



AGENDA ORDER PAPER

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Friday, 1 December 2017 commencing at 12.30 p.m

**Commodore Hotel, 449 Memorial Avenue,
Christchurch**

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**

1 December 2017 commencing at 12.30 p.m

Commodore Hotel, 449 Memorial Avenue, Christchurch

	page
1. Welcome	
2. Apologies	
3. Conflicts of Interest	
4. Minutes of Previous Meeting – 26 May 2017	1
5. Matters Arising	
6. Selwyn District Community Response Model	6
7. Tsunami Threat Faced by Canterbury	7
8. Group Budget and Long Term Plan	8
9. New Zealand Response Team Development	19
10. Local Controller Appointments	25
11. Group Controller's Report	27
12. Ministry for Civil Defence and Emergency Management Update	40
13. 2018 Meeting Dates (to be confirmed) <ul style="list-style-type: none">• 2 March• 25 May• 7 September• 30 November	
14. Exclusion of the Public	45

**Minutes of the meeting of the Canterbury Civil Defence and
Emergency Management Group Joint Committee held at
Environment Canterbury, 200 Tuam Street, Christchurch on Friday
25 August 2017 at 12.30 pm.**

Present

Joint Committee:

Ashburton District Council
Christchurch City Council
Environment Canterbury
Hurunui 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 Graham Smith
Mayor Sam Broughton
Mayor Damon Odey
Mayor David Ayers
Mayor Craig Rowley

CEG Members

Ashburton District Council
Hurunui District Council
Mackenzie District Council
Selwyn District Council
Timaru District Council
Waimakariri District Council
Ministry of Civil Defence & Emergency Management
New Zealand Police
Group Controller

Andrew Dalziel
Hamish Dobbie
Wayne Barnett
David Ward
Bede Carran
Jim Palmer (Deputy Chair CEG)
Peter Cameron
Inspector Craig McKay
Neville Reilly

In attendance

Jessica Petersen and James Thompson (Regional Emergency Management Office)
Catherine Schache, Matthew Bennett and Louise McDonald (Environment Canterbury)

1. Welcome

Mayor Dalziel welcomed everyone to the meeting

2. Apologies

An apology was received from Mayor Winston Gray.

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 26 May 2017 be received and adopted.

Mayor Odey / Mayor Dalley
CARRIED

5. Matters arising

There were no matters arising from the minutes.

6. Civil Defence Emergency Management Resilience Fund Project

Refer to page 7 of the agenda.

Tom Wilson, Associate Professor Disaster Risk and Resilience, University of Canterbury was welcomed to the meeting.

James Thompson spoke to a PowerPoint presentation and introduced the project AF8 that aims to bring science and emergency management planning together to identify the consequences of a large Alpine Fault earthquake. This project is being funded by the Ministry of Civil Defence and Emergency Management, led by the Southland CDEM Group.

Associate Professor Tom Wilson described the science and the modelling being done by the University. GNS has world class data on the Alpine Fault that is being used for modelling to create a hazard footprint. This work indicates that an Alpine Fault rupture effects would be South Island wide and may include Wellington.

Lessons learnt from the Kaikōura/Hurunui earthquake are that we need to look at loss of service rather than damage. In Canterbury, this will include impacts on land and rivers from landslides. These effects will include: lifelines; state highways; access to the West Coast; electricity supply; sediments in waterways; and dam safety.

Professor Wilson highlighted the value of science working in partnership with the CDEM sector.

The reality that in the event of an Alpine Fault rupture is that Wellington will also be affected and the National Crisis Centre may not be able to provide assistance immediately was discussed. James Thompson advised that Wellington was preparing a response plan to address this.

The message that people need to be prepared for longer than 3 days before help would be available was considered. Two weeks was suggested, but it was noted that many households would not be in a position to do this. As experienced in recent events, people will help their neighbours.

Also discussed was the need for good information on where tourists would be at different times of the day and year, for example ski fields.

Resolved

That the Canterbury Civil Defence Emergency Management Joint Committee:

- 1. Endorse the research and preliminary planning undertaken to date in relation to an Alpine Fault rupture;**
- 2. Note the lessons learnt from the Canterbury and Hurunui/Kaikoura earthquake sequences; and**
- 3. Write to the Prime Minister and Minister of Civil Defence, with the support of the Canterbury Mayoral Forum, requesting priority is afforded to completing Alpine Fault response and recovery planning, and that sufficient funding is provided to ensure that work is completed with urgency.**

Mayor Rowley / Mayor Odey
CARRIED

7. Health and Safety at Work Act

Refer to page 27 of the agenda

Catherine Schache, General Counsel Environment Canterbury, explained that the implications of the Health and Safety at Work Act 2015 for emergency management were not clear. So far it is untested and the legal advice received differs.

She suggested that the Joint Committee and the Co-ordinating Executive Group take a pragmatic approach and exercise due diligence. This should be done by keeping informed and knowing that systems are in place.

Matthew Bennett, Health and Safety Advisor Environment Canterbury, explained that it was about risk management, asking good questions and planning.

Concern was expressed by the Committee over the lack of certainty: who is responsible for an Emergency Operations Centre (EOC)? The Act appears designed for business as usual, but this is not the case during an emergency.

It was agreed to write to Worksafe, with a copy to the Ministry of Civil Defence and Emergency Management, seeking clarification of the obligations for CDEM.

Resolved

That the Canterbury Civil Defence Emergency Management Joint Committee

- 1. receive the report on the implications of the Health and Safety at Work Act 2015; and**
- 2. Write to Worksafe, with a copy to the Ministry of Civil Defence and Emergency Management, seeking clarification of the obligations for Civil Defence Emergency Management.**

Mayor Rowley / Mayor Favel
CARRIED

8. Controller Appointments

Refer to page 28 of the agenda

Neville Reilly presented this report.

Mayor Rowley advised that Waimate District's new Chief Executive Stuart Duncan has been appointed as a local controller.

Resolved

That the Canterbury Civil Defence Emergency Management Joint Committee confirm the following appointments:

Group Controllers: Neville Reilly, Baden Ewart, Ken Taylor, Don Chittock, Brett Aldridge

Local Controllers:

- Ashburton – Terry O'Neill and Darryl Nelson
- Christchurch – John Mackie, David Adamson, Anne Columbus, Mary Richardson, Mike Gillooly and Steven May
- Hurunui – Audrey van der Monde, Judith Batchelor, Allan Grigg, Hamish Dobbie and Dan Harris
- Kaikoura – Suzanne Syme, Mike Morrissey and Graham Lamond
- Mackenzie - Bernie Haar and Rick Ramsay
- Selwyn – Douglas Marshall, Al Lawn, Murray Washington, Helene Faass and Kevin Green
- Timaru – Gary Foster, Justin Bagust and Paul Cooper
- Waimakariri – Nick Harrison, Les Pester, Geoff Meadows, Malcolm Johnston, Murray Sinclair and Brennan Wiremu
- Waimate – Carolyn Johns, Brent Herbert, Hillary Botting and Stuart Duncan

Mayor Broughton / Mayor Rowley
CARRIED

9. Group Controller's Report

Refer to page 31 of the agenda

Neville Reilly presented his report that included income and expenditure information for the period 1 July 2016 to 30 June 2017.

A correction to the first paragraph of the report about the flooding events was noted: the second event on 13th August led to an activation (not declaration) by Selwyn District Council.

Mayor Favel raised the matter of the New Zealand Transport Agency feedback that it would have been easier for the agency if Ashburton District had also declared during the 22 July flooding event. Mayor Dalziel advised Mayors to seek advice from the Group Controller for declarations as he is in contact with the other agencies.

A letter dated 16 August 2017 from the Ministry of Civil Defence and Emergency Management was tabled requesting a report on the Group's progress in strategic planning for recovery.

Resolved

That the Canterbury Civil Defence Emergency Management Joint Committee:

- 1. Receive the Group Controller's report; and**
- 2. Request the Chair of the Co-ordinating Committee reply to the letter of 16 August 2017 from the Ministry of Civil Defence and Emergency Management with regard to strategic recovery planning.**

Mayor Smith / Mayor Broughton
CARRIED

10. General business

Peter Cameron provided a quick update on the Ministry's activities.

