



AGENDA|2020

**Civil Defence Emergency Management
Joint Committee**

Friday, 28 February 2020

Time: 1:00pm

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





From the Canterbury Group Plan Adopted June 2014

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

TERMS OF REFERENCE (Modified 26 June 2017)

The Canterbury Civil Defence Emergency Management (CDEM) Group Committee, a joint committee which comprises elected representatives of local authorities within the region, was formed under the Local Government Act 2002 pursuant to section 12 of the CDEM Act 2002.

Members of the Group Joint Committee are the mayor or chairperson (or delegated councillor) from Kaikōura District, Hurunui District, Waimakariri District, Selwyn District, Christchurch City, Ashburton District, Timaru District, Mackenzie District, Waimate District and Environment Canterbury. Although Waitaki District falls within the boundaries of both Canterbury and Otago Regional Councils, the Waitaki District Council has elected under section 14(2) of the CDEM Act to be a member of the Otago CDEM Group. The Canterbury CDEM Group may invite observers to attend its meetings. The CDEM group exercises governance and determines CDEM policy for member authorities in relation to risk analysis, reduction, readiness, response and recovery from emergencies.

The powers and obligations of members of the Canterbury CDEM Group are set out in section 16 of the CDEM Act.

The functions of the CDEM group and its members, as detailed in section 17 of the CDEM Act, are to:

- identify, manage and reduce relevant risks and hazards
- ensure suitably trained and competent personnel for all CDEM Group roles are available
- organise resources, services and information for the Canterbury CDEM Group
- respond to and manage the effects of emergencies
- carry out recovery activities
- when requested, assist other CDEM groups if practicable
- promote and educate the public on CDEM and its purpose
- monitor and report on compliance with the CDEM Act
- develop, implement, monitor and regularly review the Canterbury CDEM Group Plan
- participate in the development of the National CDEM Strategy and the National CDEM Plan, and
- promote all aspects of CDEM in the Canterbury region.



The Group will:

- provide strategic direction through the Canterbury CDEM Group Plan
- approve the Canterbury CDEM Group budget
- approve and monitor the Canterbury CDEM Group annual work programmes
- appoint Controllers and delegate powers as required, and
- appoint a Recovery Coordinator

The CDEM Group should meet each quarter or as required. Procedure for the conduct of meetings will be in accordance with the Local Government Act. Meetings are held in public. A quorum will consist of five members. A chair and a deputy will be elected, usually following local body elections. Should the chair or deputy chair resign or otherwise not be available, a replacement will be elected at the next Canterbury CDEM Group meeting. The Group will not be discharged by a local body election (section 12 of the CDEM Act). Following a local body election, any previous delegations made by a local authority under section 13(4) of the CDEM Act must be renewed or rescinded. In accordance with local government procedures, decisions made by the Canterbury CDEM Group are binding on all members.

In accordance with section 18(1) of the CDEM Act, the Canterbury CDEM Group may delegate any of its functions to a member of the Group, the Group Controller or other person. These delegations are made by a resolution at a CDEM Group meeting.



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

MEMBERSHIP

Ashburton District Council	Mayor Neil Brown
Christchurch City Council	Mayor Lianne Dalziel (Chair)
Environment Canterbury	Councillor John Sunckell (Deputy Chair)
Hurunui District Council	Mayor Marie Black
Kaikōura District Council	Mayor Craig Mackle
Mackenzie District Council	Mayor Graham Smith
Selwyn District Council	Mayor Sam Broughton
Timaru District Council	Mayor Nigel Bowen
Waimakariri District Council	Mayor Dan Gordon
Waimate District Council	Mayor Craig Rowley

