



AGENDA ORDER PAPER

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Friday, 24 May 2019 commencing at 1.00 pm

Airport Commodore Hotel, 449 Memorial Ave, 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

OBSERVER

Te Rūnanga o Ngāi Tahu	Elizabeth Cunningham
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**AGENDA
ORDER PAPER**

**Canterbury
Civil Defence Emergency Management
Group Joint Committee**

24 May 2019 commencing at 1.00 pm

Airport Commodore Hotel, 449 Memorial Ave, Christchurch

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**Minutes of the meeting of the
Canterbury Civil Defence and Emergency Management
Group Joint Committee
held at Airport Commodore Hotel, 449 Memorial Avenue,
Christchurch, on Friday 1 February 2019 at 1.00 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 Council
Waimakariri District Council
Waimate District Council

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

CEG Members

Hurunui District Council
Waimakariri District Council
Canterbury CDEM Group Controller
Kaikoura District Council
Fire & Emergency NZ
NZ Police
Ministry Civil Defence & Emergency Management
Group Controller
CDEM Group Recovery Manager
Ministry for Primary Industries

Hamish Dobbie
Jim Palmer
Neville Reilly
Angela Oosthuizen
Colin Russell
Superintendent John Price
Simon Chambers
Neville Reilly
Baden Ewart
Jo Buckner

In attendance

Environment Canterbury (minutes)
Christchurch City Council
CDEM Group Office

Elaine Greaves
Rob Orchard
Gavin Treadgold

1. Welcome

Chair Lianne Dalziel welcomed everyone to the meeting.

The meeting was advised that Elizabeth Cunningham will be attending future meetings as a representative of Te Rūnanga o Ngāi Tahu.

As it was the final meeting at which Louise McDonald would be present with the Committee, the Chair acknowledged and thanked her for the support she had provided over the years; and welcomed Elaine Greaves to the role.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Record a vote of thanks to Louise McDonald for her past support and contribution to the Committee.**

Mayor Dalziel/Mayor Ayers
CARRIED

2. Apologies

Apologies were received from Elizabeth Cunningham (Te Rūnanga o Ngāi Tahu).

CEG members Bill Bayfield (Environment Canterbury), Peter Cameron (MCDEM), and Stuart Duncan (Waimate District Council).

Resolved:

That the above apologies be received and accepted.

Cr John Sunckell/Mayor Sam Broughton
CARRIED

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 7 December 2018 be received and adopted.

Mayor Graham Smith/Mayor Damon Odey
CARRIED

5. Matters arising from the minutes

There were no matters arising from the minutes.

6. Tsunami Update

Refer to page 6 of the agenda.

Gavin Treadgold, Emergency Management Advisor, Canterbury CDEM Group, provided an update on new scientific recognition of the impact that Kermadec earthquakes had on ground shaking. Particular note was made of the associated impact this information had on the “Long or Strong, Get Gone” messaging related to tsunami readiness activities.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the update on new scientific understandings of the impact of Kermadec earthquakes.**

Mayor David Ayers/Mayor Craig Rowley
CARRIED

7. Ministry of Civil Defence & Emergency Management Update

Refer to page 13 of the agenda.

Simon Chambers presented the Ministry update for January 2019.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the Ministry of Civil Defence & Emergency Management update report dated January 2019.**

Mayor Favell/Cr Sunckell
CARRIED

8. Appointment of Local Controllers

Refer to page 17 of the agenda.

Neville Reilly advised Selwyn District Council had nominated two people for the role of Local Controllers. It was important for Committee members to be aware that anyone appointed as Local Controller had the ability to exercise those powers throughout the Canterbury Group region during a state of national or state emergency.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Appoint Gerard Moore and Ian Lawrence as Canterbury CDEM Group Local Controllers.**

Mayor Dalziel/Mayor Craig Rowley
CARRIED

9. Appointment of Local Recovery Manager

Refer to page 19 of the agenda

Neville Reilly advised the Ashburton District Council had nominated one person for the role of Local Recovery Manager, noting that anyone appointed to that role had the ability to exercise those powers throughout the Canterbury Group region during a state of national or state emergency.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Appoint Rick Catchpowle as a Canterbury CDEM Group Local Recovery Manager.**

Mayor Gray/Mayor Favel
CARRIED

10. Controller's Report

Refer to page 21 of the agenda

Neville Reilly presented this report noting approximately \$200,000 had been received from ACE for Civil Defence training; and finances were on target.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the Controller's report.**

Mayor Odey/Mayor Broughton
CARRIED

General Business

A request was made for the Joint Committee to receive an update from the CDEM Group Co-ordinating Executive Group (CEG); and staff undertook to investigate.

Reference was made to the Ashburton Initial Response Plan, noting work undertaken by the Chinese Consulate in flying Chinese nationals out of the area after the Canterbury earthquakes. The meeting was advised more work was being done by CDEM Welfare staff to ensure consulates were involved in planning how best to proactively assist their citizens during a Civil Defence emergency.

Discussion took place around Lifelines and diversion of traffic during the longer recovery phase of a Civil Defence emergency. It was noted work needed to be undertaken around different scenarios, e.g. the Cheviot traffic diversion and associated impact on local businesses. Staff agreed to consider this issue with a view to requesting territorial authorities to identify potential risks.

Next Meeting

The next meeting of the Joint Committee will be held on Friday, 24 May 2019. Mayor Broughton advised a representative from Burnham Military Camp would like to attend the next meeting of the Joint Committee to discuss how best to integrate their support. Neville Reilly agreed to progress this matter.

The meeting concluded at 1.48pm.

