



AGENDA ORDER PAPER

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Friday, 7 September 2018 commencing at 1.30 p.m

**Council Chamber, Environment Canterbury,
200 Tuam Street, 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**

7 September 2018 commencing at 1.30 p.m

Council Chamber, Environment Canterbury,
200 Tuam Street, Christchurch

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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 May 2018 at 12.35 pm

Present

Joint Committee:

Ashburton District Council
Christchurch City Council
Environment Canterbury
Hurunui District Council
Kaikoura District Council
Mackenzie District Council
Selwyn District Council
Timaru District
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

Hurunui District Council
Kaikoura District
Timaru District Council
Waimakariri District Council
Waimate District Council
Ministry Civil Defence & Emergency Management
Group Controller
Group Welfare Manager

Hamish Dobbie
Angela Oosthuizen
Bede Carran
Jim Palmer
Stuart Duncan
Peter Cameron
Neville Reilly
Jessica Petersen

In attendance

Jon Mitchell (Programme Manager, Project AF8)
Louise McDonald (Environment Canterbury)

1. Welcome

Mayor Dalziel welcomed everyone to the meeting.

2. Apologies

An apology was also received from Co-ordinating Executive Group (CEG) Chair Bill Bayfield

3. Conflicts of interest

No conflicts of interest were declared.

4. Minutes of previous meeting

Refer to page 5 of the agenda.

Resolved

That the minutes of the meeting held on 2 March 2018 be received and adopted.

Mayor Smith / Mayor Favel
CARRIED

5. Matters arising from the minutes

Item 10 Group Controller's Report

Neville Reilly reported that he and Chair are working with Te Rūnanga o Ngāi Tahu regarding Ngāi Tahu representation on the Joint Committee.

Mayor Dalley noted that the Mayoral Forum has not yet addressed representation of the Forum on the Canterbury Rural Advisory Group.

6. South Island Alpine Fault Earthquake Response Framework

Refer to page 11 of the agenda.

Jon Mitchell, Programme Manager, Project AF8 was welcomed to the meeting.

With a PowerPoint presentation he described the project AF8 - developing a coordinated response to an alpine fault rupture.

This project, led by the Southland CDEM Group, is bringing together the best science from the universities and GNS Science.

Included in the draft document for consultation 'South Island / Te Waipounamu Alpine Fault Emergency Response' dated 16 April 2018 (attached to the agenda) was a diagram illustrating the agencies involved in the multi-agency coordination. It was suggested that the Ministry for Primary Industries be included in the agencies that will be involved in a response.

In reply to a question regarding inland tsunamis Mr Mitchell advised that there will be further work on this, when funding for research becomes available.

Health issues are being looked at a national level.

Jon Mitchell thanked Neville Reilly and his team for their support on project AF8.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the report on the South Island Alpine Fault Earthquake Response (SAFER) Framework.**

Mayor Broughton / Mayor Odey
CARRIED

7. **Biennial Residents Attitude & Behaviour Monitor**

Refer to page 91 of the agenda

Jessica Petersen presented this report with a PowerPoint presentation that summarised the results of a biennial survey carried out by Opinions Research to measure the disaster preparedness and resilience of Canterbury residents. There was some interesting data from the survey including that while 96% of respondents expect to look after themselves in a disaster, only 51% have enough stored water for at least 3 days.

The 3-day water supply advice was discussed and it was suggested that this should be longer

Ms Petersen advised that the survey retained the three-day water question in the survey to enable data trends to be analysed over a long-term period. Wellington is looking at 10 days' worth of water storage based on that could be the minimum time required to get the water infrastructure restored.

Ms Petersen pointed out that the new public education campaign focussed on getting people to understand the impact a disaster might have on them and their families, and to get people to plan to mitigate those impacts. There was no plan to change the 3-day measure at this point, but instead focus on the messages from the new campaign.

The survey also includes questions about peoples' involvement with their community and the frequency that they talked about risk and hazard, to be able to measure the resilience of the community.

Jessica said that she could come and speak to any Council and provide more detail from the survey and the new campaign.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. receive the report on biennial survey carried out by Opinions Research.**

Mayor Dalziel / Mayor Broughton
CARRIED

10. **Group Controller's Report**

Refer to page 109 of the agenda.

Neville Reilly presented his report that included a report on the income and expenditure for the period 1 July 2017 to 31 March 2018.

Attached to the report was a draft CDEM Group Elected Representatives' Guide – dated April 2018. It was requested that information be included in the Guide on having a sign language interpreter when presenting information to the public. Further feedback on the draft document to be provided to Neville.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. receive the Controller's report.

Mayor Broughton / Mayor Favel
CARRIED

11. Ministry for Civil Defence and Emergency Management Update

Peter Cameron provided a verbal update from the Ministry of Civil Defence and Emergency Management.

He advised that the Ministry has signed an agreement for the provision of sign language service.

A survey on preparedness has also been conducted at the national level and it was interesting to note that 63% of respondents get their information from the radio.

Currently there is work being done on recovery and on the long-term impacts from 14 emergency events nationwide.

There will be a Shake-Out exercise later this year that will focus on schools and early childhood centres.

Resolved

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. receive the Ministry of Civil Defence and Emergency Management report.

Mayor Broughton / Mayor Smith
CARRIED

General Business

There was no general business.

Next Meeting

Friday 7 September 2018.

Mayor Lianne Dalziel thanked members for their attendance and closed the meeting at 1.48 pm

Confirmed

Date: _____

Chairperson: _____

AGENDA ITEM NO: 6.	SUBJECT MATTER: Ministry for Primary Industries Response to Eradicate <i>Mycoplasma bovis</i>
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Nikki Prendergast, Biosecurity New Zealand, Response Manager, <i>Mycoplasma bovis</i> Response	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

To receive an update on the Ministry for Primary Industries (MPI) Response to eradicate *Mycoplasma bovis*.

Report

Mycoplasma bovis was detected in New Zealand in July 2017 and since then a number of properties have been confirmed as positive for the disease. Infected properties have been placed under Restricted Place Notices under the Biosecurity Act which restricts the movement of stock and equipment on and off those properties. This is the first time *Mycoplasma bovis* has been found in New Zealand.

Many farmers in Canterbury have been impacted already and stress levels are understood to be very high among the farming community.

Mycoplasma bovis is a bacterium that causes illness in cattle, including udder infection (mastitis), abortion, pneumonia, and arthritis. It does not infect humans and presents no food safety risk. *Mycoplasma bovis* is common internationally and is present in most countries with animal production industries. It is not listed with the OIE (the world animal health organisation) and does not present a trade risk for New Zealand animal products.

MPI is leading a large-scale biosecurity Response with the aim of eradicating the disease. The CDEM sector has been asked by Ministry of Civil Defence & Emergency Management to be prepared to support the MPI response if requested.

Nikki Prendergast, the Response Manager for the *Mycoplasma bovis* Response, will provide an update.

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. receive the update on the MPI Response to eradicate *Mycoplasma bovis*.**

AGENDA ITEM NO: 7	SUBJECT MATTER: Financial Implications from Hurunui/Kaikōura Earthquake
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Katherine Harbrow, Chief Financial Officer, Environment Canterbury	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

To consider the financial implications arising from the response to the Hurunui/Kaikōura Earthquake.

Report

The costs associated with the response to the Hurunui/ Kaikōura earthquake lead to the conclusion that the level of the Canterbury CDEM Group reserve should be reviewed. Geotechnical expenses were part of these response costs and the responsibility for these costs has recently been clarified.