KAI MATAARA

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

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

28 February 2020 commencing at 1.00 pm

Airport Commodore Hotel, 449 Memorial Ave, Christchurch

Time		Page
1.00pm	1. Welcome, attendance and apologies	
	2. Conflicts of interest	
	3. Minutes of previous meeting, 29 November 2019 and any matters arising	1
1.05pm	4. Coronavirus (COVID-19)	9
1.25pm	5. Rangitata River Flood Response	11
1.50pm	6. Appointment of Local Controllers	13
1.55pm	7. Controller's Report	15
	8. Any other business	
	9. Next meeting – 22 May 2020	

**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 29 November 2019 at 1.00 pm**

Present

Joint Committee:

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

Mayor Neil Brown
Mayor Lianne Dalziel
Councillor John Sunckell
Mayor Marie Black
Mayor Craig Mackle
Mayor Sam Broughton
Mayor Nigel Bowen
Mayor Dan Gordon
Mayor Craig Rowley

Kai Mataara

Te Rūnanga o Ngāi Tahu

Elizabeth Cunningham

CEG Members

Environment Canterbury
Hurunui District Council
Kaikoura District Council
Waimakariri District Council
Waimate District Council
Fire & Emergency
Canterbury CDEM Group Controller

Bill Bayfield
Hamish Dobbie
Angela Oosthuizen
Jim Palmer
Stuart Duncan
Paul Henderson
Neville Reilly

In attendance

Christchurch City Council
MCDEM
Environment Canterbury
Selwyn District Council
FENZ
Environment Canterbury
CDEM Group Office

Rebecca Newton
Peter Cameron
Cr Nicolle Marshall
Al Lawn
Grant Haywood
Elaine Greaves
Gavin Treadgold

1. Welcome

Co-ordinating Executive Group (CEG) Chair, Bill Bayfield, welcomed everyone to the meeting and congratulated newly-elected Mayors, together with those re-elected.

2. Apologies

Mayor Graham Smith (Mackenzie District Council).

3. Conflicts of interest

No conflicts of interest were declared.

4. Election of Chair & Deputy Chair

Refer to page 1 of the agenda

The CEG Chair presented this report detailing the two voting systems prescribed by the Local Government Act 2002 for the election of the Chair and Deputy Chair.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Choose voting system A (election by the majority of members) for the election of the Joint Committee Chair and Deputy Chair.**
- 2. Agree that, in the event of a tie under voting system A, the candidate to be excluded from the next round of voting shall be resolved by lot as described in section 7 of this report.**

Mayor Dalziel /Mayor Gordon
CARRIED

Election of Chair

The CEG Chair called for nominations for the election of the Chair.

Mayor Gordon moved to nominate Mayor Dalziel, seconded by Mayor Mackle.

There being no further nominations, the CEG Chair declared Mayor Dalziel duly elected as Chair.

Mayor Dalziel thanked members for re-appointing her as Chair and looked forward to continuing in the role.

Election of Deputy Chair

The Chair called for nominations for the election of the Deputy Chair.

Mayor Dalziel moved to nominate Cr John Sunckell, seconded by Mayor Broughton.

There being no other nominations, Councillor Sunckell was declared duly elected.

Councillor Sunckell thanked members for his re-election to the position and looked forward to continuing in the role.

5. **Canterbury CDEM Group Roles and Responsibilities**

Refer to page 3 of the agenda

Group Controller, Neville Reilly, presented a report outlining the roles and responsibilities of the Canterbury Civil Defence Emergency Management (CDEM) Group.

A PowerPoint presentation summarised the following:

- Structure and purpose of the Civil Defence & Emergency Management Act 2002
- Composition of the Co-ordinating Executive Group (CEG)
- The role of the CDEM Group
- Information around the 4Rs – reduction, readiness, response and recovery
- CDEM Group Plan
- What is meant by ‘emergency’
- Why declare an emergency, who declares it and associated process
- Examples of recent declarations of emergency and various scenarios used for the purpose of preparedness
- What to expect during an emergency
- Duties of local authorities
- The role and duties of Controllers
- The Justice and Emergency Services Precinct (JESP).