11. Next meeting

The next meeting will be held on Friday 1 December 2017.

The meeting closed at 2.39 p.m.

CONFIRMED

Date: _____

Chairperson: _____

Agenda Item No: 6	Subject Matter: Selwyn Gets Ready Software
Report to: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report by: Isaac Trevathan and David Askin, Selwyn	Endorsed by: Mayor Sam Broughton

Purpose

To receive a report on the Selwyn Gets Ready software.

Report

There are 35 Community Response Teams throughout Selwyn district. The community Response Model empowers communities to look after themselves in an emergency. The model is based the neighbourhood support system and makes use of a tool known as *Selwyn Gets Ready*.

A presentation on the Selwyn Gets Ready software will be provided by the software developers, Isaac Trevathan and David Askin.

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee receive the report on the Selwyn Gets Ready Software.

Agenda Item No: 7	Subject Matter: Tsunami Threat Faced by Canterbury
Report to: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report by: Marion Schoenfeld, Hazards Analyst, Environment Canterbury	Endorsed by: Bill Bayfield, Chair CDEM Co-ordinating Executive Group

Purpose

To receive a report on the tsunami threat faced by Canterbury.

Report

CDEM Groups and CDEM Group members are responsible for the planning, development, and maintenance of public alerting and tsunami response plans. This includes public education and evacuation zone identifications.

Successful response to tsunami requires a good understanding of coastal tsunami hazards and risks. The Canterbury region has almost 800 km of coastline, and is subject to tsunami hazards along its entire length.

The most likely tsunami event for the Canterbury coast is a distant source tsunami, particularly a tsunami generated by a large earthquake off the South American coast. The Canterbury coast south of the Kaikōura District Council area has no known local tsunami sources. Known potential local tsunami sources exist off the Kaikōura coastline. In particular the Hikurangi subduction zone off the east coast of the North Island represents a local tsunami threat for the Kaikōura area and a regional tsunami for the remainder of the Canterbury coast. Little is known about this scenario, but the Canterbury coastline would probably not be as badly affected by Hikurangi tsunami as the east coast of the North Island.

After the events of November 14th 2016, MCDEM has changed some of the arrangements for response to local source tsunami in order to speed up the process of putting out local and regional source tsunami warnings. Canterbury CDEM Group has been revising its Tsunami Response Plan in consultation with members and partner agencies. The purpose of the plan is to provide an overview of the tsunami hazard in Canterbury and outline a regional approach to managing the tsunami hazard within the Canterbury CDEM Group area, including a concept of operations for tsunami response.

The best advice for CDEM Groups, agencies and the public continues to be not to wait for an official warning, but to act on the advice that if it is 'long or strong, get gone', and take immediate action to evacuate to predetermined evacuation zones, or in the absence of predetermined evacuation zones, go to high ground or go inland.

Marion Schoenfeld, Hazards Analyst (Geological) at Environment Canterbury, will provide a presentation on the tsunami threat faced by Canterbury.

Recommendation

That the report on the tsunami threat faced by Canterbury be received.

Agenda Item No: 8	Subject Matter: Canterbury CDEM Group Budget
Report to: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report by: Neville Reilly, Group Controller	Endorsed by: Bill Bayfield, Chair CDEM Co-ordinating Executive Group

PURPOSE

To consider the Canterbury CDEM Group Budget and Long-Term Plan.

ATTACHMENT

Emergency Management Service Level Agreement between Environment Canterbury (ECan) and Canterbury CDEM Group 1 Jul 15 – 30 Jun 18.

REPORT

Financial management of the Canterbury CDEM Group is provided by Environment Canterbury. The Joint Committee approves the levels of service and funding for the Group and these are then included in Environment Canterbury's Long Term Plan and Annual Plans, in accordance with the Service Level Agreement between Canterbury CDEM Group and ECan.

The Canterbury CDEM Group Levels of Service are as follows:

Level of Service	Measure	Target
Meeting the objectives of the 2014 Canterbury CDEM Group Plan.	The objectives of the current CDEM Group Plan are met.	90% of objectives are met at any one time.
Providing a co-ordinated response capability to enable the community to respond effectively to emergencies.	The CDEM Group responds to emergencies effectively.	100%
Providing facilities for co-ordinating emergency response and recovery work.	The Group Emergency Co-ordination Centre (ECC), alternate ECC, and emergency communications network are available and maintained	100%

A link to the Canterbury CDEM Plan is:

<http://cdemcanterbury.govt.nz/media/34987/canterbury-cdem-group-plan-2014.pdf>

The CDEM Group regional office has commenced the move to the Justice and Emergency Services Precinct. Whilst most of the costs are known and included in the current Annual Plan, there are some costs that are unknown. It is hoped these costs will be finalised in the next few months.

The budget reflects an increase in labour costs. Legislative change to Recovery means that there will be an increased role for the Group Recovery Manager. Changes to the way in which Welfare in an Emergency is coordinated have led to a greater role for CDEM. This will lead to an increased role for the Group Welfare Manager.

The Government recently established a Technical Advisory Group to identify where improvements in New Zealand's Civil Defence structure could be made. The recommendations by that Group may lead to changes in the way that funding for CDEM is provided.

The table below shows the proposed budget for the next three years along with actual expenditure for the past two years.

Expenditure excluding inflation (\$000)	2015/16 actual Year 1 of 2015-25 LTP	2016/17 actual Year 2 of 2015-25 LTP	2017/18 budget Year 3 of 2015-25 LTP	2018/19 budget Year 1 of 2018-28 LTP	2019/20 budget Year 2 of 2018-28 LTP	2020/2021 budget Year 3 of 2018-28 LTP
CDEM Group	1,623	4,091	1,951	2,011	2,031	1,997

More detail on the annual budget is shown below.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee approve the proposed Canterbury CDEM Group budget for years 1 to 3 of the Long Term Plan.

Canterbury CDEM Group budget

	Current Year 2017/18	LTP Year 1 2018/19	LTP Year 2 2019/20	LTP Year 3 2020/21	Note
Expenditure					
CDEM Group Readiness Activities	1,467,467	1,527,367	1,547,367	1,513,367	1
EMTC Emergency Management Training Centre	365,460	365,460	365,460	365,460	
CDEM Group Engineering Lifelines	118,279	118,279	118,279	118,279	
Total	1,951,207	2,011,107	2,031,107	1,997,107	
Revenue					
Targeted Rates	2,023,810	2,113,107	2,133,107	2,099,107	2
Grants, User Pays and Other	117,397	88,000	88,000	88,000	
Total	2,141,207	2,201,107	2,221,107	2,187,107	
Surplus / (Deficit)	190,000	190,000	190,000	190,000	3
Rates increase \$		89,297	20,000	(34,000)	
Rates increase %		4.41%	0.95%	-1.59%	

Notes:

- (1) Increase in labour costs because of legislative change for a Group Recovery Manager and the increasing role for the Group Welfare Manager. Increase in goods and services costs for the C10 project. Change in goods and services costs for Group Plan (every 5 years) and market research (every 2 years).
- (2) Interest charge for negative reserve balance due to financial impact from the North Canterbury earthquake in November 2016
- (3) Additional rates are budgeted to build up the reserve over 4 years. This replenishment plan needs to be reviewed once the cost recovery/claim for the North Canterbury earthquake is completed. The CDEM Group office and Emergency Coordination Centre will move to the JESP in 2017/18. Most of costs for the move are included in the current 2017/18 Annual Plan but there are some costs that are unknown at this stage, this may affect the reserve recovery.
- (4) The above table does not include inflation. ECan will apply inflation rate on labour and goods & services when preparing the detailed budgets

EMERGENCY MANAGEMENT SERVICE LEVEL AGREEMENT

Between

**Canterbury Regional Council
("Environment Canterbury")**

and

**Canterbury Civil Defence Emergency Management Group
("CDEM Group")**

1 July 2015 to 30 June 2018

Adopted by the Canterbury CDEM Group and Environment Canterbury

on the day of 2015

Canterbury CDEM Group Vision

A resilient Canterbury – Waitaha Tukaha

A resilient Canterbury will exist when communities have reduced their risks, increased their readiness, and are ready to respond to and recover from any emergency.