Confirmed

Date: _____ **Chairperson:** _____

AGENDA ITEM NO: 6	SUBJECT MATTER: Response by Agencies to the Christchurch Mosque Shootings
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Superintendent John Price, NZ Police Tim Chiswell, St John Dr Sue Nightingale, Canterbury District Health Board	ENDORSED BY: John Sunckell, Deputy Chair

PURPOSE

To receive a report from NZ Police, St John and Canterbury District Health Board concerning their responses to the Christchurch mosque shootings.

BACKGROUND

The Christchurch mosque shootings were two consecutive attacks at Masjid Al Noor on Deans Avenue and at Linwood Masjid on Linwood Avenue on Friday 15 March 2019. There were 50 fatalities and 50 people injured.

The response to the shootings was led by Police with the support of a number of agencies.

This was the first time in New Zealand that the terrorism threat level was raised to high.

REPORT

The response to the shootings was led and managed by NZ Police utilising the EOC at the Christchurch Justice and Emergency Services Precinct. Canterbury CDEM Group agencies involved in the response included:

- NZ Police
- St John
- Canterbury District Health Board
- Christchurch City Council
- Ngāi Tahu
- Ministry of Social Development
- Fire and Emergency NZ
- Environment Canterbury
- Civil Defence

The National Crisis Management Centre was activated to co-ordinate the all-of-government management of the consequences of the shooting, whilst Christchurch City Council, together with Ngāi Tahu, facilitated central and local government co-

ordination and integration of services. This included the presence of Muslim leaders to provide advice on how services might be designed and delivered.

A Family Support Centre was established to support the needs of the affected Muslim community and a Multi-agency Service Hub was established close by to provide central government services.

The three agencies involved in the initial response have been invited to provide general comments to the Joint Committee. Whilst agencies will carry out their own post-event organisational debriefs, there is benefit in sharing some initial and general insights for the benefit of all Canterbury CDEM Group members.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the report from NZ Police, St John and Canterbury District Health Board regarding their responses to the Christchurch Mosque shootings.**

AGENDA ITEM NO: 7	SUBJECT MATTER: NZDF Support to Canterbury CDEM Group
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Lieutenant Colonel Marcus Linehan, Burnham Camp	ENDORSED BY: John Sunckell Deputy Chair

PURPOSE

To receive a report from the New Zealand Defence Force on the support that may be provided to Canterbury CDEM Group.

BACKGROUND

The Guide to the National Civil Defence Emergency Management Plan 2015 (<https://www.civildefence.govt.nz/assets/guide-to-the-national-cdem-plan/Guide-to-the-National-CDEM-Plan-2015.pdf>) outlines the support that the New Zealand Defence Force has agreed to provide to Civil Defence.

REPORT

Lieutenant Colonel Marcus Linehan, Commanding Officer 3rd Combat Service Support Battalion, Burnham Camp, will provide a report on the support that New Zealand Defence Force can provide to Civil Defence, both regionally and nationally.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the report from the New Zealand Defence Force regarding the support that may be provided to Canterbury CDEM Group.**

AGENDA ITEM NO: 8	SUBJECT MATTER: Ministry of Civil Defence & Emergency Management Update
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Peter Cameron MCDEM	ENDORSED BY: John Sunckell Deputy Chair

PURPOSE

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

ATTACHMENTS

- MCDEM Update May 2019
- Emergency Management System Reforms Progress Update

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the Ministry of Civil Defence & Emergency Management report.**

MCDEM update May 2019

National Disaster Resilience Strategy

On Wednesday 10 April the National Disaster Resilience Strategy officially passed through the House of Representatives and came into immediate effect. It replaces the previous national CDEM strategy, which had been in place since 2008.

The new Strategy has been a long time in the making – nearly four years. It's been a highly collaborative process to develop the Strategy, involving central government, local government, the private sector, and community organisations working together to determine the long-term vision, goals, and objectives. It builds on the recent Ministerial Review, Better Responses to Natural Disasters and Other Emergencies, and seeks to embed New Zealand's commitment to the Sendai Framework for Disaster Risk Reduction. Above all, it seeks a 'whole-of-society' approach to disaster resilience, wherein everyone, at all levels, understands what can be done to reduce risk and build resilience.

The Strategy, together with associated tools and resources, can be found at www.civildefence.govt.nz/national-disaster-resilience-strategy.

Please do visit the website, read the document, and consider how your CDEM Group as a collective, and each individual local authority and partner organisation contributes.

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

New Zealand Fly-in Teams (NZ-FIT)

Interviews for the first round of applications to be part of NZ-FIT have been completed. We have interviewed some strong and diverse candidates and are confident that we will have a capable initial cadre with credible incident management experience from a range of challenging events.

In the meantime, we have extended invitations to CDEM Groups to participate in workshops in May to finalise the Concept of Operations and to support the design of the inaugural team members course confirmed for 5 to 16 August.

The procurement of personal and team equipment to support the team is also underway. The procurement of kit is also underway.

Contact: Charlie Blanch, Manager NZ-FIT, phone 021 576 879 or email: charlie.blanch@dpmc.govt.nz

Revision of Coordinated Incident Management System (CIMS)

The revision of CIMS is on track with the Steering Group meeting monthly to discuss the progressing draft of the third edition. A wider consultation of the draft will be undertaken in June/July.

Contact: David Coetzee, Manager Capability & Operations, phone 04 817 8580 or email: david.coetzee@dpmc.govt.nz

New Zealand Response Teams – national governance arrangements

Thank you to those who responded to the response team governance arrangement options paper. We received 19 responses from CDEM Groups, team owners, team leaders and central government agencies. The majority of responses support the recommended option and asked for further clarity around areas of responsibility of the different layers of governance. The Steering Group will meet soon to consider all the comments, if any changes are needed to the recommended option and to determine the next steps. Once governance arrangements are in place, the next phase of work will focus on accreditation and registration frameworks which were strongly supported in many responses.