Those Mayors who had first-hand experience and involvement in declaring an emergency shared the most important lesson learnt was clear and effective communication. Also important to heed lessons learned by others (eg Victoria bush fires) – there is so much more to be learned from each other by sharing information about experiences (good and bad), than any textbook or legislation could ever provide.

Direct contact information was provided to members for the Minister of Civil Defence (Hon Peeni Henare), Deputy CEO of NEMA, Sarah Stuart-Black (previous Director, Ministry of Civil Defence & Emergency Management) and Group Controller, Neville Reilly.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the report on the roles and responsibilities of the Canterbury Civil Defence Emergency Management (CDEM) Group.**

Mayor Broughton/Mayor Mackle
CARRIED

6. **Emergency Management System Reform**

Refer to page 7 of the agenda

Peter Cameron, MCDEM, provided an update on the Government’s response to the Technical Advisory Group’s findings that included 42 recommendations and set out a multi-year work programme that would deliver extensive change to New Zealand’s emergency response system. It was intended the new framework would improve how New Zealand responds to natural disasters and other emergencies in the following key areas:

1. Putting the safety and well-being of people at the heart of the emergency response system
2. Strengthening the national leadership of the emergency management system
3. Making it clear who is responsible for what, nationally and regionally
4. Building the capability of the emergency management workforce
5. Improving the information and intelligence system that supports decision-making in emergencies

One of the key recommendations to be adopted was the establishment of a new National Emergency Management Agency (NEMA) to provide strong national leadership.

A PowerPoint presentation outlined:

- The objectives of the change in structure
- What NEMA will do (its purpose, role and function)
- Implementation timetable/transition programme (including contingency plans to ensure an effective response should an emergency occur during this period)
- Legislative and other regulatory changes that will be implemented during the transition process that will be required to set up NEMA
- Branding and interim logo.

It was important to consider what the restructure would mean for the region and discuss further at the February 2020 meeting. CEs were asked to consider this at a future meeting and come back to the Joint Committee with some detailed analysis.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the report on the Government's programme to implement the recommendations contained in the Technical Advisory Group's report.**
2. **Request the Co-ordinating Executive Group (CEG) to investigate what impact (if any) the transition from MCDEM to NEMA will have on the region and report back.**

Mayor Broughton/Mayor Bowen
CARRIED

Jim Palmer retired from the meeting at 2.12pm and was absent for the remainder of the meeting.

7. Local Advisory Committees

Refer to page 17 of the agenda

Paul Henderson (Regional Manager, FENZ) introduced Grant Haywood (FENZ), who spoke to a report on Local Advisory Committees (LACs) and presented an overview covering the following:

- FENZ widening its focus to work across the '4Rs'
- Composition of FENZ throughout the country
- Call-out statistics for period July 2018-June 2019
- An overview of LACs
- This year's focus on establishing LACs and how the operational framework will work
- Attributes aligned to the desired membership profile
- How FENZ will work with LACs to build a community's risk profile together
- The nomination process
- What LAC members will do.

FENZ acknowledged the collaborative relationship it had with Te Rūnanga o Ngāi Tahu and was hoping to appoint someone from its Governance Board to sit on the LAC Board.

Concern was raised about duplication and it was noted that the establishment of local plans would involve other agencies. It was suggested however, that a more collaborative approach should be adopted in an attempt to expand on existing networks. Some issues around boundaries were also identified as not aligning to CDEM Group boundaries which were the regional boundaries.

