

**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	Mayor Donna Favel
Christchurch City Council	Mayor Lianne Dalziel
Environment Canterbury	Councillor John Sunckell
Hurunui District Council	Mayor Winton Dalley
Selwyn District Council	Mayor Sam Broughton
Waimakariri District Council	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	Mayor Winston Gray
Timaru District Council	Mayor Damon Odey
Waimate District Council	Mayor Craig Rowley

**CEG Members**

Ashburton District Council	Andrew Dalziel
Environment Canterbury	Bill Bayfield (CEG Chair)
Hurunui District Council	Hamish Dobbie
Ministry of Civil Defence & Emergency Management	Peter Cameron
Group Controller	Neville Reilly

**IN ATTENDANCE**

Ministry of Civil Defence & Emergency Management (also by telephone link as above)	Karen McNamara
Environment Canterbury	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 played 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 to 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: 24 February 2017

Chairperson:

A handwritten signature in blue ink, appearing to be 'M. Favel', is written over a horizontal line. Below the signature, there is a long, sweeping blue underline.