Contact: Clare Robertson, Senior Advisor, Recovery phone: 04 817 8537 or email: Clare.Robertson@dpmc.govt.nz

Development and Review of CDEM Guidance Documents and Plans

A number of guidance documents have recently been developed or are under development as follows:

Draft National Fuel Emergency Plan

Consultation on the Draft National Fuel Emergency Plan closed on 1 April 2019. We received a small number of submissions which are now being worked through and further changes incorporated. Any matters that require broader engagement to resolve will be workshopped at the Lifeline Utilities Coordinator Forum on 8 May 2019. MCDEM and the Ministry of Business, Innovation and Employment (MBIE) will look to finalise and publish the new Plan before the end of the financial year.

Contact: Ajay Makhija, Senior Emergency Management Advisor, National Planning phone: 04 817 8563 or email: Ajay.Makhija@dpmc.govt.nz

Draft Damage Assessments Director's Guideline & The National Damage Assessments Data Set and Dictionary Technical Standard

Due to MCDEM's response to 15 March terrorist attacks in Christchurch, timeframes for this guideline are being reassessed. Further information on when the guideline is likely to be issued for public consultation will be provided in future.

Contact: Alex Hogg, Team Leader, National Planning phone: 04 817 8564 or email: Alex.Hogg@dpmc.govt.nz

Draft Risk Assessment: Guidance for CDEM Group Planning

Due to MCDEM's response to 15 March terrorist attacks in Christchurch, timeframes for this guideline are being reassessed. Further information on when the guideline is likely to be issued for public consultation will be provided in future.

Contact: Kim Wright, Acting Team Leader, Hazard Risk Management: 04 817 8567 or email: Kim.Wright@dpmc.govt.nz

Draft Recovery Preparedness and Management Guideline

Due to MCDEM's response to 15 March terrorist attacks in Christchurch, timeframes for this guideline are being reassessed. Further information on when the guideline is likely to be issued for public consultation will be provided in future.

Contact: Clare Robertson, Senior Advisor, Recovery: 04 817 8537 or email: Clare.Robertson@dpmc.govt.nz

Recovery

The MCDEM recovery team and Regional Emergency Management Advisors continue to support and monitor the locally-led recoveries following the Nelson Tasman fires and the West Coast floods.

Contact: Steve Cody, Team Leader, Recovery, phone 04 817 8555 or email: Steve.Cody@dpmc.govt.nz

Group Welfare Managers Forum & Lifeline Utility Coordinators Forum

The Group Welfare Managers Forum is being held in the Hawkes Bay on 2-3 May 2019. This brings together all Group Welfare Managers six-monthly from across the country, with MCDEM, to build capability and capacity, workshop complex welfare services issues, and share lessons learnt from recent emergencies.

The Lifeline Utility Coordinators Forum is being held in Wellington on 8 May 2019. This is after a very successful Forum last year, bringing together Lifeline Utility Coordinators, MCDEM, and members of the New Zealand Lifelines Council to build capability and capacity, workshop operational matters and issues pertaining to the lifeline utilities coordinator role, and similar to the Group Welfare Managers Forum, share lessons learnt from recent emergencies.

Contact: Alex Hogg, Team Leader, National Planning phone: 04 817 8564 or email: Alex.Hogg@dpmc.govt.nz

Get Ready - a new Public Education Website

MCDEM is creating *Get Ready*, a new public education website to make it easier for the public to access emergency preparedness information. This gives effect to the EMSR decisions relating to improved emergency information.

The new Get Ready website will consolidate the public education content currently found on various websites including, [Happens](#), [GetThru](#), [What's the Plan Stan?](#), and [ShakeOut](#).

The benefits of the new Get Ready website include:

- Better customer experience
- All the information in one easy to find place
- Improved search-engine optimisation

- Meeting the required Government Accessibility Web Standard
- Better experience for mobile and tablet users.

A communication and redirect strategy is being developed to ensure links from the CDEM Sector will be functional.

The website is planned to go live at the end of June.

Contact: Andy Hammond-Tooke, Senior Communications Advisor phone: 04 817 8575 or email: Andy.hammond-tooke@dpmc.govt.nz

LEGISLATIVE AMENDMENTS TO THE CDEM ACT

DPMC is working to amend the Civil Defence Emergency Management (CDEM) Act 2002 in order to apply the Government's Emergency Management System Reform (EMSR) decisions. Policy development and consultation is continuing in preparation for the Minister of Civil Defence seeking Cabinet's agreement to issue drafting instructions.

Your comments on the Government's proposals are a crucial part of the legislative development process. In recent weeks, many of you will have met with Rachel Hyde from DPMC, who extends her thanks for your attention and feedback.

Next steps

- Once Cabinet has agreed to the final policy for a CDEM Amendment Bill, we will update you on timelines.
- Rachel intends to conduct a second round of engagement later in the year, pending Government decisions.
- In the meantime, if you have any questions about the legislative programme, please contact Rachel Hyde.

rachel.hyde@dpmc.govt.nz | 021 574 641

PIM AND STRATEGIC COMMS

A number of communications workstreams are underway to deliver on the decision to improve communication with the public in an emergency response and to improve how important strategic information is shared.

MCDEM is continuing to implement and expand its public education programme to promote preparedness, information channels, and the right actions to take, while targeting vulnerable groups.

We are also working to strengthen Public Information Management (PIM) arrangements to get timely information and advice to the public.

We will seek CDEM Groups' involvement as we progress workstreams such as the National PIM Programme and PIM Integrated Training Framework course, which will improve PIM capability across the sector and standardise best practice across the response framework. The development of our Culturally and Linguistically Diverse Communities communications strategy and guidance ensures these communities have access to emergency and preparedness information. MCDEM is also informing the introduction of Strategic Communications as a key CIMS function, and we will be working with CDEM Groups to give effect to this recommendation at the regional level.