The Chair asked that CEOs liaise with FENZ to investigate how the LAC model would work on a regional basis, with the particular focus by FENZ on community resilience being in addition to what we do, rather than making it something 'new' and separate. It was requested that CEG report back on this to see how we can build strength around capacity across the region, utilising existing frameworks together with new frameworks proposed by FENZ.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Receive the FENZ report on Local Advisory Committees.**
2. **Request the Co-ordinating Executive Group (CEG) to investigate how the LAC model could be applied regionally to build strength and capacity, while utilising existing frameworks together with those proposed by FENZ.**

Mayor Gordon/Mayor Black
CARRIED

8. Ministry of Civil Defence & Emergency Management Update

Refer to page 21 of the agenda

Peter Cameron from MCDEM provided an update from the Ministry that included the following:

- Local Body elections and Emergency Management
- New Zealand Emergency Management Assistance Team (NZ-EMAT)
- Revision of Co-ordinated Incident Management System (CIMS)
- Response and Recovery Leadership Capability Development Programme
- Alternative National Crisis Management Centre (NCCMC).

The Committee was advised up to two-thirds of New Zealanders received the test text message from MCDEM regarding a hypothetical national emergency. The Ministry was now conducting a telephone survey to ensure a more robust trial going into the future; and smaller activities were being considered rather than having just the one exercise.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

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

Cr Sunckell/ Mayor Mackle
CARRIED

9. Controller's Report

Refer to page 27 of the agenda

Group Controller, Neville Reilly, provided an update on the following:

- Financial report for the period 1 July-30 September 2019
- Opuha Dam
- Biennial Survey
- Canterbury 10 – EOC Support Team

It was noted some excellent exercises had taken place over all districts over the past few months and a vote of thanks was extended to all council staff involved.

Resolved:

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

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

Mayor Brown/Mayor Mackle
CARRIED

10. Civil Defence Acronyms

Refer to page 33 of the agenda

The Committee **received** a list of frequently-used acronyms and abbreviations relating to Civil Defence matters for information.

Other Business

Observer Role:

Te Rūnanga o Ngāi Tahu representative, Elizabeth Cunningham, was invited to speak about a proposed change of title for her role as 'observer'.

Elizabeth congratulated all Joint Committee members on their election and, for the benefit of new members, explained the background to having a Ngāi Tahu observer on the committee. Given the status of attendees, Te Rūnanga o Ngāi Tahu's kaiwhakahaere was invited to attend this meeting. However, as she was elected from the West Coast, it

was considered better for someone from Canterbury be elected to attend on behalf of Te Rūnanga o Ngāi Tahu. Elizabeth had been with Te Rūnanga o Ngāi Tahu now for 9 years and had been elected to sit in as an observer.

As the word 'observer' did not exist in Maori, it was suggested Elizabeth's role be entitled Kai Mataara – interpreted as *'watcher, to listen and be alert'*.

The Chair thanked Elizabeth and welcomed her presence at the table. As Kai Mataara she was entitled to fully participate in the meeting. Te Rūnanga o Ngāi Tahu's presence was important in this region, particularly because of its role during the Canterbury earthquake sequence and Hurunui/Kaikour earthquakes. It was noted the response to both would not have been so successful had it not been for Te Rūnanga o Ngāi Tahu utilising their own communities and engaging with others. This was a prime example of the benefits of working together in a collaborative way.

Future Meetings:

To ensure consideration of more meaningful issues and focus on the implications of what the Committee does (as opposed to receiving information reports that could be distributed separately) the following suggestions were made for the structure/content of 2020 meetings:

- Building resilient communities
- Presentation regarding non-fire-related duties attended to by FENZ
- Visit and hold a meeting at the Justice Precinct
- EOC visit and walk-through of what an EOC looks like (should be able to walk into an EOC anywhere in the country and expect the same thing)
- Report content should focus on what the topic/issue means for this Committee/region
- Have more workshops/discussions

Next Meeting

The next meeting of the Joint Committee would be held on Friday, 28 February 2020 – venue to be advised.

The meeting concluded at 3.02 pm.