Reserve

Canterbury CDEM Group incurred a cost of \$1.73m for the Hurunui/Kaikōura earthquake response for flights, travel & accommodation, and Geotechnical costs for the Canterbury CDEM Group Emergency Coordination Centre (ECC) and Emergency Operations Centre (EOC).

A recent claim to Ministry of Civil Defence & Emergency Management (MCDEM) for Geotechnical costs of \$250k was declined and so an additional \$250k cost is now required from the Canterbury CDEM reserve in 2017/18. This reserve is already approximately \$842k overdrawn (2016/17 reserve -\$580k + YTD \$262k Opex/capex YTD movement). For the 2019/20 Annual Plan, Environment Canterbury will require additional rates to replenish the reserve in addition to the replenishment already occurring over 5 years as part of the 2018-28 LTP.

The current financial reserve of \$250k (clause 4.6) in the Emergency Management Service Level Agreement (SLA) between Environment Canterbury and the CDEM Group is probably at an insufficient level.

Therefore, Canterbury CDEM Group should consider increasing the financial reserve to \$500k. This would mean that in 2019/20 Annual Plan, Environment Canterbury would need to increase rates to achieve this.

Geotechnical Costs

There is also a need to confirm agreement on who should pay for the Geotechnical costs in Canterbury for any future events.

After the Hurunui/ Kaikōura earthquake, land stability, rockfall, and landslide debris flow assessments needed to be undertaken to prevent threat to life. Just as structural engineers/building inspectors are sent out to identify damaged buildings that pose a threat to life safety, it is also important to ascertain where occupied buildings are threatened by land instability/rockfall hazards, even where the building itself is intact. It is important that such inspections are done by qualified professionals. Building inspectors are not qualified to judge the safety of slopes.

There was an expectation from Environment Canterbury that as Christchurch City Council had paid for their own slope Geotechnical analysis in the 2010 Christchurch earthquakes that this would be the case for Hurunui/ Kaikōura earthquake. There was confusion about who was to pay for these Geotechnical costs and the scope of the work. As noted above, Environment Canterbury has now arranged payment from the CDEM Group reserve for the Geotechnical costs which were accessed via a pre-arranged Christchurch City Council panel of Geotechnical suppliers.

In discussion with MCDEM and DPMC they have clarified that Geotechnical costs are no different to building inspections and therefore cannot be claimed from MCDEM.

Discussions in the last month with MBIE have indicated that Geotechnical rapid response is the responsibility of the TA concerned. At the time of the Hurunui/ Kaikōura earthquake, MBIE had not yet provided guidance to TAs on this. This does need to be clarified with TAs ahead of the next event. In the guidance at <https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/guidance-decision-makers-territorial-authorities>, information on the Geotechnical response can be found amongst all the other structural building inspections. This information may easily be overlooked.

CEG noted that the MBIE guidelines on the responsibilities for Geotechnical inspections appears to relate to the seismic impact upon buildings only and will now seek further guidance on this.

Recommendations

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

- 1. the Canterbury CDEM Group Reserve be increased to \$500k.**
- 2. the Hurunui/Kaikōura Earthquake Geotechnical costs be met by the CDEM Group.**

AGENDA ITEM NO: 8.	SUBJECT MATTER: Implementation Plan: Hurunui/Kaikōura Earthquake
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Neville Reilly, Group Controller	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

To consider an Implementation Plan arising from the recommendations in the Review of the Response to the Hurunui/Kaikōura Earthquake

Attachment

1. Draft Implementation Plan following the Review of the Canterbury CDEM Group Response to the 14 November 2016 Hurunui/Kaikōura Earthquake.

Report

The Review of the Response to the Hurunui/Kaikōura Earthquake was considered at the Joint Committee meeting on 1 December 2017. The Joint Committee directed that the Canterbury CDEM Co-ordinating Executive Group (CEG) address the recommendations through an implementation plan.

A draft Implementation Plan has been developed and is attached. The Plan was considered at the CEG meeting held on 6th August 2018, where CEG resolved that the attached Plan be recommended to the Joint Committee for adoption.

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Adopt the Draft Implementation Plan following the Review of the Canterbury CDEM Group Response to the 14 November 2016 Hurunui/Kaikōura Earthquake.**

Kaikoura Review - Implementation Plan



Introduction

The Canterbury Civil Defence and Emergency Management Group (the Group) commissioned an independent review of the Group's civil defence emergency management response (CDEM) to the November 2016 Hurunui/Kaikōura earthquake. The review was undertaken by John Hamilton and Carol Hinton of Kestrel Group Ltd, a building engineering and emergency management consultancy. It is titled *Review of the Canterbury Civil Defence Emergency Management Group Response to the 14 November 2016 Hurunui/Kaikōura Earthquake*, dated 12 December 2017.

The purpose of the review was to identify those aspects of the response that worked well, and to look for areas where improvements could be made. It was focused on the responses in the districts of Hurunui and Kaikōura, and the role played by the Canterbury CDEM Group's Emergency Coordination Centre (ECC). The review included several key issues including tsunami response, the evacuation of tourists and visitors, management of road access to Kaikōura, the management of landslide and landslide dam risks, logistics management, communication and public information management, and the role of science and specialist advice.

This document represents the Canterbury CDEM Group's Implementation Plan (the Plan) to outline the improvements that have been made since the earthquake.

Review findings and recommendations

The review concluded that despite the scale of the impact of the earthquake, the response was effective and well managed at both the local and regional levels, and the response structures and arrangements in Canterbury were sound. In particular:

- Impacted communities demonstrated self-sufficiency and initiative and showed the value of well implemented community-based response planning.
- The tsunami response by coastal communities in each district was good and demonstrated the effectiveness of awareness and planning initiatives.
- Emergency services responded immediately, providing care and ongoing assurance to their communities.
- The leadership and assurance provided by the Mayors and Chief Executives was excellent.
- The co-ordination and support provided by the ECC was proactive and effective.
- The ECC's management of the Inland Road was effective in establishing the vital land link to Kaikōura.
- The response was well supported by partners. The New Zealand Defence Force provided much needed capacity to overcome the isolation of Kaikōura. Te Rūnanga o Ngāi Tahu overcame initial setbacks to host and care for tourists and visitors admirably.

The review recommended that the Canterbury CDEM Group:

1. Implements a tsunami readiness programme that incorporates awareness and education initiatives at local levels.
2. Reviews relationships between the rural sector and EOCs.