Next steps

- The new *Get Ready* public education website will be launched in June.
- The Strategic Comms function will be integrated into the third edition of CIMS, which should have the final draft ready for Group consultation by June.
- A draft of the *Culturally and Linguistically Diverse Communities* communications strategy will be ready later this year.

anthony.frith@dpmc.govt.nz | 027 268 8463

CIMS REVIEW

The second edition of The New Zealand Coordinated Incident Management System (CIMS) was published in 2014. At the time it was agreed to review CIMS every five years. A review of the second edition commenced in 2018, and has since been brought into the EMSR programme of work.

Twenty agencies are represented in the review; CDEM Groups are represented by James Thompson (Canterbury CDEM Group).

The third edition of CIMS will likely be presented in 5 Sections: (1) Introduction; (2) CIMS Foundations; (3) Supporting Protocols and Systems; (4) The CIMS Functions; and (5) Application of CIMS. Other changes include the introduction of an Incident Classification model, engaging with iwi/Māori, the inclusion of Recovery in the response phase and transition to Recovery, the inclusion of Strategic Communications, and a revised implementation of the Welfare function.

Next steps

- A draft of the third edition of CIMS is currently under discussion by the CIMS Steering Group where all the agencies are represented.
- The Steering Group aims to finalise the draft by June, followed by a wider consultation with Groups and national agencies in June/July before it is submitted to the Hazard Risk Board for endorsement in August.

david.coetzee@dpmc.govt.nz | 027 442 1236

RESPONSE AND RECOVERY LEADERSHIP CAPABILITY DEVELOPMENT PROGRAMME

The contract with Massey University and AUT for the delivery of a CDEM Controllers Development Programme ended in 2018. Following an open tender for a new provider, the contract was awarded to Response and Recovery Aotearoa New Zealand (RRANZ), a consortium of eleven New Zealand and Australian universities, organisations, and companies specialising in relevant topics. The Programme is targeted at all government agencies involved in emergency management, and will include Recovery as well as Response. It will be delivered through two Tiers: Tier 1 – Intermediate (operational) and Tier 2 – Advanced (strategic). Both Tiers will involve an online and a residential component.

Next steps

- The online component of the first Tier 1 cohort will commence on 29 April and the residential component will take place in June. CDEM Groups can nominate people for the programme, and more details on the programme and future updates can be found at <https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/national-security-workforce/response>.

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ENABLING CONSISTENT CIMS PRACTICE

The National Security Workforce Team (NSW), as part of the Emergency Management System Reform, is working with the sector to increase the professionalisation and capability of our people to manage responses more effectively. Improving the consistency of CIMS application across local, regional and central government is a foundational piece of work that supports this goal. This work is important as CIMS is the system used during responses. CIMS is also the key enabler of multi-agency interoperability.

Multiple pieces of work to improve consistency across the system are currently underway including the revision of CIMS level 5 unit standards, a project to scope the development of guidelines to support CIMS third edition, and the design and development of nationally consistent Role Cards for response.

To date, CDEM groups have taken part in workshops, completed surveys to help inform work and provided feedback and Subject Matter Expertise as and when required.

Increased collaboration allows for multiple future benefits for Groups, including improved consistency and interoperability and reduced duplication of effort, investment and resources.

Next steps

- Revised CIMS level 5 unit standards are on track to be registered by the time the CIMS third edition is released later this year.
- Other products will be made available throughout 2019.
- CDEM Groups will continue to be asked for input and feedback.

carla.drayton@dpmc.govt.nz | 04 912 0520

BUILDING CAPABILITY IN TE AO MĀORI

MCDEM are investigating how the CDEM Training Fund (previously the Adult Community Education fund) could be used by CDEM Groups to provide courses for training iwi/Māori to have greater roles in emergencies.

Next step

- We will come back to Groups with an update when we have more information.

mark.frampton@dpmc.govt.nz | 027 540 5994

WELFARE REGISTRATION AND NEEDS ASSESSMENT SYSTEM

The primary objective of the Welfare Registration and Needs Assessment (Welfare R&NA) project is to utilise IT tools to improve the coordination and delivery of welfare services when responding to those affected by an emergency. MCDEM is currently forming a project team to work with stakeholders to implement a nationally consistent federated model that electronically captures and stores Welfare R&NA data. A federated model is one where each CDEM Group implements a commonly agreed solution regionally.

Some CDEM Groups and Territorial Authorities have been developing solutions for their respective areas. To ensure national consistency, the project team will review and leverage work already completed across the sector. The project deliverables include providing training material and conducting a training roadshow.

Next steps and key milestones

- CDEM Groups should be planning to deploy the new solution regionally and train staff to use the system.
- The team is aiming to have the new solution available this calendar year and will be engaging with CDEM Groups individually to discuss implementation plans.

alex.hogg@dpmc.govt.nz | 021 246 4312

COMMON OPERATING PICTURE

The Common Operating Picture (COP) programme aims to improve shared situational awareness across the emergency management sector to enable informed decision-making and consolidated planning. The COP work programme currently includes:

- Identification of key datasets and driving work to make these datasets accessible
- Improvements to MCDEM's geospatial capability
- Implementation of a new system for collaboration and sharing of key information to replace use of EMIS for this purpose.
- Definition of the target future-state for COP capabilities and development of a strategic business case

CDEM Groups have provided input into the direction of the programme via the National Emergency Management Development Group and the Project Reference Groups.

Next steps and key milestones

- The new system to replace EMIS is planned to be available from July 2019. A Show & Tell Roadshow will be provided to demonstrate the system and discuss the change management approach and timeline with each CDEM Group.

david.coetzee@dpmc.govt.nz | 027 442 1236

NEW ZEALAND FLY-IN TEAMS

New Zealand Fly-in Teams are a nationally managed cadre of emergency management professionals able to provide capability enhancement to CDEM Groups, including where necessary the ability to deploy and operate out of temporary coordination centre facilities to support impacted Groups.

