

**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
Timaru District Council
Waimakariri District Council
Waimate District Council
Fire & Emergency
Canterbury CDEM Group Controller

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

In attendance

Christchurch City Council
NEMA
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 (NCMC).

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 Ngai 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/Kaikoura earthquakes. It was noted the response to both events 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:

28 / 02 / 2020