3. Reviews the needs assessment process to streamline data collection and processing.
4. Encourages MCDEM to review and refine arrangements for coordinating supplementary staff.
5. Develops plans for including the movement coordination function in the ECC Logistics function.
6. Assists the Kaikōura District Council to rebuild the relationships with Te Rūnanga o Ngāi Tahu and Te Rūnanga o Kaikōura and explore ways in which Te Rūnanga o Ngāi Tahu might be more involved in CDEM in the Canterbury region.
7. Works with MCDEM to improve the agility of reporting and information management systems in an emergency event.
8. Encourages MCDEM to develop guidance that shows how to coordinate and integrate CDEM plans and operations with NZDF support.
9. Encourages Group members to identify critical points and develop air reconnaissance plans.
10. Develops guidance for management air operations during a response.
11. Enhances its relationship with the fast-moving consumer goods (FMCG) sector in Canterbury.
12. Encourages MCDEM to develop guidance for the coordination of landslide and landside dam risk assessments.
13. Works with MCDEM and MBIE to develop guidance for the coordination of scientific and geotechnical advice during a response, noting that geotechnical input relating to life safety issues for buildings needs to be integrated with rapid building assessment processes.
14. Works with MCDEM to review and refine response reporting processes.
15. Investigates options for increasing the capacity to monitor and use social media channels in a response.
16. Develops guidance for Controllers that explains the powers available to them under a declared state of emergency using case studies and examples.
17. Seeks clarification from MCDEM on the impact of powers conferred by the CDEM Act upon other legislation.
18. Develops and implements a standardised community-based response model for the Canterbury region based on zones and hubs with reliable communications links to the Controller and EOC.
19. Finds ways in which local experiences and approaches in the Group are shared with members and their EMOs.
20. Develops the Group's C10 concept fully to provide additional response capability.
21. Develops and implements guidance on the role of Majors, Councillors and Chief Executives in an emergency response.

Implementation Plan

The Plan was originally developed by the CDEM Group Regional Office in early 2018. It was then presented to the Coordinating Executive Group's February 2018 meeting as a draft and summary of actions taken to date and under way. The Plan will be implemented by the Group Manager, and accountable through normal governance arrangements to the Coordinating Executive Group and Joint Committee. The review recommendations have been grouped into similar themes.

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: TSUNAMI ARRANGEMENTS			
Recommendation 1 - It is recommended the Group implements a tsunami readiness programme that incorporates awareness and education initiatives at local levels.			
	Tsunami public education Significant tsunami awareness and public education initiatives have been underway for years across Canterbury, with increased activity since Kaikōura.	ONGOING	LOCAL AUTHORITIES GROUP OFFICE MCDEM
	Better earthquake and tsunami public information for tourists Improved earthquake and tsunami hazards information for tourists, campers, and tourism and accommodation locations.	UNDERWAY	LOCAL AUTHORITIES GROUP OFFICE
	Hikurangi Subduction Zone scenarios (NO LONGER IN USE) The Hikurangi Subduction Zone scenarios, as of late 2017, are no longer being used by MCDEM for tsunami response planning purposes. These have been replaced by a new rapid tsunami assessment tool used by GNS/GeoNet.	N/A	N/A
	Emergency Mobile Alerts (EMA) The Canterbury CDEM Group was operational at the launch of EMA in November 2017. We currently have 5 Duty Officers capable of sending EMAs. There is ongoing work to develop template messages, exercise the EMA system, and expand our capacity to send EMA.	EMA LAUNCH COMPLETED IMPROVEMENTS ONGOING	LOCAL AUTHORITIES CDEM GROUP

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
	<p>Canterbury Tsunami Work Group and Programme</p> <p>An ongoing Tsunami Work Group (that reports to the Response Planning Group) and Tsunami Work Programme will be created and monitored, to provide an overview and track tsunami related activities across Canterbury.</p> <ul style="list-style-type: none">•Initial members of the work group have been identified•Work group needs to meet and determine terms of reference•Work group needs to informally survey Group members to develop initial work programme identifying tsunami work that is currently underway in Canterbury	<p>PLANNED, NOT YET STARTED WORK GROUP AND DRAFT PROGRAMME ESTABLISHED BY DEC 2018</p>	<p>GROUP OFFICE</p>

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: RELATIONSHIPS Recommendation 2 – It is recommended the Group reviews relationships between the rural sector and EOCs. Recommendation 6 – It is recommended that the Group assists the Kaikōura District Council to rebuild the relationships with Te Rūnunga o Ngāi Tahu and Te Rūnunga o Kaikōura and explore ways in which Te Rūnunga o Ngāi Tahu might be more involved in CDEM in the Canterbury region. Recommendation 11 – It is recommended the Group enhances its relationship with the Fast-Moving Consumer Goods (FMCG) sector in Canterbury. Recommendation 18 – It is recommended the Group develops and implements a standardised community-based response model for the Canterbury region based on zones and hubs with reliable communication links to the Controller and Emergency Operations Centre.			
	Adding Ngāi Tahu to the Co-ordinating Executive Group Ngāi Tahu has been added to the Co-ordinating Executive Group.	COMPLETED FEB 2018	CDEM GROUP
	Increased collaboration with Te Rūnunga o Ngāi Tahu The Group Office is actively working with Te Rūnunga o Ngāi Tahu to strengthen the relationship, this includes reviewing and advising on their response plan, delivering leadership training, invitation and attendance at workshops, and information management/GIS.	ONGOING	CDEM GROUP
	Canterbury Rural Advisory Group A Rural Advisory Group has been formed as of February 2018.	COMPLETED FEB 2018	CDEM GROUP
	Invite FMCG to Canterbury Lifelines Group The intention is to invite key FMCG representatives to the Canterbury Lifelines Group.	PLANNED, NOT YET STARTED	LIFELINES GROUP
	Recognition of Hurunui's approach to community-based response Hurunui's approach was recognised in the review, as we should learn more, and investigate the feasibility of a Canterbury-wide approach to community-based response – understanding the widely differing urban and rural communities that we cover. Hurunui District Council to present on the approach to CEG and the EMO Forum. Hurunui EMO presented to EMO Forum in first half of 2018.	UNDERWAY	GROUP OFFICE HURUNUI DISTRICT

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: ASSESSMENTS			
<p>Recommendation 3 – It is recommended that the Group reviews its needs assessment process to streamline data collection and processing.</p> <p>Recommendation 9 – It is recommended the Group encourages its members to identify critical points and develop local air reconnaissance plans.</p> <p>Recommendation 12 – It is recommended the Group encourages MCDEM to develop guidance for the co-ordination of landslide and landslide dam risk assessments.</p> <p>Recommendation 13 – It is recommended the Group works with MCDEM and MBIE to develop guidance for the co-ordination of scientific and geotechnical advice during a response, noting that geotechnical input relating to life safety issues for buildings needs to be integrated with rapid building assessment processes undertaken by TAs.</p>			
	<p>National Welfare and Needs Assessment survey The National Welfare Coordination Group (NWCG) manages the base template for welfare and needs assessment surveys. The Group Welfare Manager continues to engage with the NWCG on improvements to the survey and process.</p> <p>The newly-formed NZ GIS4EM group actively maintains a Survey123 implementation of the National Welfare and Needs Assessment survey that speeds deployment of the survey on the ArcGIS online mapping platform.</p>	ONGOING	GROUP WELFARE MANAGER NATIONAL WELFARE COORDINATION GROUP MCDEM NZ GIS4EM
	<p>Maintenance of Survey123 Welfare and Needs Assessment survey Development and prototyping work is currently occurring within Mackenzie District, under the guidance and direction of the Group Welfare Manager.</p>	ONGOING	GROUP WELFARE MANAGER MACKENZIE DISTRICT
	<p>Canterbury CDEM/Lifeline Groups Aerial Reconnaissance Plan (2011) This is a joint plan that identifies critical points and routes for North, Central and South Canterbury. This plan will be updated and expanded to reflect the review, as well as incorporating considerations coming out of the AF8 project. One area that could be considered as a starting point is the production of a regional web map with all critical facilities across the region identified, and this could be used as the basis for determining and recording possible aerial reconnaissance routes.</p> <p>Update of the 2011 Aerial Reconnaissance Plan is currently on hold, waiting on outputs from the:</p> <ul style="list-style-type: none"> •Finalised AF8 SAFER plan •Canterbury Lifelines Group Risks and Resilience report 	PLANNED, ON HOLD PENDING SAFER PLAN & RISKS AND RESILIENCE ASSESSMENT	LIFELINES GROUP GROUP OFFICE

