



**AGENDA
ORDER PAPER**

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

Friday, 26 May 2017 commencing at 1.00 pm

**Timaru District Council,
2 King Street, TIMARU**

MEMBERSHIP:

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

AGENDA ORDER PAPER

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

26 May 2017 commencing at 1.00 pm

Timaru District Council, 2 King Street, Timaru

1. Welcome	
2. Apologies	
3. Conflicts of Interest	
4. Minutes of Previous Meeting – 24 February 2017	3
5. Matters Arising	
6. Report from National Recovery Manager	10
7. Review of the Tsunami Evacuation in Christchurch	11
8. Report from Group Welfare Manager	18
9. Report on Canterbury CDEM Group Emergency Training Centre	19
10. Christchurch Justice and Emergency Services Precinct	20
11. Group Controller's Report	23
12. Ministry Update	27
13. General Business	
14. Next Meeting – 25 August 2017	
Abbreviations and Acronyms	28

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

**MINUTES OF THE MEETING HELD AT ENVIRONMENT CANTERBURY,
200 TUAM STREET, CHRISTCHURCH,
ON FRIDAY 24 FEBRUARY 2017 COMMENCING AT 8.00 AM**

PRESENT

Joint Committee:

Ashburton District Council
Christchurch City Council
Environment Canterbury
Hurunui District Council
Kaikōura District Council
Mackenzie District Council
Selwyn District Council
Timaru District Council
Waimakariri District Council
Waimate District Council

Mayor Donna Favel
Mayor Lianne Dalziel (Chair)
Councillor John Sunckell
Mayor Winton Dalley
Mayor Winston Gray
Mayor Graham Smith
Mayor Sam Broughton
Mayor Damon Odey
Mayor David Ayers
Mayor Craig Rowley

CEG Members

Ashburton District Council
Christchurch City Council
Hurunui District Council
Selwyn District Council
Timaru District Council
Waimakariri District Council
Ministry of Civil Defence & Emergency Management
NZ Fire Service
NZ Police
Group Controller

Andrew Dalziel
Alicia Palmer
Hamish Dobbie
David Ward
Bede Carran
Jim Palmer (Deputy Chair CEG)
Peter Cameron
Steve Turek
Craig McKay
Neville Reilly

IN ATTENDANCE

Karen McNamara & Jenna Roberts (Ministry of Civil Defence & Emergency Management)

Darrin Woods (Christchurch City Council Principal Rural Fire Officer), Dave Brash (National Recovery Manager), Al Lawn, Murray Sinclair, Sandra James, Cr David Bedford & Miles McConway (Environment Canterbury), Louise McDonald (minutes)

1. WELCOME

Mayor Dalziel welcomed everyone to the meeting and thanked them for agreeing to change the meeting start time.

2. APOLOGIES

There were no apologies from the Joint Committee.

Apologies were received from the following members of the Co-ordinating Executive Group (CEG): Bill Bayfield (Environment Canterbury), Superintendent John Price (NZ Police)

3. CONFLICTS OF INTEREST

No conflicts of interest were declared.

4. MINUTES OF PREVIOUS MEETING

Refer to page 1 of the agenda.

Resolved

That the minutes of the meeting held on 9 December 2016 be received and adopted.

Mayor Smith / Mayor Broughton
CARRIED

5. MATTERS ARISING

There were no matters arising from the minutes

6. PORT HILLS FIRE RESPONSE UPDATE

Darrin Woods, Christchurch City Council's Principal Rural Fire Officer, was welcomed to the meeting. Two maps "Port Hills Complex Fire Status 23 Feb 2017 @1700" were tabled.

Mr Woods provided an update on the Port Hills fire. There are still some areas of concern including the adventure park and forestry skid sites. The event is not over yet and cordons are still in place with resident only access in some areas. Some recreational tracks are still closed.

Three street meetings were held on 23 February meetings with residents. He had attended the Worsleys Road meeting where some homes were destroyed and other people are still out of their homes.