1.0 INTRODUCTION

- 1.1 The Canterbury CDEM Group, formed on 28 April 2003, exercises governance and sets the regional CDEM Group policy through a Joint Committee of Elected Officials from member authorities. The Co-ordinating Executive Group has responsibility for implementing the Group's policies.
- 1.2 The CDEM Group Office provides support, through leadership and assistance to the member authorities and partner agencies of the CDEM Group, in their efforts to meet their collective and individual obligations under the CDEM Act 2002 ("the Act") and the Canterbury CDEM Group Plan. The current version of the CDEM Group Plan was adopted in June 2014 and forms the basis of the content of this Service Level Agreement.
- 1.3 This Agreement describes the relationship between the CDEM Group Joint Committee and the services provided to it by Environment Canterbury. Environment Canterbury, on behalf of the CDEM Group Joint Committee is the administering authority for the CDEM Group and provides for the Emergency Management Office and Emergency Coordination Centre. This Agreement is not stand alone and should be read in conjunction with the Canterbury CDEM Group Plan.

2.0 ADMINISTERING AUTHORITY

- 2.1 Every regional council within each CDEM Group area is required, by section 23 of the Act, to be the Administering Authority for the CDEM Group in its region.
- 2.2 Note that in addition Environment Canterbury along with the other Group members (Territorial Authorities) must undertake the functions set out in section 17 of the Act.

CDEM Act Administrative Authority Functions

- 2.3 The functions of the Administering Authority and its Chief Executive as set out in the Act (section 24) are:
 - (1) *An administering authority.... and the Chief Executive of that administering authority are responsible for the provision of administrative and related*

services that may from time to time be required by the relevant CDEM Group.

- (2) *The administrative and related services include services required for the purposes of the Local Government Act 2002, this Act, or any other act, regulation, or bylaw that applies to the conduct of a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.¹*
- (3) *The cost of the administrative and related services must be agreed from time to time by each Group.*
- (4) *Unless the members of a Group agree otherwise, the costs agreed under subsection (3) must be divided equally among the members and each member must pay 1 share of the cost.*

Additional Administrative Functions

2.4 Environment Canterbury provides a broader range of administrative functions within the mandate provided by the CDEM Group Plan and this Agreement. These include:

- a) Financial management services to the Emergency Management Office in relation to meeting, the Group Plan objectives, the Group Work Programme and Capital expenditure projects, as agreed by the Joint Committee;
- b) Inclusion of the CDEM Group's Levels of Service and funding, as approved by the CDEM Group Joint Committee, within the Environment Canterbury Long Term Plan ("LTP") and following subsequent Annual Plans;
- c) Collection and management of a targeted rate across the CDEM Group area to fund the costs of the Emergency Management Office, Emergency Coordination Centre and related activities as agreed to by the Coordinating Executive Group and CDEM Joint Committee;
- d) Managerial oversight of the Emergency Management Office, taking into account the close relationships among the Emergency Management Office and the Coordinating Executive Group and Joint Committee. This includes employment of Emergency Management Office staff and other human resources functions;
- e) Being the registered owners of the Emergency Management Training Centre (EMTC) which is a NZQA registered Private Training Establishment. EMTC is owned on behalf of the Canterbury CDEM Group and provides training for the Canterbury CDEM Group as well as for other clients.

2.5 The Emergency Management Office is administered within the Operations Directorate of Environment Canterbury. The Emergency Management Office is accountable to the CDEM Group Coordinating Executive Group and Joint Committee for delivering agreed levels of services, Group Plan objectives and the work programme.

¹ Schedule 7 clause 30(1)(b) states 'A local authority may appoint a joint committee with another local authority or other public body in accordance with clause 30A'. Clause 30A sets out the terms for the appointment of a joint committee by a local authority.

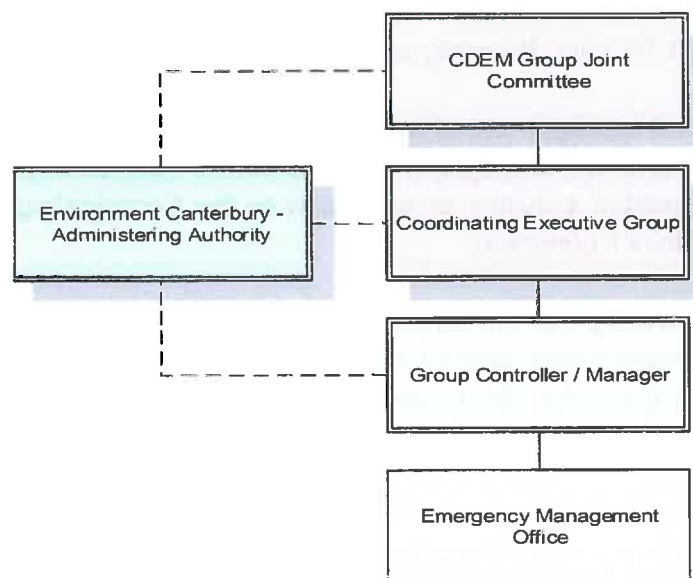
- 2.6 The CDEM Group will prepare the Emergency Management section of the draft Environment Canterbury LTPs and Annual Plans. The Environment Canterbury Plans will be presented to the CDEM Group's Co-ordinating Executive Group and Joint Committee within a timeframe to meet Environment Canterbury's LTP or Annual Plan process.

3.0 EMERGENCY MANAGEMENT OFFICE RELATIONSHIPS AND FUNCTIONS

Emergency Management Office Relationships

- 3.1 The relationships among the Emergency Management Office, Environment Canterbury, the Coordinating Executive Group and the Group Joint Committee are depicted in Figure 1. The solid connecting lines represent direct relationships while the dotted lines represent administrative relationships.

Figure 1. Regional Emergency Management Structure



Emergency Management Office Functions

- 3.2 The Emergency Management Office functions are listed in various sections of the Group Plan and supporting documentation. In summary these functions are to provide:
- a) The CDEM Group's work programme;

- b) Advice and technical support to the CDEM Group Joint Committee and the Co-ordinating Executive Group;
- c) Project coordination and management, including on-going development; implementation, monitoring and review of the CDEM Group Plan;
- d) Coordination of CDEM Group policy and its implementation;
- e) Coordination of monitoring and evaluation activities;
- f) Management of contracts entered into on behalf of the CDEM Group Joint Committee or the Co-ordinating Executive Group;
- g) Development of agreements or consultation mechanisms for key agencies such as other CDEM Groups, government departments and agencies, emergency services, lifeline utilities, key infrastructure agencies, volunteer groups, and other interest groups;
- h) Management and administration of staff employed within the Emergency Management Office on behalf of the CDEM Group Joint Committee;
- i) Collation and dissemination of hazard monitoring data;
- j) Training & exercise development, delivery, coordination, and support for response coordination (Emergency Coordination Centre/Emergency Operations Centre), emergency rescue teams, and welfare volunteer responders;
- k) Management of the Emergency Management Training Centre;
- l) Co-ordination and support of region-wide CDEM Group emergency response and emergency recovery;
- m) Maintenance and management of the CDEM Group Emergency Coordination Centre² (Emergency Coordination Centre), alternate Emergency Coordination Centre capability and related regional emergency telecommunications networks;
- n) Preparation, in consultation with the Co-ordinating Executive Group, of an annual report of the CDEM Group's activities, budget and performance to the CDEM Group Joint Committee;
- o) Support, coordination and, when necessary, direction of emergency responses within the CDEM Group area from the Group Emergency Coordination Centre;

² Environment Canterbury provides staff for the Emergency Coordination Centre when it is activated. These staff require training and exercising.

- p) Such other services as agreed in this Service Level Agreement between the CDEM Group Joint Committee and Environment Canterbury;
- q) Emergency Management advice and technical support to Environment Canterbury– funded and managed separately from the functions provided by the Emergency Management Office on behalf of the CDEM Group;
- r) 24/7 Regional CDEM Duty Officer Coverage – one officer available within 30 minutes and one within one hour of callout;
- s) Support to other Group members' emergency management officers and partner agency personnel.