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
	<p>Clarify response objectives, tasking, and funding for scientific & geotechnical assessment</p> <p>Further clarification is required of tasking, alignment with response priorities as set by Controllers, and approval/funding for scientific/geotechnical assessment. This should also include developing a better understanding of the role of the regional council in the assessment process and responsibility for the hazard. Initial discussions have occurred with ECan Hazards personnel.</p> <ul style="list-style-type: none"> •Clarification from MBIE has recently been received that local authorities are operationally and financially responsible for any geotechnical assessments. Councils need to ensure that their procurement systems and processes are ready for response costs associated with scientific and geotechnical assessments. •The CDEM Group and Canterbury ECC already has strong relationships with key natural hazards personnel within Environment Canterbury including natural hazards analysts and river engineering. •Improvements are underway with Canterbury ECC procurement processes within the Logistics function, this will enable better procurement and financial management of scientific and geotechnical assessment at the regional level. (note wider than just science/Geotech) 	UNDERWAY	CDEM GROUP MCDEM ENVIRONMENT CANTERBURY REGIONAL HAZARDS GROUP
	<p>Rapid post disaster building usability assessment - geotechnical</p> <p>MBIE developed a post-disaster geotechnical assessment guideline that is part of the series that contains earthquake and flooding assessments.</p>	COMPLETED	MBIE
	<p>Post-disaster Building Assessments for Survey123</p> <p>The Ministry of Business, Innovation and Employment (MBIE) have released Survey123 templates for post-disaster building assessment for flood, earthquake and geotechnical. These are hosted on ArcGIS Online. These are intended to be used in the same manner as the Welfare and Needs Assessment forms.</p>	COMPLETED	MBIE

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
	<p>Develop Canterbury Building Assessment Response Plan</p> <p>MBIE published new guidance in July 2018 on managing buildings in an emergency. We need to develop a consistent Canterbury-wide approach to post-disaster building assessment to streamline and standardise assessment processes and management of building assessment operations.</p> <ul style="list-style-type: none"> Recent guidance updates from MBIE for post-disaster building assessment provide good timing and guidance to develop a regional concept of operations and response arrangements for building assessment, that local authorities could use as the basis for their own more detailed arrangements to deliver post-disaster building assessment. The proposed update to the Building Act that has been passed to the House, updates post-disaster building assessment responsibilities, and transfers significant responsibilities from CDEM to council Building Managers. The development of Canterbury arrangements should probably be delayed until the new legislation has been passed by the House. 	<p>PLANNED, ON HOLD PENDING BUILDING ACT AMENDMENTS</p>	<p>GROUP OFFICE RESPONSE PLANNING GROUP</p>

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: EMERGENCY OPERATION/COORDINATION CENTRE ARRANGEMENTS			
Recommendation 4 – It is recommended the Group reviews and refines its ECC procedures for co-ordinating supplementary staff.			
Recommendation 20 – It is recommended the Group develops the C10 concept fully to provide additional response capacity.			
	C10 project The work underway to develop a regional response capability (Project C10) will greatly improve Canterbury's ability to co-ordinate supplementary personnel from within. Further work is required around the operationalising of C10.	ONGOING	LOCAL AUTHORITIES GROUP OFFICE
	Development and delivery of C10 residential course The foundation of the C10 programme was the development and delivery of the initial C10 residential course.	FIRST TRAINING COHORT APRIL 2018 NEXT COURSE PLANNED MARCH 2019	LOCAL AUTHORITIES GROUP OFFICE
	Updated Canterbury supplementary personnel arrangements As the C10 project creates and updates improved arrangements, the ECC arrangements will be updated to reflect these changes.	ONGOING	LOCAL AUTHORITIES GROUP OFFICE
	Supplementary personnel sourced through NCMC Logistics Given MCDEM/NCMC's role in co-ordinating personnel from outside of Canterbury, it is important that MCDEM should lead the update to national arrangements for requesting and managing supplementary personal from outside of Canterbury	NOT YET STARTED	MCDEM CDEM GROUP
	Proactive use of Liaison Officers in response The Group Office has been proactive in sending out liaison officers to local authorities during response to improve response reporting, including the Port Hills fire (Feb 2017), and Canterbury floods (Jul 2017). The Precinct EOC has already demonstrated significant interagency liaison improvements between tenanted agencies, for example during Cyclone Gita (Feb 2018).	COMPLETED	GROUP OFFICE
	Improve standardisation and consistency of EOC management There is a need to review existing EOC arrangements (policy, guidance, processes, procedures, instructions, supporting resources, templates and forms).	UNDERWAY	LOCAL AUTHORITIES GROUP OFFICE

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
<p>THEME: LOGISTICS ARRANGEMENTS - It should be noted that a number of these actions are on hold until the Project AF8 SAFER Plan for the South Island Alpine Fault response is finalised, as these logistics arrangements need to recognise and fit with the SAFER Plan.</p> <p>Recommendation 5 – It is recommended the Group develops plans for including the movement co-ordination function in the ECC Logistics function.</p> <p>Recommendation 8 – It is recommended the Group encourages MCDEM to develop guidance that shows how to co-ordinate and integrate CDEM plans and operations with NZDF support.</p> <p>Recommendation 10 – It is recommended the Group develops guidance for managing air operations during a response.</p>			
	<p>Forum with air operators</p> <p>A forum with air operators was held on 18 May 2017 to discuss response air operations. Due to timing and weather it was not as fully attended as possible. This will likely require another forum in due course, and the scope would be expanded to include air movement issues identified from the AF8 project.</p> <ul style="list-style-type: none"> •Potential for development of a co-ordinated approach to air operator response arrangements. 	COMPLETED	GROUP OFFICE
	<p>Blended civilian/military operations</p> <p>Air, sea and land movement co-ordination and operations are going to have significant implications based on the observations and issues identified in the AF8 project. There are opportunities in developing arrangements that provided a unified approach to managing civilian and military resources – particularly those that support air and ground movement. This should also include supporting activities such as emergency air traffic control. There may be challenges to be worked through, such as the comfort of civilian operators receiving taskings from the military.</p> <p>This is on hold, waiting finalised SAFER plan.</p>	IDENTIFIED, ON HOLD PENDING SAFER PLAN	GROUP OFFICE
	<p>Capture lessons observed, case studies and considerations for logistics</p> <p>The Group will capture lessons observed, case studies and examples, and considerations for future events related to movement co-ordination.</p>	PLANNED, NOT YET STARTED	GROUP OFFICE
	<p>Provide suggestions to Logistics in CDEM [DGL17/15]</p> <p>The captured lessons, case studies, and considerations will be provided to MCDEM, for a possible update of the Director's Guideline for Logistics in CDEM.</p>	PLANNED, NOT YET STARTED	GROUP OFFICE MCDEM

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
	<p>Engage with MCDEM on working with NZDF during emergencies</p> <p>The Group will engage with MCDEM to encourage further development of the MCDEM/CDEM Group-NZDF relationship, impressing on the NZDF that the nature of operating in New Zealand is different from disaster response in the Pacific (where the emphasis may be more on aid).</p> <ul style="list-style-type: none">•The Group Office is aware of and holds copies of NZDF Concept Plan Awhina that details NZDF disaster response arrangements.	PLANNED, NOT YET UNDERWAY	GROUP OFFICE