The issue of the jurisdiction was raised. Mr Woods explained that on the Monday night when the fire started in Early Valley Road, in the Selwyn District. The Selwyn District response included notifying Christchurch City Council. There is a Memorandum of Understanding between Selwyn and Christchurch City Rural Fire to assist neighbouring areas.

The second fire originated in a car park off the Summit Road in the Christchurch City area, on a Department of Conservation boundary. The need for a regional response was identified early and a regional incident management team was put in place. It had the capability equivalent of a national incident team.

The meeting stood and observed a minute silence in respect of helicopter pilot Steve Askin who had lost his life while fighting the fire.

Mayor Broughton thanked Mr Woods and his team for the amazing job that they had done. Steve Askin's death was a major turning point in the response and it reinforced the priority of human life.

Mayor Broughton reflected on the lesson from this event is that you can never be too prepared.

Mayor Dalziel also acknowledged the hard work and effort of those fighting the fires. She said that the incident reinforced the need for accurate, focused communication that supported what people needed to know. People need to know the complexity of the situation, in this event the statistics regarding the steep slopes, energy and intensity of the fire would have helped peoples understand what was happening. A review of the communications will be undertaken.

Neville Reilly commented on the timing of the declaration and noted how quickly the fire moved. He explained that what was done and what needed to be done, could be done without the declaration, but that an earlier declaration might have given people a heightened sense of urgency.

Mayor Dalley stressed the need for direct contact between the CDEM Group and Mayors so that Mayor have the confidence to reassure their community. Mayor Dalziel agreed and said that a lesson from this event was to bring the Group into the process early so that they can provide advice.

Mayor Ayers recommended that Mayors establish a backup plan for their Deputy Mayor and Councillors for when the Mayor is away. This should include a check list.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee receive the Port Hills fire response update.

Mayor Rowley / Mayor Odey
CARRIED

7. RESPONSE TO HURUNUI/KAIKŌURA EARTHQUAKE

Refer to page 7 of the agenda.

Neville Reilly introduced this item and spoke to his report. He highlighted the issue of staffing and the difficulty for small councils to staff an Emergency Operations Centre (EOC). He thanked all the councils for the assistance provided by their staff.

It was noted that it is not always understood that people working in Civil Defence are from the Fire Service, NZ Police, welfare and councils

Hurunui

Mayor Dalley thanked all the councils across New Zealand that had assisted in the earthquake response. He said that the response from the local community was fantastic.

Looking to recovery, teams are in place and a plan was presented to the Hurunui District Council on 23 February. The economy has been affected by the closure of State Highway 1 with a decline in tourist numbers. The package from Central Government was gratefully received, but more support will be needed and a one size fits all approach will not be sufficient.

Support for business means support for people, families and the community. More work needs to be done on the implications of the closure or relocation of businesses on the income to the community.

A successful initiative has been using a mobile caravan to hold meetings in remote areas to help people with information including insurance, earthquake commission and temporary housing.

Mayor Dalley explained that an important lesson from this event was that every event is unique and that local knowledge is essential for decision making. Communities must be empowered not disempowered.

Kaikōura

Mayor Gray spoke to a PowerPoint presentation 'Kaikōura Earthquake Response and Recovery' that had been prepared for the Co-ordinating Executive Group (CEG).

He supported Mayor Dalziel's comments about the importance of communications. Daily public meetings were held in Kaikōura and these worked very well.

In a town of 3,500 there were approximately 1,000 tourists trapped in Kaikōura. With no road or rail access the issue of supplies of food and fuel was critical, so it was important to evacuate tourists quickly. The support of the defence services was appreciated.

The hospitality provided by the Takahanga Marae was really appreciated and key to the response.

There has been extensive damage to infrastructure, particularly on State Highway One north of Kaikōura. There is a lot of frustration in the community but there is a lot of work to be done in a hazardous area.

In terms of recovery it is good to see people visiting Kaikōura, but business is only 35% of what it was this time last year. It is very difficult for small businesses that rely on the summer season to keep going through the year.