4.0 FINANCE

Funding

- 4.1 The CDEM Group Plan and CDEM Group Work Programmes, as approved by the Joint Committee, will determine the required budget for the CDEM Group. The Group's Levels of Service and budget will be set out in the Environment Canterbury LTP and Annual Plans.
- 4.2 Environment Canterbury will assess a targeted CDEM Group rate, based on capital value, to fund the CDEM Group's levels of services as set out in the Environment Canterbury LTP and subsequent Annual Plans. Any surplus or deficit remaining in the CDEM Group account annually at 30 June, will be paid or charged interest at a rate set by Environment Canterbury, based on the average interest rate Environment Canterbury receives on its investments in the financial year. Any surplus or deficit in the account will be carried forward to the CDEM Group's "Financial Reserve" unless the CDEM Group directs otherwise.
- 4.3 Surplus funds, over and above the Financial Reserve, will be managed by the Emergency Management Office. Decisions on expenditure will be determined by the Joint Committee.

Financial Drawdown Facility

- 4.4 Environment Canterbury will continue to maintain a "Financial Drawdown Facility" of \$2,000,000 on behalf of the CDEM Group to be available to cover the costs of start-up and early stages of responding to an emergency.

Financial Reserve

- 4.5 CDEM Group maintains a Financial Reserve of \$250,000 to be used to cover unbudgeted expenditure incurred when the Group Emergency Coordination Centre is

activated in any mode in support of local or agency responses on behalf of the CDEM Group.

Reporting

- 4.6 Environment Canterbury, as the Administering Authority, will provide accounts and a summary report of progress toward achievement of the Group's Goals and work programme to the Co-ordinating Executive Group on a quarterly basis, with a final report, due the following June, forming the basis for an annual report.
- 4.7 If projects are not progressing satisfactorily, in terms of time cost or quality, Environment Canterbury on behalf of the Emergency Management Office, will generate an "Exception Report" for the consideration of the Co-ordinating Executive Group. Exception Reports will outline the reasons for under-performance; options to address or rectify the situation; and recommend amendments, within the overall work programme and budget, to accommodate any dependencies and changes where necessary. The Co-ordinating Executive Group will escalate Exception Reports to the CDEM Group Joint Committee if governance input is required.

Capital Equipment and Assets

- 4.8 Environment Canterbury will fund the purchase of any CDEM Group assets from the CDEM Group's Financial Reserve with depreciation being paid back to the reserve. Notice of requests for capital funding will be provided to Environment Canterbury by 31 January for inclusion in the draft LTP/Annual Plan for the following financial year(s). Any capital request over \$10,000, outside of the LTP/Annual Plan process, will need approval through the Coordinating Executive Group and Joint Committee prior to the asset purchase. Any capital request under \$10,000, outside of the LTP/Annual Plan process, can be approved by the Group Controller and then ratified at the next Coordinating Executive Group and Joint Committee meetings.
- 4.9 Depreciation and interest on capital will be included in the Group's budget.

Environment Canterbury Overheads

- 4.10 Overheads will be charged on actual labour expenditure, building rent and vehicle use, based only on costs targeted by Environment Canterbury to administer and support the Group. CDEM Group activities will not attract overhead charges for other Environment Canterbury activities.

5.0 DISPUTE RESOLUTION

- 5.1 The parties agree that any dispute relating to the implementation of this Agreement will be resolved by the Co-ordinating Executive Group.

6.0 EXECUTION

6.1 Executed as an agreement.

For and on behalf of Canterbury Regional Council by



Bill Bayfield

Chief Executive

Before me

Witness

Maria Hill

Name

MARIA HILL

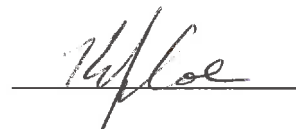
Occupation

SECRETARY

Address

14 PERAKI STREET
KAIAPOI 7630

For and on behalf of CDEM Group Joint Committee by



Kelvin Coe

Chairperson

Before me

Witness



Name

Ian WRIGHT

Occupation

Emergency Manager

Address

8 TOSSWILL ROAD
PREBBLETON

Date

25th June 2015

Agenda Item No: 9	Subject Matter: NZ Response Team Developments
Report To: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report By: James Thompson, Team Leader, Regional Office	Endorsed By: Bill Bayfield, Chair CDEM Co-ordinating Executive Group

Purpose

To provide Joint Committee with an update on developments with the registered New Zealand Response Teams (NZRT) from both a national and regional perspective and to seek recommendations on a direction forward.

Attachments

1. Response Team email from MCDEM
2. Response Team photos.

Report

Canterbury has always been well served by both volunteer and business based Civil Defence response teams. During the late 90's and early 2000's Canterbury played a major role in supporting the Ministry of Civil Defence & Emergency Management in re-establishing the response team capability in New Zealand and this included the establishment of nationally registered teams. These teams were assessed against a standard and if found up to standard then registered as a nationally capable resource. Once registered teams had to periodically be audited and re-registered.

Canterbury has five registered teams. These are NZRT-1 (Group Office), NZRT-10 (CCC), NZRT-11 (CCC), NZRT-12 (Waimakariri DC), and NZRT-14 (CCC). As well as this there are un-registered teams at the University of Canterbury, ECAN and Timaru DC. The Selwyn DC is currently forming a team. Both Timaru and Selwyn districts consider registration as an option they would like to potentially pursue.

The response teams are regularly used in the region during emergencies to perform various tasks asked of them by Controllers. Significant use of teams from throughout New Zealand occurred during the 2010 and 2011 earthquake sequence. Since then teams have been used in multiple flooding emergencies and have assisted the NZ Police in two searches for missing people. In the last year the Canterbury response teams have been used in the following emergencies:

- the Hurunui/Kaikōura earthquake where they assisted with building evaluation, impact assessments and some stabilisation of damaged chimneys. Team members were also involved in receiving evacuees from Kaikōura off the HMNZS Canterbury
- The Port Hills fires where teams provided first aid coverage at the incident control point and some assembly areas as well as members from NZRT-12 being deployed to parts of the fire itself.
- July flooding where teams have been involved in flood protection (sand bagging and flood barriers), evacuation, reconnaissance, and household reassurance.

For these three emergencies, the CCC teams contributed 2800 person hours, the Timaru team 40 hours (SC Flooding only), The Waimakariri team 1250 hours and the Group Office team 940 hours.

Response teams provide a disciplined group of people with flexible skills that can be used for many tasks during an emergency.

In 2012 MCDEM produced a new Director's Guideline for establishing and operating response teams. This lacked an audit tool and during 2014 and 2015 the National Response Teams Steering Group¹ created a set of strands or disciplines the response teams could be audited against and asked MCDEM to adopt these as a part of the Directors guideline. This did not occur, rather MCDEM began a process to consider the future of NZRTs.

In August, this year CDEM Group CEG Chairs and Group Managers received an email from the Director of MCDEM stating that with changes to the Health and Safety at Work and Fire and Emergency New Zealand legislation they were going to withdraw the current Directors Guideline as well as the General Rescue Manual. The email goes on to state that MCDEM does remain committed to ensuring there is an NZRT model that is fit for purpose and a starting discussion is expected at the CEG Chairs meeting due to be held in December. Canterbury CDEM Group Chair responded to the email expressing concern at the withdrawal of MCDEM guidance and recommended that the current guidance remain in place until new guidance is decided.

In the meantime, response teams remain in a state of limbo without the ability to be audited or re-registered.

If there is no indication of MCDEM supporting the response teams coming out of the December CEG Chairs meeting, then Canterbury should consider adopting a Response Team audit of its own. This could be based on the work previously done by the RT Steering Group. A Canterbury Registration process for Response Team could also be considered, but is most likely not required.

¹ The Response Team Steering Group was elected by response Team Managers and Team Leaders in the presence of MCDEM representation. The steering group was made up of Team Managers and Team Leaders.

Recommendations

- 1. That the Canterbury CDEM Group supports the reintroduction of a CDEM Response Team audit and registration process at the December CDEM Co-ordinating Executive Group Chairs meeting.**
- 2. Should the CDEM Co-ordinating Executive Group Chairs meeting result in no immediate return to a national registration and audit process for NZRT then Canterbury develop and adopt its own Response Teams audit.**

ATTACHMENT 1

Text of message to CDEM Groups from MCDEM

You may remember that around 18 months ago MCDEM started a process of discussing the actual and desirable role of New Zealand Response Teams (NZRTs). That process only got so far before a series of emergencies diverted us all.