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: INTELLIGENCE AND PUBLIC INFORMATION ARRANGEMENTS			
Recommendation 7 – It is recommended the Group works with MCDEM to improve the agility of reporting and information management systems in an emergency event.			
Recommendation 14 – It is recommended the Group works with MCDEM to review and refine response reporting processes.			
Recommendation 15 – It is recommended the Group investigates options for increasing the capacity to monitor and use social media channels in response.			
	Development of MCDEM Technical Standard MCDEM is in the process of developing a Technical Standard that provides guidance on how data is collected and stored. This is to improve the consistency and ability to integrated assessment information. This will benefit the likes of rapid damage, post-disaster building, welfare and needs, and geotechnical assessments.	UNDERWAY DUE BY EOY 2018	MCDEM GROUP OFFICE is contributing
	MCDEM Geospatial Concept of Operations (GeoConOps) MCDEM is currently developing a national Geospatial Concept of Operations that will define how geospatial information sharing and services should work during an emergency.	UNDERWAY	MCDEM
	MCDEM Information Management Framework MCDEM is developing an information management framework and strategy, that will help guide information sharing, particularly of geospatial information. It is strongly focused on establishing a common operating picture (COP)/shared situation awareness.	UNDERWAY	MCDEM
	Developing more capacity and capability in Public Information Management A group of Canterbury Public Information Managers formed in 2017 to further develop the response capability and capacity of the Public Information function in Canterbury. This group continues to improve public information arrangements, conducts training and exercising.	ONGOING	LOCAL AUTHORITIES GROUP OFFICE
	Investigate the use of social media monitoring software With multiple agencies operating in the Justice and Emergency Services Precinct EOC having a need for good monitoring of social media, there may be the option to investigate a shared system for social media monitoring tools.	PLANNED, NOT YET STARTED	GROUP OFFICE PRECINCT EOC WORKING GROUP

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
THEME: LEADERSHIP AND SHARING EXPERIENCES Recommendation 16 – It is recommended the Group develops guidance for Controllers that explains the powers available to them under a declared state of emergency using case studies and example. Recommendation 17 – It is recommended the Group seeks clarification from MCDEM on the impact of powers conferred by the CDEM Act upon other legislation. Recommendation 19 – It is recommended the Group finds ways in which local experiences and approaches in the Group are shared with members and their Emergency Management Officers. Recommendation 21 – It is recommended the Group develops and implements guidance on the role of Mayors, Councillors, and Chief Executives in an emergency response.			
	Capture recent case studies and examples Use recent events to capture case studies and examples of the use of Controllers powers. Where appropriate, these examples could be passed to the Massey Controllers course, and MCDEM for consideration in updating <i>Response Management: Directors Guideline for CDEM Groups and Local Controllers [DGL06/08] (April 2014 revision)</i> . The Canterbury CDEM Group feels it is more appropriate to feedback into national Controller training material, rather than create additional guidance.	PLANNED, NOT YET STARTED	LOCAL AUTHORITIES GROUP OFFICE
	Impact of CDEM Act on other legislation The Canterbury CDEM Group recommends that the National Controllers course is best placed to research, and then educate Controllers nationally on the CDEM legislation and the impact it has on other legislation. Canterbury will contribute to this.	PLANNED	MCDEM NATIONAL CONTROLLERS COURSE
	Regular Canterbury forums The Canterbury CDEM Group holds regular forums for sharing information, debriefs, and experiences. These include the Emergency Management Officers (EMO) forum, Welfare forum, Lifelines forum, Controllers forum, Response Planning group, GIS/Mapping work groups and others.	BUSINESS AS USUAL	GROUP OFFICE

STATE	ACTION	TIMEFRAME	RESPONSIBILITY
	Documenting and sharing lessons learned Investigate a means of sharing lessons learned and debrief documents with the Canterbury CDEM Group. This could be modelled on something similar to the United States Lessons Learned Information Sharing (LLIS), since retired, and now the Homeland Security Digital Library. This could easily be managed if more members of the Canterbury CDEM Group were using common information management tools such as Microsoft Office 365.	NOT YET STARTED	CDEM GROUP
	Development of guidance document and training Develop a guidance document and training package for informing Mayors, Councillors and Chief Executives in their role in an emergency response.	COMPLETED	GROUP OFFICE

AGENDA ITEM NO: 9	SUBJECT MATTER: Ministry of Civil Defence & Emergency Management Update
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Peter Cameron, Ministry of Civil Defence & Emergency Management Update	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

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

Attachment

1. MCDEM Update September 2018

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. receive the Ministry of Civil Defence & Emergency Management report.



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

Update September 2018

National Disaster Resilience Strategy

MCDEM has recently resumed work on the National Disaster Resilience Strategy after being paused whilst the Ministerial Review work was in progress.

We are hoping to make a fast resumption of this work, as we had a lot of material already developed as a result of the development process we undertook in 2016-2017. We can also draw heavily on submissions on and findings of the Ministerial Review, and as part of the national risk work DPMC has been undertaking. We will also link in with other major policy work in progress, for example the Living Standards Framework.

We are aiming for a public consultation period of around six to eight weeks from around mid/late-October, and would encourage you to review the document and provide feedback at that time. This Strategy is for all of us: your input is crucial. Other than public consultation we have quite a substantial process to work through which is set out in the CDEM Act with the requirement that the new Strategy must be in place by 9 April 2019.

We will be in touch as soon as we know the exact dates for public consultation, but wanted to give the earliest possible heads-up about progress and the consultation period.

Contact: Jo Horrocks, Principal Advisor Emergency Management, 027 702 3353
jo.horrocks@dpmc.govt.nz or nationalstrategy@dpmc.govt.nz for Strategy enquiries

Recovery Update

Kaikōura

The Coastal Pacific passenger train service on the Main North Line between Picton and Christchurch is set to restart on 1 December 2018. Before the 2016 earthquake and tsunami, the service carried about 43,000 passengers in the summer travel season, who spent an estimated \$35 million annually in the Marlborough-Kaikōura region. The line has been open to freight trains at night since September 2017.

Tourism operators are optimistic about the summer season, saying bookings are above pre-quake numbers.

The CEO's of Marlborough, Hurunui and Kaikōura had been meeting with MCDEM and other Central Government agencies to discuss recovery issues.

As Marlborough have now closed their formal recovery phase and both Hurunui and Kaikōura have established mechanisms to deal with their continuing recovery programmes it was decided to discontinue the CEO's meeting, however MCDEM is happy to reconvene if the need arises in the future.

Rotorua and Gisborne

Both these recoveries are progressing well.

The Rotorua Lakes Council Recovery Office and the Ministry for Business, Innovation and Employment continue to support about 74 properties owners whose houses were issued with insanitary building notices, following the April 2018 severe rain event.

Director commissioned targeted review to look at how the new Recovery provisions in the CDEM Act have worked since the 14 Nov 2016 earthquake

Contact: Sandra Little, Acting Team Leader, Recovery, (04) 817 8543,
Sandra.Little@dpmc.govt.nz

CIMS Review

The current version of the Coordinated Incident Management System (CIMS 2nd edition) was published in 2014. At that time it was decided that CIMS will be reviewed every five years; this means the next edition is due in 2019. MCDEM re-convened the CIMS Steering Group in May 2018 for this purpose. This time around 20 agencies are participating (including the CDEM Groups as a collective, represented on the Steering Group by James Thompson of Canterbury CDEM Group).