Key to recovery in Kaikōura is getting the harbour operational, this includes dredging and blasting in the harbour to enable tourist and fishing vessels access.

Mayor Gray thanked all the councils for their support.

Mayor Dalziel thanked the Mayors for their presentation and on behalf of the CDEM Group expressed solidarity and admiration for how both councils worked together and responded to the earthquake.

Resolved

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.

Mayor Smith / Mayor Broughton
CARRIED

8. REPORT FROM NATIONAL RECOVERY MANAGER

Refer to page 8 of the agenda.

Dave Brash explained his role is to assist with co-ordination to support local recovery and help with access to central government.

A forum of Chief Executives from District Health Boards, Ngāi Tahu, Councils and New Zealand Transport Agency has been established to allow better co-ordination. This Group could report to the Joint Committee.

Mr Brash noted the point made earlier in the meeting regarding local decision making and said that the Ministers are looking at that. Recovery Plans developed by Councils will be used in discussions with Ministers for budgeting and prioritising of resources.

Work is being done with farmers on land issues which will be part of the longer term recovery. Another emerging matter is hazards including dams, near Lyell Creek and rock falls. An important discussion to be had alongside the recovery is regional economic development.

Mr Brash was encouraged to advise central government that when addressing land use issues this needs to include what land use is now not sustainable. For this to be successful it is very important to be driven by farmers not imposed from Wellington.

Resolved

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

Mayor Favel / Mayor Rowley
CARRIED

Item 10 was then considered

10. REVIEW OF RESPONSE TO HURUNUI/KAIKŌURA EARTHQUAKE

Refer to page 13 of the agenda

Neville Reilly presented this item.

Resolved

That the Civil Defence Emergency Management Group Joint Committee authorise a panel consisting of the Joint Committee Chair, the Mayors and Chief Executives of Hurunui and Kaikoura Districts, with the Co-ordinating Executive Chair to develop a Terms of Reference and then commission a review of the response to the Hurunui/Kaikoura Earthquake, taking into account the intended of the Ministry of Civil Defence Emergency Management review and other reviews.

Mayor Gray / Mayor Dalley
CARRIED

9. APPOINTMENT OF GROUP RECOVERY MANAGER

Neville Reilly tabled a revised report (to replace the report on page 9 of the agenda). He explained that following the Port Hills fires the Group may wish to appoint a Group Recovery Manager earlier than recommended in the first report.

Mr Reilly confirmed that this appointment would not alter the current arrangements in Hurunui and Kaikoura where they are working directly with the National Recovery Manager. The Group Recovery Manager would be available for support if requested.

Resolved

That for the purposes of the Port Hills Fire response and recovery, the Civil Defence Emergency Management Group Joint Committee appoints Sandra James to be Group Recovery Manager until such time as a recruitment process can be undertaken to recruit and appoint a Group Recovery Manager.

Mayor Ayers / Cr Sunckell

CARRIED

11. CHRISTCHURCH JUSTICE AND EMERGENCY SERVICES PRECINCT

Refer to page 14 of the agenda

Resolved

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

Mayor Dalziel / Mayor Gray
CARRIED

12. GROUP CONTROLLER'S REPORT

Refer to page 17 of the agenda

Resolved

That the Group Controller's report be received.

Mayor Dalziel / Mayor Gray
CARRIED

13. MINISTRY UPDATE

Peter Cameron tabled an Update of Ministry of Civil Defence & Emergency Management Programmes dated 24 February 2017.

Resolved

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

Mayor Dalziel / Mayor Gray
CARRIED

14. GENERAL BUSINESS

Appointment of Local Recovery Manager for the Selwyn District Council

Mayor Sam Broughton tabled and presented a report for the appointment of a Local Recovery Manager for Selwyn District.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee appoint Al Lawn to the role of Local Recovery Manager for the Selwyn District.