Selection interviews are currently underway for the initial selection round, and the first team member training course is scheduled for Monday 5 to Friday 16 August. A second round of selection will run at the end of the year with another initial training course at the start of 2020. A wide range of procurement activity is also underway to ensure the team can operate effectively.

Groups have provided feedback on the Concept of Operations and supported the development of the capability including supporting the identification of personnel. Upcoming engagement will include representation on a number of working groups addressing training, health and safety and an overall reference group, in partnership with Central Agency representatives under the coordination of the National Emergency Management Development Group.

Key milestone

- New Zealand Fly-in Teams are on track to be operational from the end of August 2019 and will offer enhanced capability to Group Controllers in managing complex or prolonged emergencies.

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AGENDA ITEM NO: 9	SUBJECT MATTER: Update on Canterbury CDEM Group Rural Advisory Group
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Lynda Murchison Co-Chair Canterbury CDEM Group Rural Advisory Group	ENDORSED BY: John Sunckell Deputy Chair

PURPOSE

To receive an update on progress with the formation of the Canterbury CDEM Group Rural Advisory Group (RAG).

BACKGROUND

The report briefly outlines the history and purpose of the Canterbury RAG and discusses progress and current issues.

The Canterbury Primary Industries Adverse Event Cluster (the Cluster) and its governing body the Canterbury RAG, has been established among rural organisations with the support of the Ministry for Primary Industries (MPI). It was established in response to a variety of adverse events in Canterbury over recent years which have affected rural communities, some but not all of which involved a civil defence response: Canterbury Earthquake 2010, Canterbury Drought 2014-16, the Hurunui-Kaikoura Earthquake 2016, Port Hills fires 2017.

REPORT

The Canterbury RAG's Terms of Reference are centred on leading the integration of agencies in the primary industries with the Canterbury Civil Defence and Emergency Management (CDEM) Group to prepare and respond to adverse events within the Canterbury region. The scope includes human welfare, production and animal welfare, and primary industry business resilience and recovery. The role of the Canterbury RAG is twofold:

- To provide an informed and reliable source of information and expertise to Canterbury CDEM and MPI on needs and issues that may be particular to farmers and farming communities in an adverse event; and
- To provide a recognised and authorised body for the co-ordination of activities by rural and farming organisations who offer assistance to farmers and rural communities during an adverse event.

In times past, this sort of leadership was provided through Federated Farmers of New Zealand Inc (Federated Farmers) working in partnership with local authorities and other community responders. Today that informal arrangement is more variable in its success:

- Many organisations involved in adverse events, including Federated Farmers, operate at provincial or national levels more than a local level.
- There are many organisations and businesses within the farming community who assist in adverse events but without overall co-ordination.
- Many local authority staff do not have knowledge of farming or connections into the farming community to readily be able to identify and assess needs.
- There are other RAGs with varying roles and membership in other provinces in New Zealand, but our understanding is that MPI are looking to the Canterbury RAG to find a standardised model.

The cluster is inclusive of all agencies involved in Canterbury primary industries and CDEM, comprising of the following sector subsets: community, central government, local government, farming (dairy, drystock, arable, horticulture) rural contractors and professionals, and any other suitable groups. Canterbury RAG leads, communicates with and supports the cluster. At the operational level it is expected that RAG will supply expertise and advice to CDEM in any adverse event involving farming communities. To do this effectively, Canterbury RAG needs to have informed and trained persons able to operate within the CIMS structure in the EOC.

Progress and Issues

Canterbury RAG has met quarterly and the wider cluster biannually over 2018. That time was spent discussing how Canterbury RAG could work and what contributions member organisations could make. We also submitted on the National Disaster Resilience Strategy – our first formal communication as a group. From our discussions we have determined that:

Canterbury RAG should be a process; though that process has roles and responsibilities filled by named people/organisations when the need arises.

Canterbury RAG should have a governance structure with a chair appointed by its members who liaises with rural organisations and other community leaders.

Canterbury RAG should provide an appropriately trained person(s) to attend the EOC during an adverse event. To ensure appropriate capacity and capability that role should be contracted to a professional farming organisation. Initial discussion has been had with Federated Farmers' Chief Executive.

A basic administration is required to maintain communication with rural organisations and Canterbury CDEM in 'peace time' so that during an adverse event the Canterbury RAG process works well.

The Canterbury RAG has considered how best to discharge these functions (i) to (iv) above. The RAG and the cluster are comprised of a mix of industry, local and central government representatives who are funded by their respective organisations; and representatives of other rural groups who attend on a purely voluntary basis, including Rural Support Trust and Federated Farmers representatives. The co-chairs are volunteers also. It is those 'volunteers' who tend to have the most farming knowledge and connections into farming and rural communities; but they also have the least capacity to support Canterbury RAG. Currently MPI is funding an administrator (Linda Donnelly) a few hours a month and Grant Campbell has been contracted to help facilitate the development of Canterbury RAG. These are interim

appointments. The Canterbury RAG faces two inter-related challenges: firstly, how to ensure Canterbury RAG process is driven by people with farming knowledge and expertise; and secondly, how it is funded.

Grant Campbell is currently preparing a proposal for three alternative Canterbury RAG models based on three funding scenarios:

1. Status Quo – no funding other than from member organisations paying representatives to attend meetings or otherwise support Canterbury RAG.
2. Funding during an adverse event only – funding is provided to cover the cost of having staff from Federated Farmers or another contractor in the EOC.
3. Administration and adverse event funding – as for (2) above plus a small amount of annual funding to cover the cost of running the Canterbury RAG & maintaining communication with members and Canterbury CDEM so that when an adverse event occurs RAG works.