The Steering Group established a Terms of Reference for the review that was agreed by the Hazard Risk Board (HRB) earlier this month. Smaller working groups have now been established to look at specific areas and report back to the Steering Group in September. The intent is to provide a next edition to HRB for approval by mid-2019.

Meanwhile, in parallel with the review scoping work will be conducted with a view on making recommendations to the HRB on a more joined-up and consistent training approach to help embed the next version of CIMS across agencies.

Contact: David Coetzee, Manager Capability & Operations (04) 817 8580
david.coetzee@dpmc.govt.nz

New Zealand ShakeOut 2018

New Zealand ShakeOut, our national earthquake drill and tsunami hīkoi, is happening at 9.30am on 18 October 2018. We're encouraging all CDEM groups and partner organisations to use their usual channels to help promote the campaign. There are lots of resources to share at www.shakeout.govt.nz

We have over 530,000 people signed up to take part with just over two months to go. Please ensure your CDEM Group and/or Council has signed up to take part.

Contact: Bridget Cheesman, Senior Public Education Advisor, (04) 817 8562
Bridget.Cheesman@dpmc.govt.nz

Public Education

Earlier this month MCDEM's communications team met with ethnic media outlets from across the country at the Superdiversity Centre in Auckland, along with staff from Auckland Council/CDEM. The meeting was a great opportunity to exchange ideas and get an understanding of the different ways to reach culturally and linguistically diverse (CALD) communities, both before and during an emergency, and will help to inform MCDEM's CALD public education strategy.

Contact: Bridget Cheesman, Senior Public Education Advisor, (04) 817 8562
Bridget.Cheesman@dpmc.govt.nz

2019 National Emergency Management Conference

In 2019, the Ministry will hold the National Emergency Management Conference in Wellington on **03 – 05 July 2019**. It is likely that there will be a range of meetings and workshops held both sides of the conference to make the most of opportunities for networking and discussion.

The conference is being held at Museum of New Zealand Te Papa Tongarewa in Wellington where we are lining up a range of dynamic speakers to talk on various perspectives of emergency management, along with a number of more interactive sessions. I'll provide you with more information in these updates over the coming months. Information about the conference and registration will also be provided through e-bulletin and on the MCDEM website.

Contact: Lisa Rountree, EA to the Director and Project Manager, (04) 817 8591
lisa.rountree@dpmc.govt.nz

National Emergency Management Development Group

Earlier this year, CDEM Group managers suggested to MCDEM the idea of establishing an action-oriented forum to improve the collaboration and effectiveness between MCDEM and CDEM Group managers. To explore this, CDEM Group managers and members of MCDEM leadership team met in April 2018. It was recognised that there are a large number of reference, advisory and working groups as well as CDEM Group Manager's Special Interest Group (accountable to the Regional Council CEs Group). There was a sense from CDEM Group Managers and members of the MCDEM leadership team that collectively we could leverage more from our joint capacity and capability to improve the effectiveness of our collaborative efforts and maximise the return on investments.

A second discussion was held in July, to shape what such a group might focus on. A draft terms of reference for a proposed 'National Emergency Management Development Group' was developed which describes the purpose being:

To provide a forum for the Ministry of Civil Defence & Emergency Management (MCDEM) and Civil Defence Emergency Management (CDEM) Groups to collaboratively develop and deliver effective emergency management to our communities in a nationally consistent manner.

It is proposed that the Group is endorsed by CEG Chairs and the Director and the work programme of the Group be outcome focussed. Initiatives from the formation workshop include:

- Development of a terms of reference for the Development Group,
- Improved oversight of the more than 40 sector advisory and working groups,
- Development of a deployment protocol/policy, and
- Development of a work programme.

Contact: Shane Bayley, Manager, Development, 021 569 314, shane.bayley@dpmc.govt.nz

AGENDA ITEM NO: 10	SUBJECT MATTER: Report from Emergency Management Training Centre
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Janelle Mackie, Emergency Management Advisor (Training & Development)	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

To receive a report on the training carried out by Emergency Management Training Centre (EMTC), the Canterbury CDEM Group Private Training Establishment (PTE).

Report

Summary

EMTC continues to provide a range of CDEM focused training courses as a NZQA Registered Private Training Establishment (PTE). In 2017/2018 these courses were almost exclusively in Canterbury to CDEM Group member Territorial Authority staff and volunteers.

A total of 76 courses was delivered in the year for 1095 course participants.

Courses Delivered

Courses delivered in 2017/2018 were divided between Tier 1, aimed at community level response to an emergency, and Tier 2 aimed at coordination of response.

Of the 53 Tier 1 courses the most common are outlined in the table below:

Course	Number of times delivered	Total participants	Course length
General Rescue and USAR Awareness	5	65	5 days
Workplace First Aid	4	41	2 days
Introduction to Civil Defence Centres	5	63	1 day

Additional courses were held covering core skills, movement control, radio use, Civil Defence Centre Supervisor, and Storm Response. These courses generally have the option of awarding an NZQA unit standard. Of note was a block of training to support the development of the Selwyn Response Team.

Tier 2 courses (23 in total) focussed on Emergency Operations Centre training, both Intermediate level training and function specific training.

Course	Number of times delivered	Total participants	Course length
EOC II (Intermediate)	7	120	2 days
EOC III (Function Specific)	15	187	1 day

In the past year we have modified courses to recognise the separation of the Planning and Intelligence function and developed a Welfare function specific course.

The majority of Canterbury TA's utilise EMTC for EOC training, and those with a large volunteer pool generally use EMTC to support the development of that pool.

Finances

In 2017 EMTC was approved by the Tertiary Education to access Adult Community Education Emergency Management (ACE EM) funding specifically targeted towards CDEM volunteer training. There are only five providers with this approval and EMTC has utilised this to a large extent for unit standards-based training. The real benefit is to our Territorial Authorities from which we are doing very little cost recovery for any courses as Tier 2 training continues to be centrally funded from group budget.

EMTC had an \$8,000 surplus for the financial year attributable to the ACE EM funding.

Canterbury Civil Defence and Emergency Management Group

Reporting Period

1/07/2017 30/06/2018



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
EMTC Emergency Management Training Centre	425	365	60	417	365	52	8	0	8	365	365

Revenue Note:

EMTC

\$60k favourable due to higher than expected training delivery, most especially over April/May.

Expenditure Note:

EMTC

Expenditure is higher than budgeted expectation due to higher fully-recovered training delivery over April/May.

EMTC Instructors

EMTC has a principle of using practitioners as trainers. For Tier 1 courses we have a pool of 6 trainers engaged as casuals or contractors. Tier 2 courses are taught mainly by staff from the Regional EMO along with one contractor. We are hoping to have more EMO's helping with this training.

2018/2019 Focus Areas

EMTC focus areas for 2018/2019 are:

- Further utilisation of ACE EM funding.
- Continuous improvement of course content and delivery to meet the needs of stakeholders.
- Ongoing collaboration with SARINZ (Search and Rescue Institute of NZ) where this is mutually beneficial e.g. sharing of training packages.
- Develop and the expand instructor pool.

- Delivery of some training outside Canterbury - courses for Otago and West Coast CDEM Groups are currently being investigated.

CONCLUSION

EMTC has provided excellent training for a very large number of staff in Canterbury. This has been carried out at minimal cost due to the ability to access ACE funding.