Mayor Dalziel / Mayor Broughton
CARRIED

Appointment of Local Recovery Manager for the Christchurch City Council

Mayor Lianne Dalziel tabled and presented a report for the appointment of a Local Recovery Manager for Christchurch City.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee appoint Murray Sinclair to the role of Local Recovery Manager for the Christchurch District.

Mayor Dalziel / Mayor Broughton
CARRIED

15. NEXT MEETING

The next meeting will be held on Friday 26 May 2017.

The meeting closed at 10.15 a.m.

CONFIRMED

Date: _____

Chairperson: _____

AGENDA ITEM NO: 6.	SUBJECT MATTER: REPORT FROM NATIONAL RECOVERY MANAGER
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Dave Brash, National Recovery Manager	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

PURPOSE

To receive a report from the National Recovery Manager.

REPORT

Following the Hurunui/Kaikōura Earthquake, a National Recovery Office was established by MCDEM to work with councils, central government, iwi, NGOs and businesses to support the delivery of recovery activities in Hurunui and Kaikōura as well as in Marlborough and Wellington.

The focus for the Recovery office includes:

- people and their welfare
- housing, insurance and winter warming
- land use and hazards
- economy and tourism
- infrastructure
- legislation.

On 9 December 2016, the Minister for Civil Defence gave notice of a National Transition Period in Kaikōura, Hurunui and Marlborough Districts. 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. This could be to address complex or multiregional issues that run across local boundaries, such as roading or rail networks.

Mr Dave Brash was appointed National Recovery Manager to lead the Recovery effort.

On 9 March, the Minister for Civil Defence extended the national transition period in Kaikōura and Hurunui Districts and the Wairau-Awatere ward of Marlborough District for a further 90 days, unless terminated earlier.

The National Recovery Manager will give an update on Recovery activities.

RECOMMENDATION

That the report from the National Recovery Manager on the Recovery from the Hurunui/Kaikōura Earthquake on 14 November 2016 be received.

AGENDA ITEM NO: 7.	SUBJECT MATTER: REVIEW OF THE TSUNAMI EVACUATION IN CHRISTCHURCH
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Adela Kardos, Christchurch City Council	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

PURPOSE

To receive a report on the Christchurch City Council Review into the Tsunami Evacuation in Christchurch on 14 November 2016.

ATTACHMENT

PowerPoint Presentation Tsunami Review Briefing.

REPORT

Following the 7.8 magnitude earthquake on 14 November 2016, MCDEM directed an evacuation of a number of coastal areas in New Zealand, including Canterbury.

The following concerns were raised by residents in Christchurch:

- There appeared to be inconsistent messaging between agencies.
- There were questions about how the evacuation decision-making process works.
- Could the evacuation of coastal communities have been better co-ordinated.
- What information do affected communities require and how could such information be better accessed.

Christchurch City Council carried out a review of the tsunami evacuation to address these concerns.

A copy of the review is available at this link:

<http://www.ccc.govt.nz/assets/Documents/Services/Civil-Defence/Review-of-the-Tsunami-Evacuation-2017.pdf>

A report will be provided by the report author, Adela Kardos.

RECOMMENDATION

That the report on the Christchurch City Council Review into the Tsunami Evacuation in Christchurch on 14 November 2016 be received.

Review of the Tsunami Evacuation in Christchurch City on 14 November 2016



Scope of Review

- Interviewed and spoke to 51 people including the Mayor of Christchurch, CCC staff, community board members, affected residents associations as well as representatives of Christchurch Police, Waimakariri DC and Canterbury Civil Defence Emergency Management Group (regional Group)
- Researched wider context of civil defence and emergency management
- Considered decision making, sirens, evacuation plans, communications, messaging to the public, response following evacuation and the EOC
- Draft report provided to Minister, Ministry and regional Group for comment and feedback

14 November Evacuation

- Inconsistent messaging was the greatest concern amongst residents
- Likely caused by media reporting evacuation vs national warning message not advising "land threat" until 2:01am
- Sirens activated at 2:11am - within 10 mins of receiving "land threat" national warning message from MCDEM
- Most coastal residents relied on sirens. Evacuation maps for local source tsunami not immediately provided. Evacuation procedure not publicly available. Public confused what to do.

