertheless, the current Group Recovery Coordinator can assist by providing coordination and advice as required.

The Canterbury CDEM Group is required to appoint a Group Recovery Manager by 1 June 2017, and this should be carried out following the appropriate recruitment process.

## **RECOMMENDATIONS**

**That the Joint Committee:**

- 1 Notes that a Group Recovery Manager is not required for the period to 1 June 2017 for the purpose of transition.**
- 2 Directs CEG to commence the recruitment process for a Group Recovery Manager to enable an appointment to be made by 1 June 2017.**
- 3 Appoints a member of the Joint Committee to assist with the appointment of a Group Recovery Manager.**

<b>AGENDA ITEM NO: 10</b>	<b>SUBJECT MATTER GROUP: REVIEW OF RESPONSE TO HURUNUI/KAIKŌURA EARTHQUAKE</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>REPORT BY:</b> Neville Reilly, Group Controller	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

**PURPOSE**

The purpose of this report to recommend that a review of the Hurunui/Kaikoura Earthquake Response be conducted.

**REPORT**

The Hurunui/Kaikoura Earthquake Response was a coordinated Response involving a number of agencies.

Most agencies have conducted their own internal ‘hot’ debriefs, and a multi-agency debrief was conducted on 14 February 2017.

It is understood that the Hurunui and Kaikōura District Councils plan to review their responses.

In an event like this it is important to identify what went well and what did not. This will assist in identifying practices that might be improved. It is understood that MCDEM will carry out a national review which will include the national response along with the responses in Canterbury, Marlborough and Wellington. It is considered that Canterbury CDEM Group should also carry out a formal independent review of the Canterbury Response.

Terms of Reference might include:

1. Declaration of local emergency
2. Roles and responsibilities
3. Management of the response by Hurunui and Kaikōura DCs.
4. Co-ordination of the response by the Regional Emergency Coordination Centre
5. The role of other service including emergency services, welfare agencies, medical and health service, Lifelines utilities and the NZ Defence Force
6. Support from MCDEM
7. Management of logistics
8. Management of buildings
9. Management of roads
10. Information management
11. Public messaging
12. CDEM arrangements at local level.
13. Science advice

The review team could consist of two or three members, and include at least one person with a good knowledge of current CDEM practices.

**RECOMMENDATION**

**That an independent review of the response to the Hurunui/Kaikoura Earthquake be commissioned.**



<b>AGENDA ITEM NO: 11</b>	<b>SUBJECT MATTER: CHRISTCHURCH JUSTICE AND EMERGENCY SERVICES PRECINCT</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>REPORT BY:</b> Neville Reilly, Group Controller	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

### **Purpose**

To provide an update on the progress of the Christchurch Justice and Emergency Services Precinct (CJESP).

### **Attachment**

EOC Project Report

### **Background.**

The CJESP is a major project which will see the co-location of justice and emergency services on one site following damage to existing facilities. A major feature is a suitable Emergency Operations Centre (EOC) from which agencies can come together to coordinate their response to an emergency.

This single integrated EOC provides an unprecedented opportunity to transform the delivery of emergency management in Canterbury. The increased size of the facility in a building of Building Code Importance Level 4 will, however, incur increased costs. The increased costs will be offset by the ability to provide a much improved level of service through having a larger area more suited to a larger response, and the ability to work more effectively with other agencies to provide a coordinated response.

The CJESP Project is led by the Ministry of Justice. An EOC Working Group consisting of CDEM and emergency services representatives was formed to develop an EOC design.

### **EOC Project Status**

A copy of the Project Update Report is attached.

### **Costs**

The Joint Committee considered costings at its meeting on 29 May 15 and authorised the ECan Chief Executive enter into a lease agreement on behalf of the Group with the Ministry of Justice.

Updated costings were advised at the last CEG meeting on 31 October 2016. There has been one amendment to costings in light of a decision taken to enter into a lease arrangement for the supply of AV equipment rather than a capital purchase arrangement. Capital costs will therefore reduce by \$184,807 and the annual operating costs will increase by \$35,804.