Confirmed

Chairperson: _____

Date: _____

Canterbury CDEM Group Joint Committee

Date of meeting	Friday 28 February 2020
Agenda item number	4
Author/s	Dr Sue Nightingale, Chief Medical Officer Dr Josh Freeman, Clinical Director Microbiology Dr Ramon Pink, Medical Officer of Health

Novel Coronavirus COVID-19

Purpose

1. This agenda item is an opportunity to receive key information and ask questions about novel coronavirus COVID-19 and implications of an outbreak in Canterbury for civil defence emergency management.

Background

2. An outbreak of novel coronavirus (COVID-19) occurred in mainland China with the epicentre being Hubei Province, China. On 31 January 2020, the World Health Organisation declared a Public Health Emergency of International Concern.

Implications for New Zealand

3. New Zealand's risk assessment is that the likelihood of one or more imported cases of COVID-19 infection in New Zealand is high.
4. To date, there have been no confirmed cases of COVID-19 in New Zealand. The Ministry of Health continues to work with border agencies to ensure recent arrivals from mainland China are provided with health information and are aware of the need to self-isolate for 14 days and register with Healthline. The Ministry is working closely with DHBs and Public Health Units around the country.
5. Local authorities and the CDEM Group may be asked to support health providers to deliver health and welfare services to the community during a health-related emergency. Local and Group EOCs could also be activated to co-ordinate support to help manage the impact upon the community.

Communication

6. The Ministry of Health is the point of contact for COVID-19. General public health advice on COVID-19 can be found on the Ministry's website.¹

¹ <https://www.health.govt.nz/our-work/diseases-and-conditions/novel-coronavirus-covid-19>

Canterbury CDEM Group Joint Committee

Date of meeting	Friday 28 February 2020
Agenda item number	5
Author/s	Neville Reilly, Group Controller

Reflection on Rangitata River Flood Response

Purpose

1. This agenda item is an opportunity to reflect on what we have learned from the Rangitata River flood response.

Background

2. On 7 December 2019, following a long period of continual rain over six days in the headwaters of the Rangitata River catchment, very high river flows caused extensive damage to river protection works. This led to flooding onto roads and farmland in the area.

CDEM Response

3. Timaru District Council declared a state of local emergency, sent an evacuation notice by Emergency Mobile Alert to residents in the impacted area and opened a Civil Defence Centre.
4. The flooding caused the closure of SH1 at the Rangitata River bridge and SH72 at the Arundel/Rangitata River bridge. No detour was available, so this effectively shut down the highway network, with major disruption to travellers. The main trunk railway lines closed from Temuka to Hinds. Flooding also damaged the main power supply infrastructure.
5. Ashburton District Council's EOC also activated to monitor support required for affected travellers north of the river.

Presentations and Discussion

6. Leigh Griffiths, Manager River Engineering, Environment Canterbury, will report on the cause of the flooding, how the breakouts happened and future work on the river flood protection scheme.
7. Tracy Tierney, Local Controller, Timaru District Council, will report on the Timaru District Council response and recovery to date, and what has been learned that may be useful for other councils faced with a similar emergency. Mayor Nigel Bowen will also provide his perspective. Others (e.g. representatives of the Lifelines Utilities Group and the Rural Advisory Group) may also contribute.

Canterbury CDEM Group Joint Committee

Date of meeting	Friday 28 February 2020
Agenda item number	6
Author/s	Neville Reilly, Group Controller

Appointment of Local Controllers

Purpose

1. This paper invites the Canterbury Civil Defence Emergency Management (CDEM) Group Joint Committee to appoint Canterbury CDEM Group Local Controllers.

Recommendations

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **appoint David Clibbery, Murray Dickson, Liz Ashton, Matthew Bacon and Don Young as Canterbury CDEM Group Local Controllers.**

Background

2. Each CDEM Group may, under Section 27 of the Civil Defence Emergency Management Act 2002 (the CDEM Act), appoint one or more suitably qualified and experienced persons to be a Local Controller.
3. The Act enables a CDEM Group to appoint one or more persons to be a Local Controller and direct that person or persons to carry out any of the functions and duties of, or delegated to, the Group Controller of the Group and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94 of the CDEM Act.