Affected Residents Requirements

- Clear, concise, consistent messaging across all agencies in all forms of media
- Participation in co-creating the tsunami evacuation information
- Assurance that information meets the needs of their specific communities
- Information to contain evacuation maps (exactly how far do they need to go?), evacuation routes (where do they need to go and how best to get there?), scientific information on the probability of a tsunami or inundation event specific to their area (how high will the waves be?) and information on the different types of tsunamis (how much time do they have to evacuate?)

Review Recommendations

- 48 recommendations to be explored
- Development of specific evacuation plans for each community = most fundamental
- Some recommendations are entirely internal to CCC, others require engagement with coastal communities and other agencies

Recommended Next Steps

- Report finalised and released to the public and media on 7 April.
- CCC to identify community centric ways of engaging with coastal communities on tsunami issues
- Immediate focus on how each community is going to evacuate, with assistance from CDEM on co-creation of material

AGENDA ITEM NO: 8.	SUBJECT MATTER: REPORT FROM CANTERBURY CDEM GROUP WELFARE MANAGER
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Neville Reilly, Canterbury CDEM Group Controller	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

PURPOSE

To receive a report from the Group Welfare Manager.

REPORT

Rob Upton was appointed Canterbury CDEM Group Welfare Manager in 2011. Rob has for a long period given service and commitment to Canterbury CDEM Group. He was appointed Alternate Group Controller in 1992. He held that role until 1996 when he was appointed Group Controller, an appointment he held until 2011 when he assumed his current role. Rob's considerable CDEM experience has equipped him very well to fulfil the Group Welfare Manager appointment.

During his time as Group Welfare Manager, Rob led Canterbury's contribution to the development of the revised national welfare plan. Canterbury's experience in the 2011 earthquake was particularly useful in the development of the plan.

On completion of the revised national welfare plan, Rob led the development of the Canterbury CDEM Group Welfare Plan. This involved meeting with representatives from key agencies with welfare responsibilities in order to clarify roles and responsibilities. Rob's competent chairmanship of the Canterbury Welfare Coordination Group has assisted in implementing the Group Welfare Plan in Canterbury.

Rob has organised forums for Canterbury welfare staff on an annual basis, and these have been very well received. He has also attended a number of national welfare forums where his advice has been valued.

Rob will resign from his appointment with effect 8 May 2017.

Rob will provide an overview of welfare in the Canterbury CDEM Group region.

RECOMMENDATION

That the Report from the Canterbury CDEM Group Welfare Manager be received.

AGENDA ITEM NO: 9.	SUBJECT MATTER: REPORT ON THE CANTERBURY CDEM GROUP EMERGENCY MANAGEMENT TRAINING CENTRE (EMTC)
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Janelle Mackie, Emergency Management Advisor - Training & Development	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

PURPOSE

To receive a report on the Canterbury CDEM Group Emergency Management Training Centre (EMTC).

BACKGROUND

The Canterbury Emergency Management Training Centre (EMTC) is a private training establishment (PTE) that was formed to provide civil defence training for CDEM organisations and partner agencies in Canterbury. EMTC is owned by Environment Canterbury on behalf of Canterbury CDEM Group under a Service Level Agreement (SLA) between Canterbury CDEM Group and Environment Canterbury (as administering authority). Since its beginning, EMTC has expanded and has provided training to a number of other CDEM Groups and partner agencies nationally, and on occasion, overseas.

ECan recently reviewed EMTC and provided a report to the Coordinating Executive Group (CEG). After consideration, CEG made the decision to retain EMTC as the Canterbury CDEM Group training provider and directed that:

- EMTC's financial accounting be reviewed to ensure EMTC can be viewed more at 'arm's length' from the Regional Office,
- Course fees be reviewed to ensure costs are fully recovered,
- Occupational Health and Safety legislation compliance documentation be improved for some Response Team courses such as those involving water safety and heights.