Option 3 is the best funding option to ensure an efficient and effective contribution from Canterbury RAG to an adverse event. Option 2 is the next most effective. In our view Option One severely limits the value a RAG can offer the CDEM response.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the update on progress regarding the formation of the Canterbury CDEM Group Rural Advisory Group (RAG).**

AGENDA ITEM NO: 10	SUBJECT MATTER: Appointment of Local Controllers
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Neville Reilly Group Controller	ENDORSED BY: John Sunckell Deputy Chair

PURPOSE

To consider Local Controller appointments.

BACKGROUND

Each CDEM Group must, under section 26 of the CDEM Act, appoint a suitably qualified and experienced person to be the Group Controller and at least one suitably qualified and experienced person to perform the functions and duties and exercise the powers of the Group Controller in the absence from duty of the Group Controller.

A Group may appoint one or more suitably qualified and experienced persons to be a Local Controller. A Local Controller will carry out any of the functions and duties of the Group Controller and exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86-94 of the CDEM Act.

REPORT

The primary roles of the Controller during a response are to:

- assess impacts
- prioritise response measures
- monitor and direct agencies in their roles, and
- coordinate and allocate resources where required.

Upon the declaration of a state of national or local emergency, the Controller has the authority to exercise the emergency powers contained in sections 86 to 94 of the CDEM Act including:

- evacuating premises and places
- entering premises
- closing roads and public places
- removing aircraft, vessels, vehicles, and
- requisitioning property, equipment, materials, or supplies.

During a state of national or state emergency, Canterbury CDEM Group Local Controllers may exercise their powers throughout the Canterbury Group region.

In practice, the Group Controller co-ordinates a response at the regional level, whereas the Local Controller manages the response at the local level. The Local Controller follows any directions given by the Group Controller during an emergency.

Waimate District Council has nominated Michael Downes to be appointed a Local Controller by the Joint Committee:

Michael Downes served with the Royal Navy and the Royal New Zealand Navy as an engineering officer. In this role, Michael was responsible for managing any response to an emergency on board a Navy ship. He then held senior management appointments in the container shipping sector until retiring in Waimate. Michael has extensive leadership experience that would enable him to be a capable controller during an emergency. He has completed the Canterbury CDEM Group Controllers' Initial training course package.

Timaru District Council has nominated Jayson Ellis to be appointed a Local Controller by the Joint Committee:

Jayson Ellis is the Building Control Manager at Timaru District Council. In that role, he is responsible for ensuring Building Control Authority and Territorial Authority policies, procedures and functions are up to date and fit for purpose. Jayson has responsibility for organising training and professional development for staff. Jayson has held senior management appointments in the council and in the building industry, and it is considered he has the ability and experience to be a capable controller during an emergency.

CEG has considered the nominations and recommends that the Joint Committee appoint Michael Downes and Jayson Ellis to be Canterbury CDEM Group Local Controllers.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Appoint Michael Downes and Jayson Ellis be as Canterbury CDEM Group Local Controllers.**

AGENDA ITEM NO: 11	SUBJECT MATTER: Controller's Report
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Neville Reilly Group Controller	ENDORSED BY: John Sunckell Deputy Chair

PURPOSE

To receive the Group Controller's Report.

ATTACHMENTS

- Financial Report 1 July 2018– 31 March 2019
- Controllers' Forum 2019 Programme

REPORT

Finance

Income and Expenditure for the period 1 July 2018 – 31 March 2019 is attached.

Support to Pigeon Valley Fire Response

A number of staff from Canterbury CDEM Group supported the Nelson Tasman CDEM Group response to the Pigeon Valley Fire. There were three main areas of support:

1. Nelson-Tasman CDEM Group Emergency Operations Centre – primary support to CIMS control and function (Planning, Intelligence, Operations, Logistics, Public Information) activities in the Richmond EOC. These staff were drawn mostly from the Canterbury C10 – the Canterbury emergency support team.
2. Field operations with Response Team personnel – primarily assisting Police and Defence with evacuation and cordon management. Approximately 30 Response Team members from Christchurch, Selwyn and Waimakariri deployed.
3. Fire and Emergency NZ Region 4 Response Coordination Centre (in the Precinct) – several Canterbury Emergency Coordination Centre personnel to supplement FENZ personnel, operating in the Logistics function.

Lifelines Report

Vulnerability Assessment (Risk and Resilience) Project

Individual agency meetings have now mostly been completed, with the writing up task continuing. There are still one-on-one follow-ups with telcos (Spark), power

companies (Mainpower), the fuel sector (Mobil and Lyttelton tank farm) and some Councils (Kaikoura, Selwyn, Mackenzie) to go. Christchurch is using its own resources to carry out the detailed work. This process is facilitating a good understanding of each agency's network/asset vulnerabilities, cross-utility interdependencies, and potential mitigation actions – a “stocktake”.

Various hazards maps and reports have been sourced, assessment of these against the infrastructure information above is to be systematically carried out using GIS shape files and maps.

Various meetings focussed on AF8 convened by EMOs in various Districts have been attended, with presentations made on the project, and liaison with neighbouring regions is occurring (particularly Otago at this stage).

Aerial Reconnaissance Plan

The Plan was last updated in 2012 and is due for review. Otago and Southland are currently in Plan development phase and have sought Canterbury involvement. It is proposed to attend a meeting of the combined group in coming months – this process should help frame our own update along with inputs from member agencies.

Fuel Contingency Plan

The focus for the current plan remains obtaining fuel use data and other information relating to critical customers in association with the Vulnerability Assessment work above. After that has been done, the plan should be updated following consideration of the latest National Fuel Plan.

Group Meetings

The next six-monthly meeting of the wider Lifelines group was being held on 1 May 2019.

Training

Several courses were cancelled recently, primarily due to staff and students being unavailable for various reasons, particularly due to the response to the Pigeon Valley Fires. The second Canterbury 10 (C10) course scheduled for 25-29 March 2019 was postponed following the Christchurch Mosque shootings, as many of the staff required to conduct the course were involved in supporting the Police response. The course will be rescheduled later in the year, probably in September.