This exercise was driven by the changing environment that NZRTs work in. Recent legislation (both the Health and Safety at Work Act 2015 and the Fire and Emergency New Zealand Act 2017) may influence the appropriate role of registered NZRTs. We are also aware that the New Zealand Red Cross for example have ceased their rescue activities. It is time to take a strategic view across the sector to identify the relevant gaps that NZRTs should fill. In no way do we want NZRT members to see this view as a criticism of their performance, skills or efforts, it is simply a reflection on the changing environment we now operate in within the CDEM sector.

MCDEM remain committed to ensuring the NZRT model we support is fit for purpose and flexible enough to be adapted by those CDEM Groups who choose to utilise it. We think the best starting point is a discussion with you at the CEG Chairs meeting in December, something that could include a Fire and Emergency New Zealand representative. By then we may know the direction of travel of the Technical Advisory Group (TAG) recommendations which can also be factored into discussions.

While these discussions take place, MCDEM has decided to withdraw the Guidance for Establishing and Operating New Zealand Response Teams (NZRTs), Director's Guidelines for the CDEM Sector (DGL12/12) April 2012 and General Rescue Manual March 2006. In their place on our website is a comment to that effect.

We look forward to continuing this discussion with you.

ATTACHMENT 2



Photo 1. Response Team Leaders at Waiau ICP in November 2016



Photo 2. Response Team members marking out earthquake damaged road in the Hurunui District.



Photo3. Response Team members about to receive evacuees off the HMNZS Canterbury



Photo 4. Response Team member observing the Port Hills fire from the Fire ICP.



Photo 5. Response Team firefighting at the Port Hills fire.



Photo 6. Working with NZDF during the July Flooding in Christchurch



Photo7. Discussing flooding with resident in July 2017.

Agenda Item No: 10	Subject Matter: Local Controller Appointments
Report to: Canterbury CDEM Group Joint Committee	Date of Meeting: 21 December 2017
Report by: Neville Reilly, Group Controller	Endorsed by: Bill Bayfield, Chair CDEM Co-ordinating Executive Group

Purpose

To appoint additional local controllers for Canterbury CDEM Group.

Report

Local controllers are selected by councils in accordance with council procedures. Extracts from the relevant sections of the CDEM Act and the Canterbury CDEM Group Plan are shown below:

Civil Defence Emergency Management Act (2002)

27 Appointment of Local Controllers

(1) A Civil Defence Emergency Management Group may appoint 1 or more persons to be a Local Controller, and direct that person or persons to carry out any of the functions and duties of, or delegated to, the Group Controller of the Group and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94.

Canterbury CDEM Group Plan

Section 2.5.2

“In accordance with section 18 of the CDEM Act, the CDEM Group has delegated its authority for the appointment of Local Controllers to each member authority. Territorial authorities must consult with the Group Controller when appointing Local Controllers. In accordance with section 27(2) of the CDEM Act, a Local Controller must follow any directions given by the Group Controller during an Emergency”.

The selection and appointment of controllers is important, as they have considerable powers during a response. It is also important that they undergo suitable training and have the necessary skills and experience. Recent Canterbury experience has shown that during a response, local controllers may be required to function at any EOC in Canterbury, so it is also important that local controllers are also acceptable to all Group members.

To comply with the CDEM Act, and in accordance with the Canterbury CDEM Group procedure for appointing controllers, the following have been selected by their Councils as suitable to be appointed as local controllers and have been recommended by CEG to the Joint Committee for appointment:

- Tracy Tierny, Timaru District Council
- Jim Henderson, Ashburton District Council

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee appoint as Local Controllers in Canterbury CDEM Group:

- **Tracy Tierny, Timaru District Council**
- **Jim Henderson, Ashburton District Council**

Agenda Item No: 11	Subject Matter: Group Controller's Report
Report To: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report By: Neville Reilly, Group Controller	Endorsed By: Bill Bayfield, Chair CDEM Co-ordinating Executive Group

Purpose

To receive the Group Controller's Report.

Attachments

1. Income and Expenditure Report for 1 July – 30 September 2017.
2. Group Plan Objectives: Progress Update October 2017
3. Emergency Management Training Centre (EMTC) Business Plan

Report

Finance

Income and Expenditure for the period 1 July – 30 September 2017 is attached.

Justice and Emergency Services Precinct

The Group office has moved into the new Justice and Emergency Services Precinct for BAU activities. Testing has commenced on the functionality of the Emergency Coordination Centre (ECC) and once that is complete, the ECC will be declared operational. That is anticipated to occur by the first week in December.

Rural Advisory Group

MPI recently hosted a series of meetings for agencies and organisations from the rural sector and CDEM to consider ways to improve coordination during response to emergencies. The scope included human welfare, production animal welfare and primary industry business resilience and recovery. The decision was taken to form a Rural Advisory Group (RAG) that will include all agencies involved in Canterbury primary industries along with representatives from local authorities and CDEM. The rural agencies would represent the following: community, dairy, drystock, horticulture, and rural professionals. This decision follows learnings from recent events where it was felt cooperation and coordination between the rural sector and CDEM EOCs/ECC could be improved.

Canterbury 10 (C10).

The Joint Emergency Support Team has been renamed Canterbury 10 (C10). The purpose of C10 is to develop a cadre team of CDEM experts that may be deployed to

support TAs in responding to emergencies. The first residential training course scheduled for 6 – 10 November has had to be postponed. The postponement is due to a lack of numbers and the need to ensure the right mix of functional roles for the course. Courses have been scheduled for 15 – 20 April and 20 – 24 August 2018.

Group Plan Objectives: Progress Update October 2017

Group Plan objectives (see attachment 2) are currently being met in an ongoing basis, have been achieved, or have planning underway to achieve them. The exception to this is with objective 5.4.2 on council BCP practices. Planning for business continuity is varied across the region despite this being a requirement for councils under s64(2) of the CDEM Act 2002. In 2018 the Group Office is considering contracting Resilient Organisations to provide some advice on achieving this Group Plan objective. It is worth noting that the Approach to Managing Natural Hazards is important for achieving some objectives. With staff turnover across councils and competing priorities this has currently stalled but working with ECan the Group Office will get this underway again in early 2018.

Emergency Management Training Centre (EMTC) Business Plan

A recent review of EMTC recommended that a Business Plan be developed. A copy is attached. The Plan has yet to incorporate the financial information as outlined in the budget (see separate agenda item) as it is proving difficult to separate out ECan overheads specifically for EMTC.

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee receive the Controller's Report.

Canterbury Civil Defence and Emergency Management Group

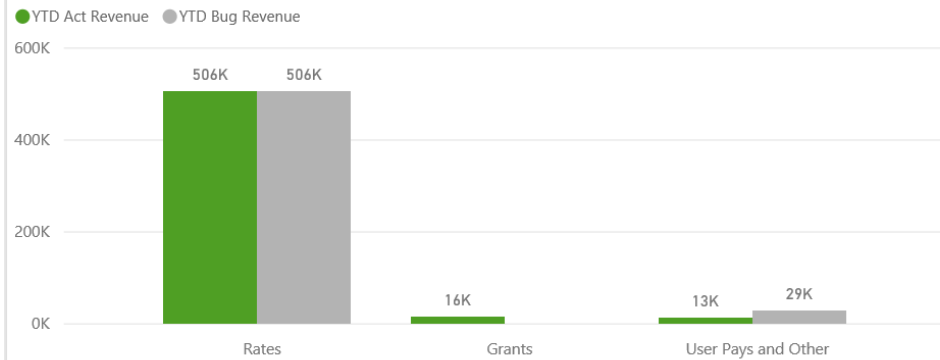


Operating Revenue	Operating Expenditure	Surplus/(Deficit)	Actual Expenditure vs Full Year
535K Budget : 536K Rev Var : -1K Rev Var % : -0.19%	808K Budget : 488K Exp Var : 320K Exp Var % : 65.57%	-273K Budget : 47K Surp/Def Var : -321K	