REPORT

A report on EMTC's activities will be provided by Janelle Mackie, Emergency Management Advisor - Training & Development

RECOMMENDATIONS

That the report on the Canterbury Emergency Management Training Centre be received.

AGENDA ITEM NO: 10.	SUBJECT MATTER: REPORT ON THE CHRISTCHURCH JUSTICE AND EMERGENCY SERVICES PRECINCT (CJESP)
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Neville Reilly, Group Controller	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

PURPOSE

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

ATTACHMENT

EOC Project Manager's Update

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 EOC from which agencies can come together to coordinate their response to an emergency. The CJESP Project is led by the Ministry of Justice, with Canterbury CDEM Group leading the work with those agencies that will make use of the EOC.

REPORT

A copy of the Project Update Report is attached.

RECOMMENDATION

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

To	Canterbury Civil Defence Emergency Management Group Joint Committee	File reference
From	Kristi Blenkhorn	Action required by
Date	25 April 2017	
Subject	EOC Project Manager's Update	Attachments:
For	<input type="checkbox"/> Approval	<input type="checkbox"/> Review Comment
	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Noting

Overview

1. This paper is a report from the EOC Project Manager to the Canterbury Civil Defence Emergency Management Group Joint Committee. It provides an update on the Emergency Operations Centre (EOC) fit out project.

Update

2. Key areas:
 - 2.1. The fit out programme has recovered from setbacks after the Christchurch Port Hills Fire event, response assistance for the Edgecumbe flooding event and delayed Precinct building.

The Emergency Services Building is available for fit out 14 July. The fit out programme commences 22 May and will run until the end of August. CDEM Group hope to relocate the ECC 29-30 August and have the EOC fully operational by 18 October.
 - 2.2. Budget – A Costs Sharing Agreement reflects ECAN's arrangement to recover annual operating costs from EOC tenant agencies has been drafted. The Agreement aims to reduce ECAN's financial risk in managing the EOC operating budget. Agency percentage cost contributions are agreed, all that remains is agreement with the terms of the Costs Sharing Agreement. To date, Fire Service, NZ Police and St John have confirmed their agreement. Agreement has yet to be received from CCC Civil Defence.
 - 2.3. Security and access provisions - EOC personnel access and security provisions are being worked through in conjunction with the Operational Security Working Group who are preparing an SOP. Early indications are the SOP looks good and will make the development of the EOC Safety & Security SOP straightforward.
 - 2.4. Support agency inductions - Staff and agency EOC induction and training will be provided post-relocation to emergency services lifelines, response and recovery groups. A series of 'open homes' will run throughout September so that as many CD support groups are familiar with the new ECC operating environment and understand security and access protocols. Once open home critical mass is achieved the EOC will be declared fully operational.
 - 2.5. EOC Working Group exercise programme – The programme has now concluded. The next steps are to focus on finalising the EOC Operating Model.
 - 2.6. SOPs – Standard Operating Procedures for working together in the EOC environment are being developed by CDEM Group in conjunction with members of EOC tenant agencies.

SOPs pegged for development prior to CDEM Group relocation are Activation, Emergency Management Procedures, Safety and Security, AV and ICT.

- 2.7. Audio Visual fit out – AV software is being built based on EOC tenant agency feedback during user interface workshops. A simulation programme for user business requirements has been built and will be housed at CDEM Group office early May. The simulation programme is open for members of the EOC Working Group to test functionality and provide final software feedback to the supplier. Once the software is completed a training package will be developed and delivered, along with preparation of the ongoing AV service contract.
- 2.8. ICT fit out – ICT fit out is progressing at a rapid pace with network and universal docking station testing for CDEMG staff at their current site happening earlier than planned. ICT problems that arise are being resolved quickly. CDEMG radio requirements are being worked through. ICT are considering the co-ordination of services provided by the landlord and agencies in triaging and managing agency service requirements e.g. help desk. A terms of reference is being written by the Service Delivery Working Group. EOC ICT equipment procurement, provisioning and fit out will commence 2 months prior to relocation.
- 2.9. Health and safety requirements – ECAN’s Health and Safety Advisor is plugged into the EOC project. Advice has been sought on Precinct reception desk safety concerns, FCC SSSP contractor obligations and transition arrangements, Precinct H&S Plan tenant responsibilities, and CDEM Group relocation H&S requirements.