A feature of training to date in 2019 has been a series of Emergency Preparedness courses run by the Canterbury CDEM Group Emergency Management Training Centre (EMTC) for CDEM volunteers. Emergency Preparedness courses are made up of a series of six modules of foundation skills and knowledge including CIMS, Health and Safety, CDEM Role and Function and managing stress. Courses have been conducted in Christchurch, Hurunui and Selwyn.

EMTC has delivered training in First Aid, Introduction to Civil Defence Centre and EOC Intermediate and function-specific training. In addition, EMTC has coordinated Applied CIMS and Leadership training delivered by NZ Land Search and Rescue.

CDEM Volunteer training was disrupted following the suspension of the Adult Community Education (ACE) fund until an alternative funding model was established. On 23 April it was advised that the Tertiary Education Commission (TEC) would provide funding in accordance with allocations as advised by the Director, MCDEM. A revised timetable of courses is being finalised for the remainder of the year. The funding issue did not impact EOC training.

Controller's Forum

A forum for Canterbury CDEM Group Controllers and representatives from partner agencies was held on 11 April. Approximately 50 attended. A copy of the programme is attached.

National Disaster Resilience Strategy

On 10 April 2019, a National Resilience Strategy was released replacing the previous National Civil Defence Emergency Management Strategy. The Strategy outlines the vision and long-term goals for civil defence emergency management (CDEM) in New Zealand, and the objectives to be pursued to meet those goals.

The strategy is available at <https://www.civildefence.govt.nz/cdem-sector/plans-and-strategies/national-disaster-resilience-strategy/>

Proposal to hold a Canterbury CDEM Volunteers' Forum 2020

Canterbury CDEM Group has approximately 400 CDEM volunteers, including Response Teams, Welfare Volunteers, Area Headquarter Volunteers, and Community Response Volunteers. Each District has a slightly different model, according to the needs of its community.

Over the last eight years our volunteers have responded to earthquakes, floods, fires, and the recent shootings in Christchurch. They have been deployed around the country supporting other CDEM Groups to respond to events. The Canterbury CDEM volunteers are both highly trained and very experienced.

To acknowledge and thank the volunteers for their commitment and dedication to Civil Defence Emergency Management, planning is under way to hold a one-day forum which would include an awards dinner

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the Ministry of Civil Defence & Emergency Management report.**

Canterbury Civil Defence and Emergency Management Group



Operating Revenue

1,900K

Budget : 1,746K

Rev Var : 154K

Rev Var % : 8.82%

Operating Expenditure

1,753K

Budget : 1,566K

Exp Var : 187K

Exp Var % : 11.94%

Surplus/(Deficit)

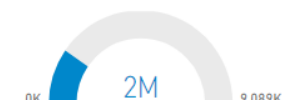
147K

Budget : 180K

Surp/Def Var:

-33K

Actual Expenditure vs Full Year Budget



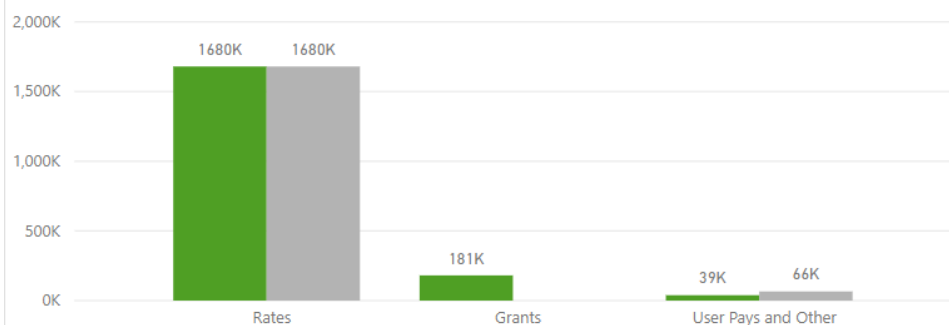
Reporting Period

7/1/2018

3/31/2019

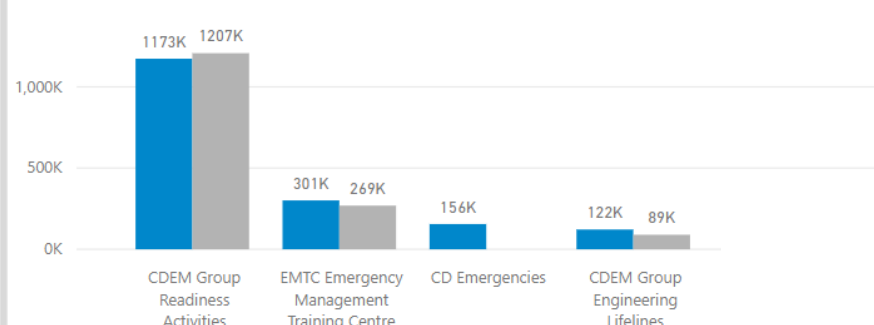
Actual Revenue vs Budget

● YTD Act Revenue ● YTD Bud Revenue



Actual Expenditure vs Budget

● YTD Act Op Expenditure ● YTD Bud Op Expenditure



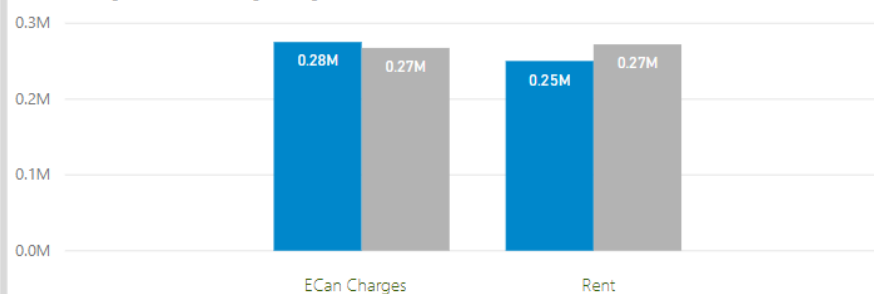
Reserve Movement

Reserve Policy: 250K



Actual Rent & ECan Charges vs Budget

● Actual Charges and Rent ● Budget Charges and Rent



Canterbury Civil Defence and Emergency Management Group

Reporting Period

7/1/2018

3/31/2019



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	95		95	156		156	-61		-61		
CDEM Group Engineering Lifelines	90	89	1	122	89	33	-32	0	-32	120	120
CDEM Group Readiness Activities	1,406	1,387	19	1173	1,207	-34	233	180	53	1873	1,633
EMTC Emergency Management Training Centre	308	269	39	301	269	32	7	0	7	365	365
Total	1,900	1,746	154	1751	1,566	185	149	180	-31	2358	2,118

Revenue Note:

CD Emergencies

Revenue reflects accrued MCDEM recoveries for late North Canterbury Earthquake costs.

Lifelines

YTD Revenue is in line with budgeted expectation.

EMTC

\$39k ahead of budgeted expectation with TEC funding recognised in line with training delivery.

CDEM Group Readiness Activities

Revenue is \$19k ahead of budget driven by external recoveries for CDEM Publication Education Material offset interest impacting from the negative reserve balance. \$240k additional rates are budgeted to replenish reserves in FY19

Expenditure Note:

CD Emergencies

Late invoices relating to the welfare response to the North Canterbury earthquake were recognised in Q1. This is expected to be fully recoverable. \$34k expenditure relates to support for the Nelson-Tasman Fire Response.

Lifelines

Significant work has been carried out by our Lifelines contractors on our Lifelines Risk and Resilience Project. The first invoice for work in the current year included some work carried out last financial year.

EMTC

Expenditure is \$32k higher than budgeted expectation due to higher fully-recovered training delivery.

CDEM Group Readiness Activities

Expenditure is \$34k under budget relating to lower than expected YTD consultancy & contractor costs.

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP CONTROLLERS" FORUM

Thursday, 11 April 2019

Venue: Commodore Airport Hotel, 449 Memorial Avenue, Christchurch.

AGENDA

- 09:30** Coffee and Registration
- 10:00** Welcome
Councillor John Sunckell, Deputy Chair, Canterbury CDEM Group Joint Committee
- 10:10** MCDEM Update
David Coetzee, National Controller, MCDEM
- 10:45** The 2016 Hurunui/Kaikōura Earthquake Response

Group Controller perspective
Neville Reilly

Local Controller perspective
Murray Sinclair

Discussion
- 12:30** Lunch
- 13:00** South Island Alpine Fault Earthquake Response (SAFER)
"South Island Impacts and Response to a Future Alpine Fault Earthquake"
Daniel Blake, University of Canterbury
James Thompson, Canterbury CDEM Group
- 13:45** Workshop on aspects of CDEM Legislation/Best Practice
Discussion
Neville Reilly/James Thompson
- 14:45** General Business
Neville Reilly
- 15:00** Conclusion

AGENDA ITEM NO: 12	SUBJECT MATTER: CDEM CEG Committee Update Report
REPORT TO: CDEM Joint Committee	DATE OF MEETING: 24 May 2019
REPORT BY: Elaine Greaves Committee Advisor	ENDORSED BY: Neville Reilly Group Controller

PURPOSE

To receive an update on the Civil Defence Emergency Management Chief Executive Group (CDEM CEG) Committee's recent meeting.

BACKGROUND

A request was made at the Joint Committee's meeting on 1 February 2019 that a summary of CDEM CEG Committee meeting notes be provided to this Committee for the purpose of information sharing.

REPORT

Emergency Management System Reform:

Rachel Hyde, (Principal Advisor, National Security Group, Department of Prime Minister and Cabinet) provided an update on the Government's programme to implement the recommendations contained in the Technical Advisory Group's (TAG) report.

It was noted the Emergency Management System Reform Programme (EMSRP) was one element of a much broader effort to improve the current system. The work being undertaken was intended to result in a system that functioned as one to reduce risks to life and property; and facilitate a speedy recovery.

Response by Agencies to the Christchurch Mosque Shootings:

Representatives from agencies that responded to the Christchurch mosque shootings shared general comments and insights regarding their involvement. Verbal updates were provided by NZ Police, St John, CDHB, Christchurch City Council, Te Rūnanga o Ngāi Tahu, Ministry of Social Development, Fire & Emergency, Environment Canterbury, CDEM Group and MCDEM.

Contributors appreciated the opportunity to share and learn from each other's experiences and acknowledged a common theme that came through regarding the co-location of emergency services being invaluable.

Ministry of Civil Defence & Emergency Management Update:

The Committee received a report for April 2019 regarding the following:

- National Disaster Resilience Strategy
- New Zealand Fly-in Teams
- Revision of Co-ordinated Incident Management System

- New Zealand Response Teams
- Development and Review of CDEM Guidance Documents and Plans
- Recovery
- Group Welfare Managers Forum & Lifeline Utility Co-ordinators' Forum
- Get Ready – a new Public Education Website.

Recovery Update:

The Committee received an update on current recovery activities, the David Smol Report and details on the Canterbury CDEM Group Recovery Forum held in Christchurch on 29 April 2019.

Appointment of Local Controllers

The Committee's recommendations form part of today's agenda for the Joint Committee.

Controller's Report:

The Committee's recommendations form part of today's agenda for the Joint Committee.

General Business:

An update from the Canterbury Rural Advisory Group forms part of today's agenda for the Joint Committee.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the summary of the CDEM CEG meeting held on 6 May 2019.**