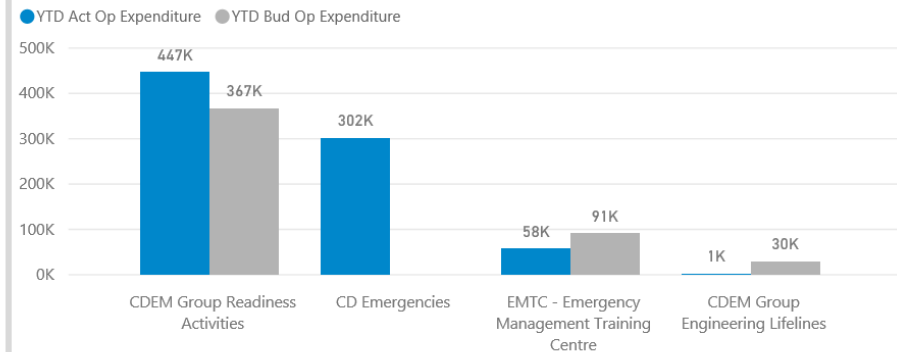
Reporting Period

1/07/2017 30/09/2017

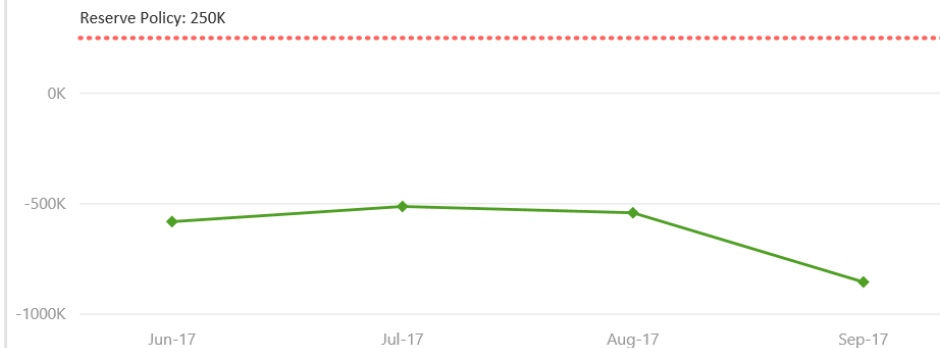
Actual Revenue vs Budget



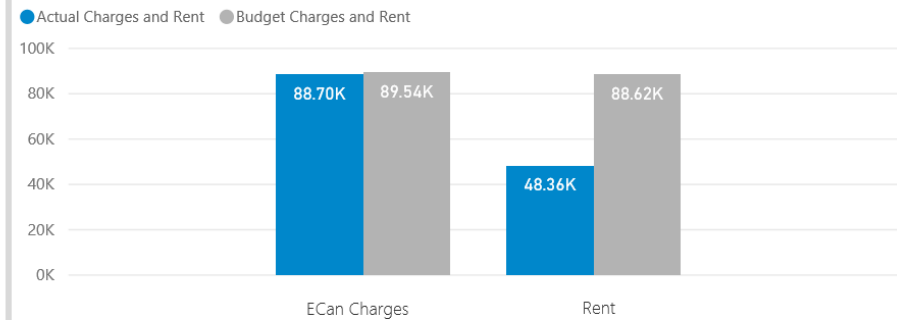
Actual Expenditure vs Budget



Reserve Movement



Actual Rent & ECan Charges vs Budget



Canterbury Civil Defence and Emergency Management Group

Reporting Period

1/07/2017

30/09/2017



Detailed Revenue and Expenditure

Cost Centre (\$000)	Revenue YTD			Expenditure YTD			Surplus / (Deficit) YTD			Full Year Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Revenue	Expenditure
CD Emergencies	6		6	302		302	-296		-296		
CDEM Group Engineering Lifelines	29	30	-1	1	30	-29	28	0	28	118	118
EMTC - Emergency Management Training Centre	82	91	-9	58	91	-33	24	0	24	365	365
CDEM Group Readiness Activities	418	415	3	447	367	80	-29	48	-77	1,657	1,467
Total	535	536	-1	808	488	320	-273	48	-321	2,141	1,951

Revenue Note:

\$190k additional rates are budgeted to replenish reserve over 4 years.

Expenditure Note:

CD Emergencies

A couple of late invoices were paid for North Canterbury earthquake, some costs are expected to be recovered from MCDEM and other partner agencies. Also there are additional costs relating to July flood event.

Lifelines

Waiting for the first quarter invoice.

EMTC

Underspending on labour costs will reduce with the start of the Training Coordinator.

Readiness Activities

Ongoing management for CJESP project and various recovery activities have attributed to the overspending.

Canterbury CDEM Group

Group Plan Objectives: Progress Update October 2017

Group Plan Objectives	Proposed Actions	Results / Update	Overall Status
4.5.1 Provide collaborative leadership in hazard research initiation, delivery, and application	<ul style="list-style-type: none"> Using risk assessment analysis, identify areas for future research Ensure research outcomes are applied across the integrated hazard management framework 	Ongoing Ongoing	
4.5.2 Identify, understand and manage risks that Canterbury's communities face	<ul style="list-style-type: none"> Ensure accurate risk assessment for the Canterbury region is completed and is regularly updated and communicated to the communities of Canterbury Develop the Risk Reduction Strategy collaboratively with CDEM Group members and partner agencies 	Ongoing This sits with the Approach to Natural Hazards Management. The last six month this has not progressed to the desired level because of staff turnover and competing priorities.	
4.5.3 Ensure planning and management of risk are based on relevant risk assessments	<ul style="list-style-type: none"> Establish a Canterbury Risk Reduction Forum to act as a forum for collaborative work on risk reduction Assist with ensuring that hazards and risks are taken into account in land-use planning practices 	This sits with the Approach to Natural Hazards Management. This sits with the Approach to Natural Hazards Management.	
4.5.4 Communicate all issues relating to risks effectively to the community and partners	<ul style="list-style-type: none"> Develop a stakeholder analysis that identifies key communities and partner agencies with which to communicate Articulate how risk reduction information will be communicated in the CDEM Group's public education and community resilience strategies Initiate, coordinate and promote activities that assist communities to build resilience to the effects of hazards 	Ongoing To be done Ongoing	
5.4.1 (part A) Increase Community and business awareness of the risk from hazards and their consequences	<ul style="list-style-type: none"> Establish a Community Resilience Forum Developing and implementing a CDEM Group public education strategy Reviewing the use of Canterbury CDEM-related web sites and other social media Develop and implement a system for measuring and reporting on community readiness and resilience 	Overall this objective has moved from orange to green with the exception that the Community Resilience Forum may not be established. In place of this there is significant work being carried out in resilience across the Region that does not require a forum to be formed at this stage. To be done 2018 Done Partnerships with 100 Resilient Cities and Science Challenge – Rural will achieve components of this.	
5.4.1 (part B) Improve community and business preparedness through community based planning	<ul style="list-style-type: none"> Support and advocate community response planning Support and advocate the initiatives of community-based planning groups that are related to CDEM Support and encourage trained volunteer involvement in CDEM Establishing a Community Resilience Strategy Identifying vulnerable communities and working with them to develop their ability to plan for an emergency Supporting and advocating business continuity planning 	Ongoing Ongoing Ongoing Not Started Ongoing, especially at TA Level. At the regional level, this needs to be pulled together as a cohesive project. Ongoing	