### **Recommendation**

**That the Christchurch Justice and Emergency Services Precinct Update Report be received.**



**To** Canterbury Joint Committee

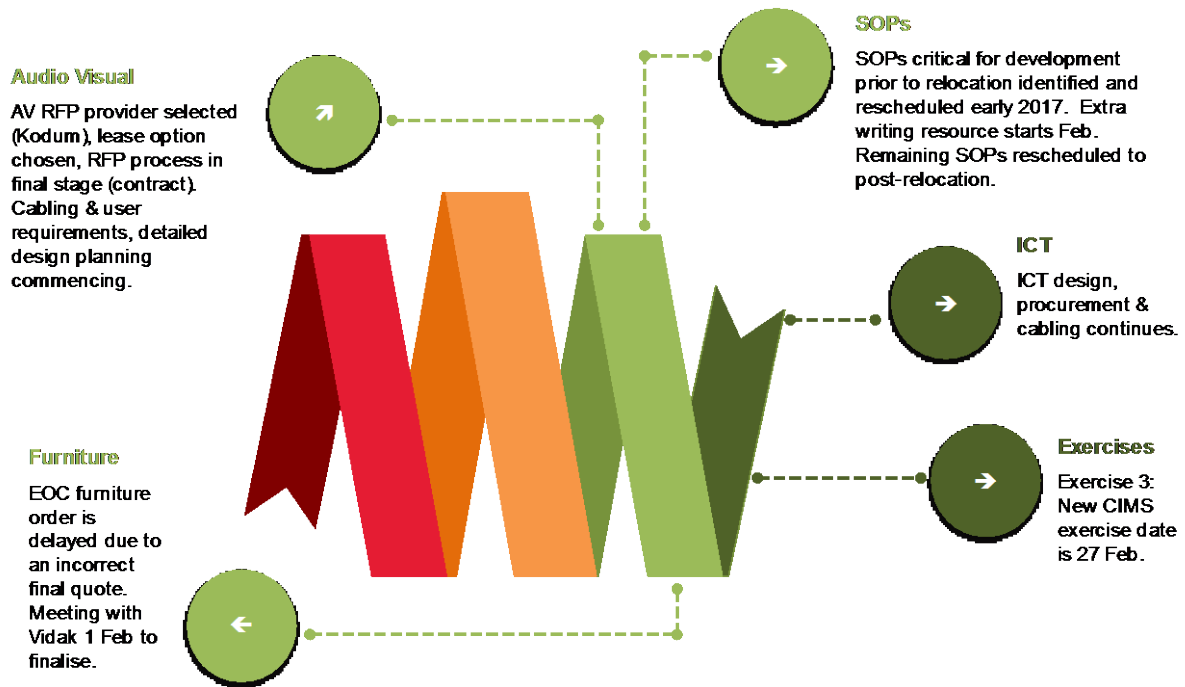
**From** Kristi Blenkhorn

**Date** 25 January 2017

**Report period:** 25 Nov 2016 to 24 Jan 2017

**Subject** CJESP EOC Project Update

**Attachments:**



## Overall Project Status

### Project Health

During December and January 2017 the project continued to operate on life-support over the holiday period and while the transition from quake response to recovery progressed. Several EOC Working Group meetings were cancelled as was the December EOC Governance Group. The EOC Working Group is back up and running with its first meeting for 2017 held 19 January.

In December critical decisions relating to EOC budget were made. These include selecting a suitable EOC audio visual provider and confirming the majority of fit-out requirements.

SOPs reprioritised to early 2017 are about to commence with extra staff support coming on board. The new date for CIMS exercise 3 has been set for 27 February 2017. Parked papers for EOC staffing resource allocation, security requirements and business continuity planning are now

being progressed. The EOC furniture floor layout has been confirmed and ICT cabling requirements underway.

Overall the EOC project has returned to good health and gained momentum. During February an assessment will be made of the likelihood the Precinct EOC will be operational by 30 June 2017. If not, plans will be adjusted and notified to interested parties at the earliest opportunity.

Workstream	Time	Cost	Resource	Risks	Issues	Changes
SOPs	●	○	○	○	○	○
Exercises	●	○	○	○	○	○
Furniture	●	○	○	○	○	○
Audio Visual	●	●	○	○	○	○
ICT	○	○	○	○	○	
Project	●	●	○	●	●	○



<b>AGENDA ITEM NO: 12</b>	<b>SUBJECT MATTER GROUP: CONTROLLER'S REPORT</b>
<b>REPORT TO</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>REPORT BY:</b> Neville Reilly, Group Controller	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

## **REPORT**

### **Finance**

Income and Expenditure for the period 1 Jul 16 – 31 December 16 is shown below.

