


# AGENDA|2020



**Civil Defence Emergency Management  
Joint Committee**

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**Friday: 4 September 2020**

**Time: 1.00pm**

**Venue: Te Hāpua, Halswell Centre  
341 Halswell Road, 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  
JOINT COMMITTEE**

**Friday, 4 September 2020**

**at 1.00 pm**

**MEMBERSHIP:**

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

**KAI MATAARA:**

<b>Te Rūnanga o Ngāi Tahu</b>	Elizabeth Cunningham
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**CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT**  
**JOINT COMMITTEE**

**Friday, 4 September 2020 at 1.00 pm**

**AGENDA**

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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 28 February 2020 at 1.00 pm**

**Present**

**Joint Committee:**

Ashburton District Council  
Environment Canterbury  
Hurunui District Council  
Mackenzie District Council  
Selwyn District Council  
Timaru District Council  
Waimakariri District Council  
Waimate District Council

Mayor Neil Brown  
Cr John Sunckell  
Mayor Marie Black  
Mayor Graham Smith  
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  
Ashburton District Council  
Christchurch City Council  
Hurunui District Council  
Kaikoura District Council  
Mackenzie District Council  
Timaru District Council  
Waimakariri District Council  
NZ Police  
Fire & Emergency NZ  
Canterbury District Health Board  
National Emergency Management Agency  
St John  
Canterbury Lifelines Utilities Group  
CDEM Group Controller

Bill Bayfield  
Hamish Riach  
Rebecca Newton  
Hamish Dobbie  
Angela Oosthuizen  
Suzette van Aswegen  
Bede Carran  
Jim Palmer  
Inspector McKay  
Brian Keown  
Dr Sue Nightingale & Megan Gibbs  
Peter Cameron  
Wally Mitchell  
Mark Gordon  
Neville Reilly

**In attendance**

Canterbury District Health Board

Timaru District Council  
Environment Canterbury

Dr Josh Freeman  
Dr Ramon Pink  
Hamish Sandison  
Tracy Tierney  
Leigh Griffiths  
Elaine Greaves  
Miles McConway



## **1. Welcome**

Deputy Chair, Councillor John Sunckell welcomed everyone to the meeting, and acknowledged those in attendance to speak to items 6 and 7 of the agenda.

## **2. Apologies**

Apologies were received and accepted from Mayor Lianne Dalziel and Mayor Craig Mackle and an apology for late arrival was provided by Elizabeth Cunningham.

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

- 1. Receive and adopt the minutes of its meeting held 29 November 2019, subject to changing reference to MCDEM on page 1 to NEMA.**

Mayor Broughton/Mayor Rowley  
CARRIED

## **5. Matters arising from the minutes**

There were no matters arising from the minutes.

## **6. Novel Coronavirus COVID-19**

*Refer to page 9 of the agenda.*

Hamish Sandison, Emergency Preparedness Co-ordinator, Community and Public Health, provided an overview of the situation regarding the Novel Coronavirus COVID-19 covering:

- What COVID-19 is and its history to date
- Risk of COVID-19 entering New Zealand
- Symptoms of the virus and how it is spread
- Prevention methods through good hand hygiene and cleaning and disinfecting surfaces
- Testing for the virus
- Work had started on a vaccine
- Ministry of Health maintains preparedness for a pandemic with an up to date Pandemic Plan

- New Zealand is prepared and ready to deal with an outbreak
- Getting through together/caring for people who may need to self-isolate
- Looking after ourselves
- Where to get further information – Ministry of Health is the sole point of truth.

Dr Sue Nightingale (Chief Medical Officer), Dr Josh Freeman (Clinical Director Microbiology) and Dr Ramon Pink (Medical Officer of Health) took questions in relation to:

- Border controls
- Timeline for a vaccine
- Strategy for keeping the virus out of New Zealand
- Secure supply of medicines, particularly anti biotics
- How long the virus survives and who is most at risk
- Confidentiality of situation report updates
- Management of cruise ships arriving in Akaroa Harbour
- Panic buying and the need for educational messaging to the general public.

Elizabeth Cunningham arrived at 1.25pm and was absent for items 1-3 and part of item 4.

Neville Reilly advised discussions were ongoing with the Ministry of Health as to how practical help could be provided to members of the public affected by isolation and in need of food and provisions. NEMA was also considering providing welfare support if needed.

The Chair thanked Canterbury District Health Board representatives for their update, noting it was well prepared.

## 7. Rangitata River Flood Response

*Refer to page 11 of the agenda*

Leigh Griffiths (Manager River Engineering, Environment Canterbury) provided a PowerPoint presentation outlining the background to the event, what happened, the role of Flood Managers at Environment Canterbury; and the work undertaken. Although the event was well forecast, it was difficult to know how severe it would be until closer to the time. The Flood Controller role included the following:

- Predictions of peak flow and time
- Providing a continuous information flow with Timaru CDEM
- Information for the public
- Collection of data during and after the event
- Physical works response
- Assessing residual risk.