5.4.2 Ensure that Local Authorities have robust and tested business continuity plans to ensure they can continue to function in an emergency	<ul style="list-style-type: none"> • Ensure that local authorities have identified their risks and hazards • Ensure that local authorities have developed business continuity plans and test them on a regular basis • Ensure that local authorities have identified and trained staff to ensure business continuity is maintained 	This objective has not changed with inconsistent levels of BC planning across the region. In 2018 the Group Office are considering contracting in Resilient Organisations to assist in this area.	
5.4.3 (part A) Ensure that strong leadership and commitment to CDEM is demonstrated through the Canterbury CDEM Group	<ul style="list-style-type: none"> • Providing an annual briefing on the CDEM Work programme to senior management teams at each local authority and other key partner agencies • Encouraging political and executive management attendance at annual forums • Providing professional development opportunities, such as training, at a level appropriate for senior executives and elected members 	Ongoing Ongoing Ongoing	
5.4.3 (part B) Enhance professional development of all personnel involved in CDEM	<ul style="list-style-type: none"> • Completing an emergency management professional development needs analysis • Developing and implementing a Group professional development strategy • Developing the CDEM Group training plan with the objective of accelerating the ongoing enhancement of emergency management training in Canterbury • Reviewing the role of the Emergency Management Training Centre (EMTC) • Developing a long-term CDEM Group exercise programme • Developing a recruitment and appointment guideline to assist with the process of appointing key emergency management personnel¹ • Pursuing opportunities for Canterbury emergency management personnel to gain professional development experience by attending conferences, workshops and training • Supporting any emergency responses in the Group, region, New Zealand, or internationally • Pursuing operational experience, training or other professional development opportunities that may arise at the local, national or international level 	To be done To be done Ongoing Done. Ongoing. Further development is now required as the JESP EOC is occupied. To be done Ongoing Ongoing Ongoing	
5.4.3 (part C) Ensure that exercises are an integral part of the Canterbury CDEM Group Work programme	<ul style="list-style-type: none"> • Develop a regional exercise programme as an information sharing tool and to offer opportunities for joint or shared training events and ideas • Incorporate lessons learnt from training, exercises and real emergencies into reviews of the Canterbury CDEM Group Plan and other operational arrangements in an open, timely and systematic manner 	Ongoing Ongoing	
5.4.5 Strengthen the coordination and cooperation among all relevant CDEM response agencies in planning for and responding to an emergency	<ul style="list-style-type: none"> • Use the approach to operational coordination suggested in CIMS as the basis for operational planning in response to potential or actual emergencies in the Canterbury • Work with the sub-committees of the CEG to achieve cooperative development of Canterbury CDEM Group-wide risk-based plan, local CDEM plans, and functional procedures 	Ongoing Ongoing	

¹ Controllers, Recovery Managers, Welfare Managers, Emergency Management Officers/Managers, EOC/ECC function managers.

	<ul style="list-style-type: none"> Maintain and develop documents and plans that describe key activities, functional responses, SOPs and protocols in support of the Canterbury CDEM Group Plan 	Ongoing	
6.5.1 Enhance the ability of the Canterbury CDEM Group to prepare for and manage civil defence emergencies	<ul style="list-style-type: none"> Enhance and further develop the Emergency Support Team concept Establish robust procedures for the appointment and training of all Controllers and the upkeep of their professional development Structure the welfare response to identify and respond quickly to the needs of the community Ensure public information in an emergency is meeting the community's needs 	<p>Underway. Now called the C10 project</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
6.5.2 Enhance the ability of emergency services to prepare for and manage civil defence emergencies	<ul style="list-style-type: none"> Establish the regional Response Planning Group and local Emergency Services Co-ordinating Committees (ESCC) as a mechanism for local liaison Review arrangements and procedures for multi-agency coordination of emergencies anywhere across the region 	<p>These are in place</p> <p>Ongoing</p>	
6.5.3 Enhance the ability of Lifeline Utilities to prepare for and manage civil defence emergencies	<ul style="list-style-type: none"> Develop a Canterbury CDEM Group overview of the vulnerabilities of Lifelines 	Ongoing as the Lifelines Risk and Resilience project	
7.5.1 Establish and maintain comprehensive emergency recovery (governance and management) capabilities and processes.	<ul style="list-style-type: none"> Holding a Recovery Forum Establish a Recovery Advisory Group Maintain the Canterbury Group Recovery Plan Appoint and train Local Recovery Managers and a Group Recovery Coordinator 	With changes in Legislation once a Group Recovery Manager is in place these objectives will be reviewed / implemented.	
7.5.2 Enable Canterbury's communities to sustainably rebuild and regenerate after emergencies.	<ul style="list-style-type: none"> Hold a Community Resilience Forum Establishing a Community Resilience Strategy Support and advocate the initiatives of community-based groups that are related to CDEM Support and advocate business continuity planning 	Community Resilience Forum as per objective 5.4.1a	



EMTC BUSINESS PLAN

July 2017

Abstract

This plan covers the intent of the EMTC operation during financial year 2017-18

[Email address]

Contents

Introduction	2
Customer Segments	2
Value Proposition	3
Product Lifecycle	3
Customer Relationships	3
Revenue Streams	3
Key Resources	4
Key Activities	Error! Bookmark not defined.
Key Partnerships	4
Cost Structure	5

Introduction

The Emergency Management Training Centre (EMTC) is a Private Training Establishment (PTE) registered with and audited by the New Zealand Qualification Authority (NZQA) since 2000.

Originally known as the Canterbury Regional Civil Defence Private Training Establishment it changed its name in 2007 to recognise its expansion of training from Civil Defence to Civil Defence and Emergency Management.

EMTC is owned by Environment Canterbury, the regional authority, on behalf of the Canterbury Civil Defence Emergency Management (CDEM) Group. The Group is a partnership of local authorities, emergency services and other organisations tasked with providing effective and comprehensive civil defence emergency management within the Canterbury area.

EMTC provides a variety of training to Territorial and Regional authorities, government departments and CDEM partner agencies and stakeholders.

This is a basic business plan for the EMTC from July 2017 to June 2018. Please note that a new position in EMTC will be filled at the start of this period so this plan is subject to changes and development due to additional resourcing available to investigate and model options based on data.

Customer Segments

EMTC provides emergency management training. There are two key types provided:

1. the organizational capability training around coordination and management of emergencies, and
2. associated training focused on responses to emergencies such as welfare, rescue and flood response.

The primary focus is on providing training to local government authorities in the Canterbury region. Some training is also provided to key partner agencies. In the past, EMTC has provided training outside Canterbury.

Value Proposition

EMTC provides training related to the efficient coordination of, and response to emergency events in Canterbury. EMTC is housed within the Canterbury Civil Regional Emergency Management Office and is a key tool for the Canterbury CDEM Group to develop of capacity and capability to respond to events.

Product Lifecycle

EMTC provides both unit standard and non-unit standards based courses, as well as refresher training sessions.

EMTC currently has approximately 25 key courses that it has developed and maintains through regular course review and updating. Updates are based on factors including client, student and instructor feedback and changes in key guiding documents/doctrine often as a result of operations.

Customer Relationships

The primary customers are Canterbury Territorial Authorities. These entities staff and volunteers are the primary receivers of EMTC courses.

Most Canterbury Territorial Authorities use EMTC training services, but these are not always fully utilised. These organizations should be the bread and butter EMTC customers, so these relationships are worth developing further in the upcoming year.

As part of it's ongoing Quality Assurance EMTC gathers feedback from clients, including post course feedback and scheduled stakeholder feedback. This has been consistently excellent regarding course content and delivery with some opportunities to improve course administration.

Revenue Streams

There are three revenue streams used by EMTC as at June 2017:

- ACE EM funding through the Tertiary Education Commission.
- Claw back from Territorial Authorities (members of Canterbury CDEM)
- CDEM Group Targeted Rates

EMTC has an opportunity to pursue additional revenue streams. These could include user pays or ACE funded courses for other CDEM Groups throughout New Zealand. EMTC has also undertaken key contracts for course development in the past e.g. for the Ministry of Health. These require significant resourcing but can be quite profitable. Large organizations that are not territorial authorities, or even the public may be additional options for increased revenue. The key constraints (without detailed analysis) to developing these is the competition in training (in areas that are not core to CDEM/EMTC operations) and the relative scale of overheads (an independent operator may be lean, working from a home office whereas EMTC carry corporate overheads).

Key Resources

EMTC requires the following resources to conduct its business plan for the upcoming year:

- Environment Canterbury Corporate support
- EMTC Coordinator position (new, recruitment underway)
- Contractors/employees to facilitate courses
- Intellectual Property of course material
- ACE funding or user pays funding
- Territorial Authority engagement and funding

Key Partnerships

Environment Canterbury Regional Council

Canterbury CDEM Group member Territorial Authorities

CDEM Canterbury partner agencies and stakeholders

Cost Structure

Fixed Costs

EMTC employee salaries

Overhead costs

Variable Costs

Variable costs associated with running each course varies depending on the location, number of attendees and cost of sub-contractor or employee.