Significant costs were incurred during the Response to the Hurunui/Kaikōura Earthquake. The major cost was for helicopter transport which was primarily used to move staff to and from Kaikōura, and to move tourists out of Kaikōura. Some welfare related costs are recoverable. In general terms, MCDem guidance is that costs should lie where they fall, and so it is anticipated that partner agencies will bear their share of the costs, including a share of helicopter costs.

The draft Budget for Canterbury CDEM Group is still being prepared and should be completed in the near future.

### **Red Cross Hazard App**

The rollout of the New Zealand Red Cross Hazard in Canterbury is scheduled for late February. Some local authorities are ready to use Hazards now and have "soft-launched". Following the Hurunui/Kaikōura earthquake and tsunami, there is some discussion still to take place around alerting responsibilities at regional and local levels to ensure consistent alerts are sent using the app during a regional scale event.

### **Canterbury CDEM Group Joint Emergency Support Team**

Work is underway to develop a Canterbury CDEM Group emergency support team. The concept is to develop a cadre of CDEM qualified and capable staff who would be available to move at short notice to support Canterbury TAs in managing a response.

The proposal has been considered by CEG. After further modification and consideration by CEG, the proposal will be brought to Joint Committee.

### **Recommendation**

**That the Controller's Report be received.**



Project Income and Expenditure

Project	Income YTD		Expenditure YTD		Surplus / (Deficit) YTD		Full year Budget				
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget			
P055000 CDEM Group Readiness Activities	648,296	619,447	28,849	679,541	619,447	60,094	(31,245)	(0)	(31,245)	1,245,748	1,245,748
P055100 CD Emergencies	0	0	0	1,397,041	0	1,397,041	(1,397,041)	0	(1,397,041)	0	0
P055300 EMTC – Emergency Management Training Centre	97,763	144,308	(46,545)	113,213	144,308	(31,096)	(15,449)	(0)	(15,449)	285,888	285,888
P062000 CDEM Group Engineering Lifelines	64,715	64,715	0	4,936	64,715	(59,779)	59,779	0	59,779	129,586	129,586
<b>Total CDEM Group</b>	<b>810,775</b>	<b>828,471</b>	<b>(17,696)</b>	<b>2,194,731</b>	<b>828,471</b>	<b>1,366,260</b>	<b>(1,383,956)</b>	<b>(0)</b>	<b>(1,383,956)</b>	<b>1,661,222</b>	<b>1,661,222</b>

ECan Charges to CDEM Group

	Actual YTD	Budget YTD	Variance YTD
Rental charges for building and additional items (such as standby generator)	72,837	68,337	4,500
Financial Services, Human Resources, Information Services and Executive Charges	144,142	139,816	4,326
<b>Total ECan charges to CDEM Group</b>	<b>216,979</b>	<b>208,153</b>	<b>8,826</b>

Reserve Balance

	31/12/16 YTD	Full year budget
Civil Defence Reserve	889,982	889,982
Opening balance as at 30/06/16	(1,383,956)	(0)
Financial result - surplus / (Deficit)	0	(75,000)
Purchase of fixed assets	(493,974)	814,982
<b>Closing balance</b>	<b>(493,974)</b>	<b>814,982</b>



<b>AGENDA ITEM NO: 13</b>	<b>SUBJECT MATTER: MINISTRY OF CIVIL DEFENCE &amp; EMERGENCY MANAGEMENT UPDATE</b>
<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 24 February 2017
<b>REPORT BY:</b> Peter Cameron, MCDEM	<b>ENDORSED BY:</b> Bill Bayfield, CEG Chair

**PURPOSE**

The purpose of this report is to receive an update from the Ministry of Civil Defence & Emergency Management.

**RECOMMENDATION**

**That the Ministry of Civil Defence & Emergency Management report be received.**



Civil Defence Emergency Management Joint Committee

**Abbreviations and Acronyms**

CDEM	Civil Defence Emergency Management
CEG	Coordinating Executive Group
CERA	Canterbury Earthquake Recovery Authority
CIMS	Coordinated Incident Management System
CJESP	Canterbury Justice and Emergency Management Services Precinct
DIA	Department of Internal Affairs
ECC	Emergency Coordination Centre
EM	Emergency Manager
EMIS	Emergency Management Information System
EMTC	Emergency Management Training Centre
EOC	Emergency Operations Centre
LA	Local Authority
LUC	Lifelines Utility Coordination Group
MCDEM	Ministry of Civil Defence and Emergency Management
MSD	Ministry of Social Development
TAs	Territorial Authorities
WCG	Welfare Co-ordination Group