Recommendation

2. It is recommended that the Joint Committee:
 - a) **Notes** this ‘EOC Project Manager’s Update’ report.

AGENDA ITEM NO: 11.	SUBJECT MATTER: GROUP CONTROLLER'S REPORT
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Neville Reilly, Group Controller	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

REPORT

Finance

Income and Expenditure for the period 1 Jul 16 – 31 March 17 is shown below.

Also attached is a statement for the Group Reserve showing that expenditure has exceeded the Reserve Balance. To reinstate the Balance, a Recovery Plan has been developed to enable the Reserve to be reconstituted by 20/21. It will be recommended that the ECan Long Term Plan incorporate this Recovery Plan when considering the targeted rate.

Response

Canterbury CDEM Group provided two staff members to assist the Whakatane EOC with the response to Edgumbe floods, and one staff member to support the NCMC in Wellington.

Welfare

Canterbury CDEM Group Welfare Forum

Canterbury CDEM Group held its annual Welfare Forum on the 5 April. The topic of the forum was *Needs Assessment* and aimed to examine what we had learned from the recent earthquake and fire events. All Canterbury TAs and welfare partner agencies were represented at the forum.

Welfare Managers from Hurunui, Christchurch City and the Group gave presentations, as well as the EMO from Kaikōura, while presentations from Red Cross and Salvation Army brought an agency perspective to the discussion. In the afternoon MCDEM spoke to the National Registration and Needs Assessment Review Project and attendees were given a chance to contribute to this review through the subsequent workshop run by MCDEM.

Minutes from the forum have been distributed and Canterbury Group is working with MCDEM to ensure that the lessons learned over the last six months are taken into account as Needs Assessment is reviewed nationally.

National Group Welfare Managers Forum

Canterbury CDEM Group hosted the National Group Welfare Managers Forum on the 3-5 May. There were 40 attendees with 15 of the 16 CDEM Groups represented, and MCDEM staff. The forum is a chance for welfare managers to meet and develop best practice for welfare in New Zealand.

Since the last welfare forum in November 2016, there have been 12 declarations across New Zealand, including earthquake, fire and flooding. This forum focussed on these recent events with presentations from all Group Welfare Managers who have responded. Recent experience was also used to inform key projects such as Needs Assessment and the development of tools to support welfare delivery.

There were two key note speakers: Joel Browne from MBIE talking about temporary accommodation and its delivery post Kaikōura earthquake; and Lucy D'Aeth from CDHB talking about the "All Right?" campaign as an example of a psychosocial recovery programme.

Lifelines

The Canterbury Lifelines Group met on 3 Apr 17. The agenda included a discussion on issues and learnings for Lifelines utilities from the Kaikoura earthquake, a briefing and discussion on the Alpine Fault (AF8) Project, and the development of a tool to assess the resilience of Canterbury Lifelines. There were approximately 60 attendees representing member utilities and partner agencies.

The Canterbury Lifelines Group is guided by a Steering Committee which met on the same day.

A more comprehensive report will be provided at a future Joint Committee meeting.

EMO Forum

A Canterbury CDEM Group EMO Forum was held on 23 March 17. The forum is held each three months and provides an opportunity for Canterbury EMOs and other staff involved with CDEM to discuss issues, collaborate on work programmes and support professional development. It also provides an opportunity to share views in a collegial atmosphere.

Some EMOs in Canterbury currently have responsibility for CDEM and rural fire. The amalgamation of rural fire into Fire Emergency New Zealand (FENZ) will lead to some of these EMOS taking up appointments with FENZ, and this may have some impact on CDEM capability in the short term.