Funding Model

It is proposed that for the 17/18 year there is no pursuit of revenue beyond ACE funding, claw back from Territorial Authorities and CDEM Group Targeted rates.

This year EMTC will work to ensure the funding model is fit for purpose in the long term and will work to support growth. Specific tasks will include collecting and analyzing cost and revenue data, assessing market position for offering training more widely than during the current financial year.

Agenda Item No: 12	Subject Matter: Ministry of Civil Defence & Emergency Management Update
Report To: Canterbury CDEM Group Joint Committee	Date of Meeting: 1 December 2017
Report By: Peter Cameron, Ministry of Civil Defence & Emergency Management	Endorsed By:

Purpose

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

Attachment

MCDEM Update October 2017

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee receive the Ministry of Civil Defence & Emergency Management report.



Joint Committee Update

Tsunami Vertical Evacuation

We have noted heightened interest in the use of structures for vertical evacuation in the event of a tsunami. The Ministry recommend that Groups wait until national guidance on the appropriate use of evacuation structures is developed, before making any decisions on designating or funding vertical evacuation initiatives with regards to residential and commercial buildings (including schools). Guidance is being developed and is in the project planning stage, we anticipate this to be made available mid - late 2018 and we will keep you informed of progress.

The public messaging is, and will remain 'Long or Strong Get Gone', even when this guidance is developed. Vertical evacuation is as a last resort option for evacuation purposes.

Communities should seek high ground or go in land as the first course of action.

Until the guidance is developed, CDEM Groups are encouraged to pursue other options which increase preparedness in their communities, including the following:

- Promotion of tsunami hazard zones, natural warning signs, local warning arrangements and what action to take
- Display of tsunami evacuation maps and the correct action to take to ensure a consistent response in the areas under largest risk and to eliminate confusion during a response
- Undertake regular (at least six-monthly) evacuation drills.

A new DART buoy has been placed in the Kermadec's replacing an unserviceable one which will be refurbished and redeployed.

Contact: Sarah-Jayne McCurrach, Team Leader, Hazard Risk Management on (04) 817 8571
sarah-jayne.mccurrach@dpmc.govt.nz

Cell Broadcast Alerting (delivering Emergency Mobile Alerts)

The project is on track for launching before the end of the year. We had workshops with CDEM Group managers in August and September to discuss and agree protocols for the use of cell broadcast alerting specifically in relation to tsunami. We are now drafting the tsunami protocol documentation, as well as drafting an agreement between user agencies and DPMC for the use of the system.

The New Zealand mobile operators continue to liaise with the major mobile handset manufacturers to progress the software changes required to receive cell broadcast messages. Although not all existing handsets will be capable when the service is rolled out, the number of models will grow over time.

Preparation for the public awareness and education campaign will be concluded in September, to start from mid-October to coincide with Get-Ready week.

It is anticipated that the system will go “live” at the end November

Contact: Kevin Fenaughty, Principal Advisor, National Operations on (04) 817 8545
kevin.fenaughty@dpmc.govt.nz

EMIS Upgrade

Over the last few weeks several design workshops have been held with CDEM Group representatives, facilitated by the vendor. We appreciate the positive response by CDEM Groups to the invitations, in the end it was a challenge to accommodate all! The information collected will be used for the next (build) phase.

It is planned to have the upgraded EMIS available during the first quarter of 2018

Contact: David Coetzee, Manager, Capability and Development on (04) 817 8580
david.coetzee@dpmc.govt.nz

Capability Development

Update concerning the Coordination Centre courses of the Integrated Training Framework (ITF):

- Coordination Centre – Foundation online course is available on takatū
- Coordination Centre - Public Information Management (PIM) function specific course – the first pilot happened in Wellington. We and the subject matter experts involved are very excited about this course, it is undergoing some further refinements and a second pilot is being planned .
- Coordination Centre – Logistics function specific course is undergoing review and rebranding.
- An online bridging course (for those who have followed the CIMS unit standards pathway) has been developed by an online developer and has almost completed review by the MCDEM team, it will soon be available for a wider review before the planned online launch in the near future.
- MCDEM conducted an Intermediate level course to external national agencies October 10 and 11 in Wellington. This was an opportunity to share with other agencies how CDEM functions and we welcomed participants from the Ministry of Health, Ministry of Primary Industries, Police, Department of Prime Minister and Cabinet and NZDF.
- The next Controller Development course commenced with the online component on 16 October and the residential course is being held during the week of 26 November in Christchurch. This course was over subscribed with applicants from CDEM Groups, Ministry of Health, Fire Emergency New Zealand and MCDEM for the Programme. The next course has been bought forward and will take place in February 2018 exact date yet to be notified.

- 20 new(ish) Emergency Management Officers (EMO) participated in the EMO workshop in Wellington on 18 - 19 September. Developing their skills and knowledge of CDEM by participating in a two day workshop which combines MCDem led presentations and a mix of field trips and practical activities. If you have new EMOs direct them to [sign up via takatū](#) for the next session in April 2018.

The review of unit standards under the CDEM domain has stalled while we find appropriately knowledgeable and experienced subject matter experts to participate. Discussions continue to take place with Skills (Industry Training Organisation) on this, casual credit reporting and alignment of CDEM courses to the NZQA framework.

CDEM Groups provided forecasts for their requirements of the EM ACE Fund 2018, which provides free training for volunteers. To ensure better management and more effective tracking of the fund usage we are implementing a new reporting system and appreciate the support from across CDEM Groups.

Remember, if you would like to kick-start using takatū in your region contact us, we can adapt to your requirements, providing training and/or support.

Visit: <https://takatu.civildefence.govt.nz/> or email takatu@dpmc.govt.nz

Contact: Karen Singleton on (04) 817 8584
karen.singleton@dpmc.govt.nz

Civil Defence Website – Recovery resources

A Recovery webpage has been created on the civil defence website, which holds all current recovery guidelines, factsheets and other relevant resources. The site will continue to expand as other resources are developed to support the CDEM sector.

Local Recovery Managers are encouraged to use these resources in developing their role.

Contact: Clare Robertson, Senior Advisor, Recovery on (04) 817 8537 or email the Recovery Team at mcdemrecovery@dpmc.govt.nz

Alternative National Crisis Management Centre

The first tranche of training has been delivered for NCMC supplementary staff to support the NCMC in Wellington and/or the interim alternative NCMC in Auckland. The training is comprised of a mix of online modules and face-to-face introductory training. A two-day CIMS function manager's course, refreshers and exercises will be developed to support the supplementary staff in due course.

Work continues on the development of procedures and infrastructure for the interim alternative NCMC.

Contact: Shane Bayley, Manager Development on (04) 817 8578
shane.bayley@dpmc.govt.nz

National Controllers Forum

A date has been established for the annual National Controllers' Forum. The Forum will be held on 6 December in Wellington (venue tbc) and the agenda is currently being established with input from the CDEM Group Controllers.

Groups are welcome to have up to 3 Controllers attend.

Contact: David Coetzee, Manager, Capability and Development on (04) 817 8580
david.coetzee@dpmc.govt.nz

TAG Review

The TAG draft recommendations have gone to the Minister prior to the elections and we now await the formation of the next Government for the recommendations to be finalised.

Contact: the Director Sarah.stuartblack@dpmc.govt.nz

Peter Cameron
Regional Co-ordinator

Agenda Item No: 14	Subject Matter: Public excluded report
Report to: Canterbury Civil Defence Emergency Management Group Joint Committee	Date of Meeting: 1 December 2017
Report By: Louise McDonald – Environment Canterbury	

Meeting with the public excluded

Recommendation:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- Excludes the public from the following part of the proceedings of this meeting, namely:**

a) Review of Response Hurunui/Kaikōura Earthquake

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Review of Response Hurunui/Kaikōura Earthquake	That good reason exists for not discussing the matter with the public present and is not outweighed by the public interest.	Section 48(1)(a)

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceeding of the meeting in public are as follows:

Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information should continue to be supplied. (Section 7(2)(c)(i))

That appropriate officers remain to provide advice to the Committee.