Residual risk included the following:

- \$700,000 spent towards physical work at the time the presentation was put together
- Large amount of berm vegetation lost
- Gravel bunds not 'engineered'
- The catchment remaining vulnerable – it may be years until risk was lowered.

The importance of berms was noted regarding the management of the river and the purpose of the River Management Scheme would need to be reviewed, together with future funding.

Tracy Tierney, Local Controller during the response, acknowledged the value of utilising the Rapid Relief Team. Self-funded, the team fed everyone, provided pastoral care and talked to a lot of farmers. Tracy highly recommended using the Team and provided a PowerPoint covering:

- Images of flooding in affected areas (SH1, Route 72, main trunk line damage near SH1, various affected areas at Arundel and a dwelling inundated on Rangitata Island Road)
- Traffic queues leaving Geraldine on SH79 heading towards Arundel Bridge on Route 72
- Environment Canterbury's contractors working to close the South Branch of the Rangitata River
- Severely damaged power pylons
- Rapid Relief Team in action feeding locals at the Rangitata Island Community meeting
- Red Cross Welfare Centre in Timaru.

An overview was provided on how the event transpired, together with key elements that went well and key learnings. Stand-outs included the value of partnerships and having a single source of truth. Established relationships enabled things to flow much better and working with other agencies worked particularly well.

Mayor Bowen shared observations on how well the event was managed by staff, through the Group Controller, together with agencies and local rūnanga. It was interesting to note how the organisation had the ability to carry on 'business as usual', highlighting how participation by key people assists in developing a culture of staff involvement. The response received from neighbouring territorial authorities was also much appreciated. There had been an issue around signage provided by NZTA not delivering appropriate messaging. There was also difficulty contacting NZTA during the event, which advised it had no authority to change signs given it was not a state highway. Regardless of that, there was no information posted on the NZTA website to indicate that the bridge was out. The Group Controller advised he would relay these concerns to NZTA and seek a response.

Mark Gordon (Canterbury Lifelines Utilities Group) advised there was a desire within NZTA to have maps that showed an all-of-transport system and publish it in one place. From a Lifelines point of view, apart from the Transpower pylons that were destroyed, the event also identified telecommunications being vulnerable.

The Chair thanked Mayor Bowen, Tracy Tierney and Leigh Gibbs for their observations and providing an insight into the cause of the flood and response and recovery to date, including key learnings from the event.

#### **Resolved:**

#### **That the Canterbury Civil Defence Emergency Management Group Joint Committee:**

1. **Receive the information.**

Cr Sunckell/Mayor Bowen  
CARRIED

## **8. Appointment of Local Controllers**

*Refer to page 13 of the agenda.*

Neville Reilly presented a report detailing recommendations from Kaikōura District Council to appoint David Clibbery and Murray Dickson; and from Waimakariri District Council to appoint Liz Ashton, Matthew Bacon and Don Young to the position of Local Controller.

It was noted that all nominees had the ability and experience to be capable controllers during an emergency.

**Resolved:**

**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.**

Mayor Gordon/Mayor Broughton  
CARRIED

## **9. Group Controller's Report**

*Refer to page 15 of the agenda.*

The Group Controller's report was taken as read. It was noted Mayor Broughton would be opening the Canterbury CDEM Group volunteers' one day conference on 21 March 2020 at the Lincoln Events Centre, and all members were encouraged to attend if able.

The financial report for the period 1 July 2019 to 31 January 2020 was noted. The proposed 9.8% general rate increase as part of Environment Canterbury's annual plan included funds to replenish the CDEM Reserve. The role and importance of the Reserve Fund was acknowledged, and it was noted the Group was well on the way to realising it.

**Resolved:**

**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.**

Mayor Rowley/Mayor Brown  
CARRIED

## **Other Business**

Further discussion took place around what Civil Defence could provide in support of a potential outbreak of Coronavirus COVID-19. It was agreed public education was the best thing the Group could do and be prepared to provide welfare support for people isolated and needing assistance with shopping etc.

It was noted the Ministry of Health had the lead on this situation and messaging needed to be consistent. It was suggested it would be timely for all to review their Business Continuity Plans.

Peter Cameron talked about the impact of the transition from MCDEM to NEMA which was not discussed at the last CEG meeting but will go to the next CE Forum. The main impact will be regionalisation – how do we do this in Canterbury? Future discussions are planned regarding a best model and options would be brought back to this forum.

There were some questions around LACs and the purpose of the Local Advisory Committee and the Group Controller would be taking this back to CEG, then back to the Joint Committee.

## **Next Meeting**

The next meeting of the Joint Committee would be held on Friday, 22 May 2020 at the later start time of 2.00 pm and be held at the Justice Precinct, Lichfield Street, Christchurch.

The meeting concluded at 2.22pm

<b>Agenda Item No: 5</b>	<b>Subject Matter: APPOINTMENT OF LOCAL CONTROLLER</b>
<b>Report to:</b> Canterbury CDEM Group Joint Committee	<b>Date of Meeting:</b> 4 September 2019
<b>Report by:</b> Neville Reilly, Group Controller	<b>Endorsed By:</b> Bede Carran, Co-ordinating Executive Group Chair

## Purpose

To consider Local Controller appointments.