RECOMMENDATION

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. receive the report on the training carried out by Emergency Management Training Centre (EMTC).**

AGENDA ITEM NO: 11.	SUBJECT MATTER: Controller's Report
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 7 September 2018
REPORT BY: Neville Reilly, Group Controller	ENDORSED BY: Bill Bayfield, CEG Chair

Purpose

To receive the Group Controller's Report.

Attachments

1. Income and Expenditure Report for 1 July 2017– 30 June 2018
2. Group Plan Objectives: Progress Update July 2018

Report

Finance

Income and Expenditure for the period 1 July 2017 – 30 June 2018 is attached.

Controller Appointments

Waimate District Council has advised that Brent Herbert is no longer available to be a local controller.

Waimakariri District Council has advised that local controller Les Pester has retired.

Kaikōura District Council has requested that Will Doughty be appointed a local controller.

Will Doughty is currently the Programme Director at the Kaikōura District Council for the rebuild of the damaged Council owned horizontal infrastructure. This has required him to work in a collaborative manner with the funding partners including NZTA, the Crown, Kaikōura District Council and insurers. Prior to that he was the Project Development Manager with Fulton Hogan in Christchurch. From September 2013 – July 2015, he was the General Manager, Horizontal Infrastructure Management Team, at CERA. Will has extensive project management experience for over 20 years at a senior management level as well as experience in emergency response. He has demonstrated strong leadership abilities and it is believed he has the skills required to lead a response during a civil defence emergency.

Section 27(1) of the Civil Defence Emergency Management Act outlines the procedure for the appointment of local controllers, i.e. that they are appointed by the Group Joint Committee. The Canterbury CDEM Group Plan advises that local controllers appointed by the Canterbury CDEM Group are authorised to function as local controllers throughout the Canterbury CDEM Group region.

Group Plan Objectives

Attached is an update of progress in achieving the Group Plan objectives. The objectives are derived from the Canterbury CDEM Group Plan that was adopted in July 2014.

There are three objectives highlighted in amber where there are delays in achieving the objective but there is no reason why these will not be completed in the life of the Group Plan.

Within some objectives there are individual actions that are delayed or otherwise not started highlighted in orange. The red actions have either been superseded by other work or are considered a low priority.

Canterbury 10 (C10) EOC Support Team.

As reported at the last CEG meeting, the inaugural C10 course was conducted on 16- 20 April at Glentui. 24 staff from Canterbury TAs attended. The C10 will be a team of trained Emergency Operations Centre (EOC) personnel from the Territorial Authorities (TAs) in Canterbury who can support council EOCs in the management of emergencies anywhere in the region. Support will only be activated if a council requests assistance to respond to an emergency.

A further course scheduled for 20-24 August was postponed due to insufficient nominations. It is planned to conduct the next course in March 2019.

Risk Reduction

The Canterbury Natural Hazards Forum met in July. The Forum aims to develop a collaborative approach to managing natural hazards in Canterbury", and the membership is primarily council planners and emergency managers. Over the past two years meetings have been held to develop focus areas for further collaboration. The main work achieved to date is as follows:

- Undertake a stocktake of organisations and their roles and responsibilities
- Assess various LIR/LIM/PIM/relevant notices wording and processes that are used throughout the region
- Conduct a stocktake of research
- Investigate alternative methods and theories of communicating and engaging

Contact: James Thompson

Exercise Scarface

Exercise Scarface was a Canterbury CDEM Response Team exercise held in Christchurch and Selwyn District 26-27 May 2018. 164 response team members from 10 teams participated, including invited teams from Marlborough and Nelson Tasman. There was significant support and participation from the NZDF at Burnham Camp, and the exercise included work with some other agencies including FENZ, St John and Coastguard Canterbury.

The exercise was the largest CDEM Response Team Exercise run in Canterbury, if not New Zealand, for many years. The exercise was run collaboratively by Christchurch City Council and Canterbury Regional EMO staff, with support from Waimakariri and Selwyn District EMOs. The aims of the Exercise were to:

- Exercise Response Teams in a range of core skills.
- Practise Teams in working together.
- Practise teams in establishing an IMT and its functions, e.g. deploy teams, provide situation reports and manage rosters.
- Practise teams in setting up a Base of Operations (BOO) for a large-scale response team capability.
- Mentor less experienced team members.

The scenario was an Alpine Fault and teams were required to undertake a number of activities over a 30-hour period including building search, rubble pile clearance, mass casualty, community assessment, 4WD vehicle driving, water diversion, and establishing a Base of Operations and an Incident Management Point to coordinate the tasking and deployment of teams.

The exercise culminated in a helicopter safety briefing and short flight for all team members simulating movement to assist on the West Coast.

NZDF assisted with the provision of facilities and support including catering and accommodation. In addition, NZDF members provided guidance and mentoring in the Incident Management Team, and assistance with exercise control. 40 members of the Burnham Camp Light Response Group (LRG) were deployed with Response Teams in field operations.

A series of debriefs have been undertaken and a number of opportunities for improvement have been identified including further development of our processes for managing sites with multiple teams present, incident management systems, activities to understand the role and capability of other agencies and inter-team training.

Overall, Canterbury remains in a very strong position in relation to its Response Team capacity and capability.

Contact: Janelle Mackie and Jan Wright.

Recommendation

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. receive the Group Controller's Report**
- 2. agree that Brent Herbert and Les Pester be removed from the list of Canterbury Local Controllers**
- 3. Appoint Will Doughty as a Local Controller for Canterbury CDEM Group.**

Canterbury Civil Defence and Emergency Management Group

Operating Revenue	Operating Expenditure	Surplus/(Deficit)	Actual Expenditure vs Full Year
2,380K Budget : 2,141K Rev Var : 238K Rev Var % : 11.16%	2,519K Budget : 1,951K Exp Var : 568K Exp Var % : 29.11%	- 139K Budget : 190K Surp/Def Var: -329K	