Powers of Local Controllers

4. The primary roles of the Controller during a response are to:
 - assess impacts
 - prioritise response measures
 - monitor and direct agencies in their roles
 - co-ordinate and allocate resources where required.
5. When a state of national or local emergency has been declared, 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.
6. During a state of national or local emergency, Local Controllers in Canterbury CDEM Group may exercise their powers throughout the Canterbury Group region. In practice, the Local Controller manages the response at the local level while the Group Controller co-ordinates response at the regional level. The Local Controller must follow any directions given by the Group Controller during an emergency.

Proposed Appointments

7. **Kaikōura District Council** has nominated David Clibbery and Murray Dickson to be appointed Local Controllers by the Joint Committee.
- *David Clibbery* is Senior Manager Operations, Kaikōura District Council. He has an extensive engineering background, both practical and academic, and considerable local government experience including senior management appointments. He is a former Chief Executive of Otorohanga District Council.
 - *Murray Dickson* is Senior Manager Corporate Services, Kaikōura District Council. Murray was General Manager Corporate Services at the Canterbury District Health Board 2003–13. In this role he was responsible for emergency management and was the Canterbury District Health Board representative on the Chief Executives Group. Murray has also held a variety of senior management appointments.
8. **Waimakariri District Council** has nominated Liz Ashton, Matthew Bacon and Don Young to be appointed Local Controllers by the Joint Committee.
- *Liz Ashton* is HR Manager at Waimakariri District Council and has considerable HR experience. Liz has been involved in developing business continuity plans for the council and has been actively involved in Civil Defence activities in the council EOC as a function manager.
 - *Matthew Bacon* is Plan Implementation Manager, Waimakariri District Council. He is a qualified Resource Management Planner with over eight years' experience in the planning sector. He has extensive experience in project management.
 - *Don Young* is a senior manager with Waimakariri District Council. He has 30 years' experience in engineering management, 12 of them in senior roles for local government, including Canterbury councils. Don has extensive experience in engineering project management.
9. All nominees have the ability and experience to be capable controllers during an emergency.

Canterbury CDEM Group Joint Committee

Date of meeting	Friday 28 February 2020
Agenda item number	7
Author/s	Neville Reilly, Group Controller

Group Controller's Report

Purpose

1. This item is the Group Controller's report to the February 2020 quarterly meeting of the Canterbury Civil Defence Emergency Management (CDEM) Group Joint Committee.

Recommendations

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **receive the Group Controller's report**
2. **consider registering to attend or visit the Canterbury CDEM Group volunteers one-day conference on 21 March 2020 at the Lincoln Events Centre**
3. **note the financial report for the period 1 July 2019 to 31 January 2020.**

Canterbury CDEM Group Volunteers Conference 21 March 2020

2. Planning is underway for a one-day event at the Lincoln Events Centre on 21 March 2020. The purpose of the day is to acknowledge and thank our volunteers for their commitment and contribution to civil defence emergency management.
3. Canterbury CDEM Group has approximately 400 volunteers, including response teams, welfare volunteers and community response volunteers. Over the last eight years, our volunteers have responded to earthquakes, floods, fires and the March 2019 shootings in Christchurch. They have been deployed around the country to support other CDEM Groups' responses to events. The Canterbury CDEM volunteers are highly trained and experienced.
4. We are developing the agenda for the conference with input from the volunteers. The day will include a combination of speakers, workshops and a small expo. Partner agencies are a key part of the day with organisations indicating their willingness to participate and sponsorship secured from Massey University and the University of Canterbury. In the evening there will be a conference dinner with an after-dinner speaker.
5. Registrations will open shortly. Joint Committee members are welcome and encouraged to attend or visit the conference.