Red Cross Hazard App

Canterbury CDEM Group local authorities have completed training on the use of the Red Cross Hazard app, and have put in place arrangements to use the app for public alerting. The app was rolled out to the Canterbury public on Monday 1st May 2017 using a mostly digital campaign on social media platforms, as these members of the public are more comfortable using a mobile app for alerts. The Red Cross Hazard app is designed to provide a means of sending alerts to the public via an application on their mobile phone. All NZ CDEM Groups have agreed to adopt Hazards as a public alerting platform. The Group office will monitor the weekly active and new user statistics.

Recommendations

That:

- **The Controller's Report be received.**
- **The Recovery Plan to reconstitute the CDEM Group Reserve be noted.**

Civil Defence Reserve

Opening balance as at 30th June 2016	890,000	
Forecast movement for 2016/17		
- Normal business (deficit)	(140,000)	
- Earthquake (unrecoverable costs)	(1,160,000)	
- Port Hills Fire (unrecoverable costs)	(50,000)	
- Capital grants from MOJ for EOC furniture	140,000	
- CJESP EOC furniture	(140,000)	
- CJESP BAU furniture	(50,000)	
Total Forecast movement	<u>(1,400,000)</u>	
Forecast balance as at 30th June 2017	(510,000)	
Agreed reserve level in the Service Level Agreement	250,000	
Funding required to build the reserve to the agreed level	<u>760,000</u>	
Recovery Plan	Additional	Reserve
	rates required	balance
Y1 2017/18	190,000	(320,000)
Y2 2018/19	190,000	(130,000)
Y3 2019/20	190,000	60,000
Y4 2020/21	190,000	250,000
Total	<u>760,000</u>	

Regional Emergency Management
1 July 2016 to 31 March 2017

Project Income and Expenditure

Project	Income YTD			Expenditure YTD			Surplus / (Deficit) YTD			Full year Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Income	Expenditure
P055000 CDEM Group Readiness Activities	1,076,130	902,318	173,812	1,044,696	902,318	142,378	31,434	(0)	31,434	1,245,748	1,245,748
P055100 CD Emergencies Kaikoura Earthquake Nov 16	586,332	0	586,332	2,120,975	0	2,120,975	(1,534,643)	0	(1,534,643)	0	0
P055101 CD Emergencies Port Hill Fire Feb 17	0	0	0	48,918	0	48,918	(48,918)	0	(48,918)	0	0
P055300 EMTC Emergency Management Training Centre	197,470	211,577	(14,107)	138,287	211,577	(73,290)	59,183	(0)	59,183	285,888	285,888
P062000 CDEM Group Engineering Lifelines	96,095	96,095	0	5,749	96,095	(90,345)	90,345	0	90,345	129,586	129,586
Total CDEM Group	1,956,026	1,209,989	746,037	3,358,625	1,209,989	2,148,635	(1,402,599)	(0)	(1,402,598)	1,661,222	1,661,222

ECan Charges to CDEM Group

	Actual YTD	Budget YTD	Variance YTD
Rental charges for building and additional items (such as standby generator)	109,256	102,506	6,750
Financial Services, Human Resources, Information Services and Executive Charges	213,644	208,075	5,569
Total ECan charges to CDEM Group	322,900	310,581	12,319

Reserve Balance

	31/03/17 YTD	Full year budget
Civil Defence Reserve	889,982	889,982
Opening balance as at 30/06/16	889,982	889,982
Financial result - surplus / (Deficit)	(1,402,599)	(0)
Purchase of fixed assets	(103,268)	(75,000)
Closing balance	(615,885)	814,982

AGENDA ITEM NO: 12.	SUBJECT MATTER: MINISTRY OF CIVIL DEFENCE & EMERGENCY MANAGEMENT REPORT
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 26 May 2017
REPORT BY: Peter Cameron, MCDEM	ENDORSED BY: Lianne Dalziel, Chair Joint Committee

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