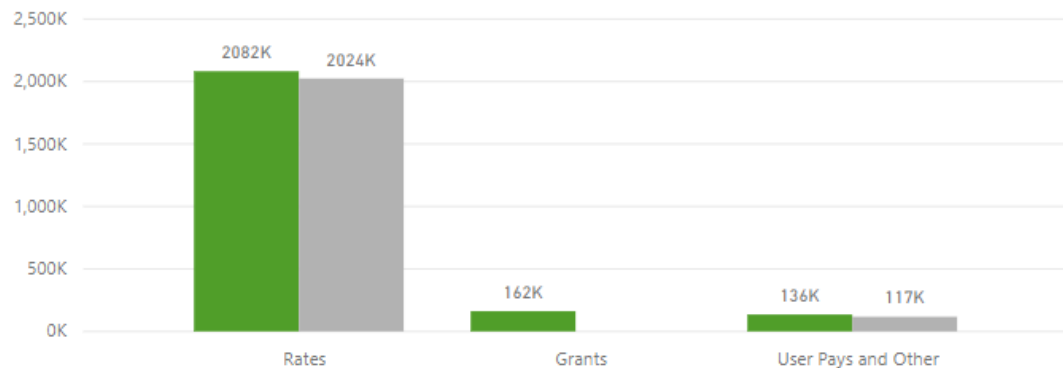
Reporting Period

6/30/2017

6/30/2018

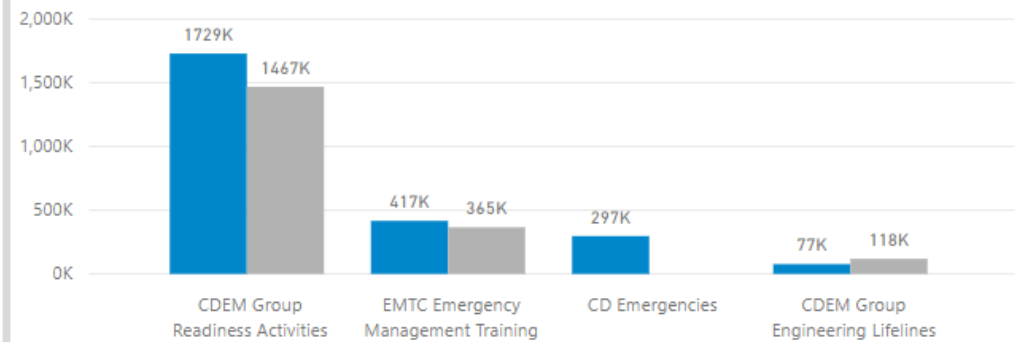
Actual Revenue vs Budget

● YTD Act Revenue ● YTD Bud Revenue



Actual Expenditure vs Budget

● YTD Act Op Expenditure ● YTD Bud Op Expenditure

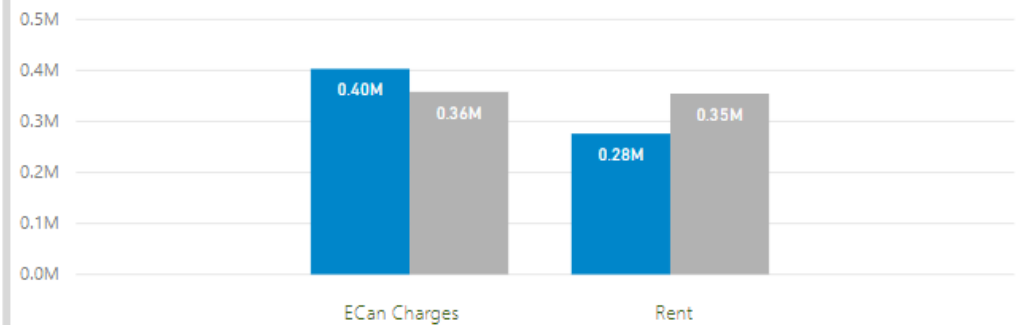


Reserve Movement



Actual Rent & ECan Charges vs Budget

● Actual Charges and Rent ● Budget Charges and Rent



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	53		53	297		297	-244		-244		
CDEM Group Engineering Lifelines	117	118	-1	77	118	-41	40	0	40	118	118
EMTC Emergency Management Training Centre	425	365	60	417	365	52	8	0	8	365	365
CDEM Group Readiness Activities	1,784	1,657	127	1,729	1,467	262	55	190	-135	1,657	1,467
Total	2,380	2,141	239	2,519	1,951	568	-139	190	-329	2,141	1,951

Revenue Note:

CD Emergencies

Revenue has been favourably impacted by \$53k of cost recoveries of from the Kaikoura Earthquake response. \$190k additional rates are budgeted to replenish reserve over 4 years.

EMTC

\$60k favourable due to higher than expected training delivery, most especially over April/May.

CDEM Group Readiness Activities

Revenue has been favourably impacted by recoveries for additional project management and rental costs due to delays in the CJESP of \$94k and higher than expected CIMS training recoveries.

Expenditure Note:

CD Emergencies

Late non-recoverable invoices of \$250k relating to the geotechnical life safety response to the North Canterbury earthquake were recognised in Q1. Additional unbudgeted expenditure has been incurred for the July flood event \$28k and Cyclone Gita \$21k.

Lifelines

Project Management expenditure has run lower than expected throughout the financial year.

EMTC

Expenditure is higher than budgeted expectation due to higher fully-recovered training delivery over April/May.

Readiness Activities

Partially recoverable incremental project management costs resulting the delay in the final completion of the CJESP and various recovery activities attributed to the overspend

Canterbury CDEM Group

Group Plan Objectives: Progress Update August 2018

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 	This is continuous and ongoing objective	
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 	<p>Ongoing</p> <p>This sits with the Approach to Natural Hazards Management. The Approach workplan is currently in place and being delivered on. It however requires more consistent resourcing. To be discussed within the Canterbury CEs Forums.</p> <p>The Reduction Strategy is not likely to be developed by the end of the life of the current Group Plan but a lot of work will have been completed by the 'Approach' in setting up the development of the strategy.</p>	
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 	<p>This is underway within local government with the Approach to Natural Hazards Management. Further steps are required to bring other organisation on board. At this time bringing further agencies on board may not happen in the life of the current Group Plan.</p> <p>This sits with the Approach to Natural Hazards Management and is continuous and ongoing</p>	
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 	<p>Ongoing within each Canterbury Council</p> <p>The CDEM Group does not have a public education and community resilience strategy. The Community Resilience Coordinator position in the CDEM Group Office is currently vacant. When the position is filled this action will be prioritised. The Public Education Strategy will, be prioritised over the Community Resilience Strategy.</p> <p>The CDEM Group is signed up to the National Public Education strategy.</p> <p>Ongoing within each Canterbury Council</p>	
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 	<p>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.</p> <p>To be done 2018 (Currently a replacement for the Group Community Resilience Coordinator needs to be appointed to continue this objective)</p>	

	<ul style="list-style-type: none"> • 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 	<p>Completed</p> <p>Partnerships with 100 Resilient Cities and Science Challenge – Rural will achieve components of this. We partner with Resilience Organisations who are tasked with developing resilience indicators for New Zealand.</p>	
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 	<p>Ongoing within each Canterbury Council</p> <p>Ongoing</p> <p>Ongoing</p> <p>Not Started and is a low priority. See Objective 4.5.4</p> <p>Ongoing, especially at TA Level. At the regional level, this needs to be pulled together as a cohesive project.</p> <p>Ongoing</p>	
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 	<p>This objective has not changed with inconsistent levels of BC planning across the region.</p> <p>In 2018 the Group Office are considering contracting in Resilient Organisations to assist in this area, budget dependent.</p>	
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 	<p>Ongoing through CEG and Joint Committee</p> <p>Ongoing and lead by the CDEM Group Manager / Controller</p> <p>Ongoing</p>	
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 	<p>To be done. Intention is to complete this by the end of 2018</p> <p>To be done. Will follow the above work</p> <p>Ongoing</p> <p>Completed.</p> <p>Ongoing. Further development is now required as the JESP EOC is occupied.</p> <p>This is a low priority action and may not get done by the end of the life of the current Group Plan. The MCDEM Competency Framework meets this requirement.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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

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 	<p>Ongoing</p> <p>Ongoing. The most recent example of this is the review into the North Canterbury earthquakes and subsequent Action Plan.</p>	
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 Maintain and develop documents and plans that describe key activities, functional responses, SOPs and protocols in support of the Canterbury CDEM Group Plan 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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. The first tranche of C10 members has been complete. A second will occur in early 2019</p> <p>Ongoing and includes the EMTC Controllers course, CDEM Group Controllers forum and National Controllers course.</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 	This is the Lifelines Risk and Resilience project. It is due for completion towards the end of 2018	
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 	Because of changes to legislation a new Group Recovery Manager has been appointed and now will move forward on meeting these objectives. Planning is yet to commence.	
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	