Participation at International Competition

6. GRIMP Day is an international challenge that brings together search and rescue teams from around the world (firefighters, civil defence, military and police). The event takes place in Namur, Belgium, where teams compete against each other through exercises involving search and rescue in hazardous environments with a focus on rope rescue. GRIMP takes its name from *Groupe de Reconnaissance et d'Intervention en Milieu Périlleux* (Reconnaissance and Intervention Group in Perilous Areas).
7. The Canterbury CDEM Group's volunteer Response Team, the RATS (Rescue and Technical Support), is made up of around 30 members who help the community and emergency services during emergencies or at times when additional staffing is required. The team receives most of its funding from the CDEM Group budget and specialises in high angle rope rescue training. The team is available to assist territorial authorities during a response.
8. Over the last two years, a small group of RATS members have been completing additional training to compete at GRIMP Day on 3–6 June 2020. A team of six members from RATS and one from Fire and Emergency New Zealand will compete. The FENZ member will be the team's observer who will be involved in judging the challenge.
9. Canterbury CDEM Group will contribute \$15,000 of the \$30,000 cost to attend the Day, with team members funding the balance.
10. On returning from the competition, international best practice techniques acquired by the GRIMP team will be incorporated back into RATS team skills and shared with other teams in Canterbury and New Zealand as appropriate.

Financial Report

11. A report on income and expenditure for the period 1 July 2019 to 31 January 2020 is attached to this report.

Attachments

- Income and expenditure report for the period 1 July 2019 to 31 January 2020.

Canterbury Civil Defence Emergency Management Group



Reporting Period

7/1/2019 1/31/2020

Operating Revenue

1,584K

Budget : 1,553K

Rev Var : 32K

Rev Var % : 2.00%

Operating Expenditure

1,392K

Budget : 1,326K

Exp Var : 66K

Exp Var % : 4.98%

Surplus/(Deficit)

193K

Budget : 227K

Surp/Def Var:

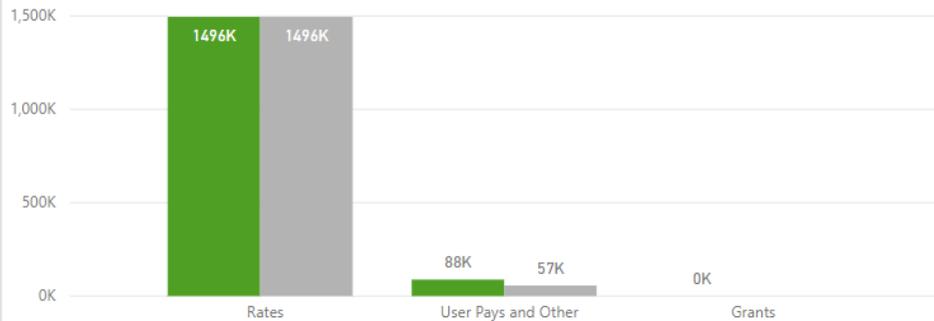
-34K

Actual Expenditure vs Full Year Budget



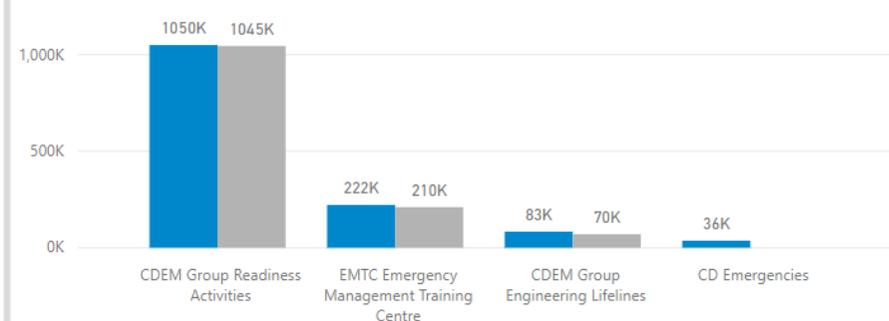
Actual Revenue vs Budget

● YTD Act Revenue ● YTD Bug Revenue



Actual Expenditure vs Budget

● YTD Act Op Expenditure ● YTD Bud Op Expenditure



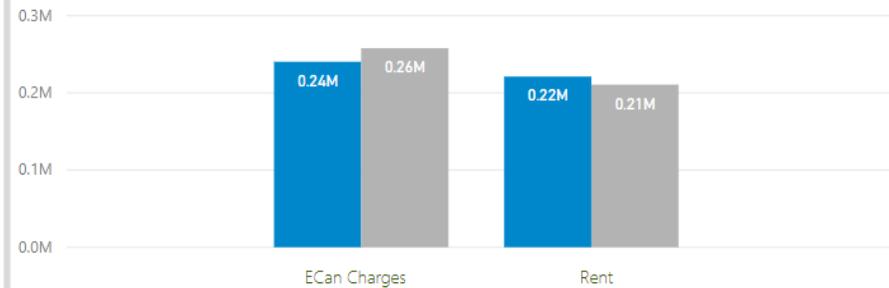
Reserve Movement

Reserve Policy: 250K



Actual Rent & ECan Charges vs Budget

● Actual Charges and Rent ● Budget Charges and Rent



Canterbury Civil Defence Emergency Management Group

Reporting Period

7/1/2019

1/31/2020



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				36		36	-36		-36		
CDEM Group Engineering Lifelines	70	70	0	83	70	13	-13	0	-13	120	121
CDEM Group Readiness Activities	1,272	1,272	0	1050	1,045	5	222	227	-5	2168	1,779
EMTC Emergency Management Training Centre	243	210	33	222	210	12	21	0	21	357	357
Total	1,584	1,553	31	1392	1,326	66	192	227	-35	2645	2,256

Revenue Note:

CD Emergencies

No external recoveries available for the EOC activation for the December South Canterbury flood event

Lifelines

YTD Revenue is in line with budgeted expectation

EMTC

Revenue is reflective of a higher than planned level of training having been delivered in the year to date

CDEM Group Readiness Activities

Year to date revenue is in line with budgeted expectation. \$390k of additional rates are budgeted to replenish reserves in FY20

Expenditure Note:

CD Emergencies

YTD expenditure relates to the EOC activation for the South Canterbury flood event through December 2019

Lifelines

Higher than expected Project Coordination & Project Management expenditure in the year to date

EMTC

Additional costs relating to higher than expected fully-recoverable training delivery in the year to date.

CDEM Group Readiness Activities

Higher than expected EOC rental charges in the year to date. Other expenditure is within budgeted expectation.

Civil Defence Emergency Management Joint Committee

Abbreviations and Acronyms at February 2020

CDEM	Civil Defence Emergency Management
CEG	Co-ordinating Executive Group
CDC	Civil Defence Centre
CIMS	Co-ordinated Incident Management System
CJESP	Canterbury Justice and Emergency Management Services Precinct
CIMS	Co-ordinated Incident Management System
COVID-19	Novel Coronavirus
DIA	Department of Internal Affairs
ECC	Emergency Co-ordination Centre
EM	Emergency Manager
EMO	Emergency Management Officer
EMIS	Emergency Management Information System
EMTC	Emergency Management Training Centre
EOC	Emergency Operations Centre
FENZ	Fire & Emergency New Zealand
IMT	Incident Management Team
LA	Local Authority
LUC	Lifelines Utility Co-ordination Group
MCDEM	Ministry of Civil Defence and Emergency Management
MSD	Ministry of Social Development
NCMC	National Crisis Management Centre
NEMA	National Emergency Management Agency

NZ-EMAT	NZ Emergency Management Assistance Team
TAs	Territorial Authorities
WCG	Welfare Co-ordination Group
4Rs	Reduction, Readiness, Response, Recovery