## Background

Each CDEM Group may, under section 26 of the CDEM Act, 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 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 whilst the Group Controller coordinates a response at the regional level. The Local Controller must follow any directions given by the Group Controller during an emergency.

**Timaru District Council** has nominated Symon Leggett to be appointed a Local Controller by the Joint Committee.

Symon Leggett holds a senior leadership role within Timaru District Council. He has had a wide range of leadership roles and experience over many years and has considerable emergency management experience. He was Local Welfare Manager at Timaru District Council during the 2017 and 2019 flood events. He has completed the Canterbury10 (C10) training programme and has worked in an EOC for several responses.

## **Recommendation**

**That Symon Leggett be appointed a Canterbury CDEM Group Local Controller.**

<b>Agenda Item No: 6</b>	<b>Subject Matter: CANTERBURY CDEM GROUP BUDGET</b>
<b>Report to:</b> Canterbury CDEM Group Joint Committee	<b>Date of Meeting:</b> 4 September 2020
<b>Report by:</b> Neville Reilly, Group Controller	<b>Endorsed by:</b> Bede Carran, Co-ordinating Executive Chair

## Purpose

To approve the Canterbury CDEM Group Budget for Financial Year 2020/21.

## Report

As set out in the Service Level Agreement between Environment Canterbury and the Canterbury CDEM Group, the Joint Committee approves funding for the Canterbury CDEM Group and this is included in Environment Canterbury's Long Term Plan and Annual Plans, and collected as a targeted rate. The COVID-19 Response has delayed presentation of the budget. The proposed budget was tabled at the most recent Coordinating Executive meeting on 24th July 2020 and has been recommended to the Joint Committee for approval.

The budget for Financial Year 2019/20 was \$2,650,293.

The proposed budget for Financial Year 2020/21 is 2,936,763.

	<b>2019/20 (Actuals)</b>	<b>2019/20 (Budget)</b>	<b>2019/20 (Variance)</b>	<b>2020/21 (Budget)</b>
<b><u>Expenditure</u></b>				
CDEM Group Readiness Activities	1,628,487	1,778,613	(150,126)	2,048,295
EMTC Emergency Management Training Centre	321,676	356,720	(35,045)	378,694
CDEM Group Engineering Lifelines	120,851	120,526	325	119,774
CD Emergencies	1,328,667	-	1,328,667	-
	<b>3,399,682</b>	<b>2,255,860</b>	<b>1,143,821</b>	<b>2,546,763</b>
<b><u>Revenue</u></b>				
Targeted Rates	2,601,940	2,547,558	54,382	2,792,070
Grants, User Pays & Other	471,198	102,736	368,462	144,693
	<b>3,073,137</b>	<b>2,650,293</b>	<b>422,844</b>	<b>2,936,763</b>
<b>Surplus/(Deficit)</b>	<b>(326,544)</b>	<b>394,433</b>	<b>(720,977)</b>	<b>390,000</b>

The targeted rate collected in FY 2019/20 was \$2,601,940.

The targeted rate for FY 2020/21 is \$2,792,070.

The increases in the 2020/21 targeted rate are due to:

- D4H information management systems licences for EOCs across the region - \$95k (the Chief Financial Officers and Chief Information Officers at one of their respective meetings last year agreed to this)
- Share of the AF8 Coordinator position (across the six South Island CDEM Groups) - \$50k
- Implementation of GIS for Canterbury CDEM (project management) - \$25k
- Increases in building rental \$37k, and
- Office 365 licenses for the ECC \$26k

In addition, built into the budget is the plan to replenish the reserve to be available for CD emergencies. This will no doubt need to be reviewed as a result of the COVID-19 Response.

The delay in presenting this budget for approval is due to the COVID-19 response. It is recommended that the budget be approved retrospectively.

## **Recommendation**

**That the Joint Committee approve the Canterbury CDEM Group Budget for FY 2020/21.**

<b>Agenda Item No: 7</b>	<b>Subject matter: COVID-19 RESPONSE UPDATE</b>
<b>Report to:</b> Canterbury CDEM Group Joint Committee	<b>Date of meeting:</b> 4 September 2020
<b>Report by:</b> Neville Reilly, Group Controller	<b>Endorsed by:</b> Bede Carran, Co-ordinating Executive Chair

## Purpose

To receive an update on the Canterbury CDEM Group response to the COVID-19 Pandemic, including resurgence planning.

## The New Zealand Influenza Pandemic Plan

A framework for action (NZIPAP) sets out the measures to be taken to respond to an influenza pandemic.

The Plan can be found at:

<https://www.health.govt.nz/system/files/documents/publications/influenza-pandemic-plan-framework-action-2nd-edn-aug17.pdf>.

The health and disability sector has the responsibility through the Ministry of Health (MoH) as lead agency and operationally through District Health Boards to manage the response to COVID-19.

The COVID-19 Health and Disability System Response Plan can be found at:

<https://www.health.govt.nz/system/files/documents/publications/covid-19-health-and-disability-system-response-plan-19april2020.pdf>

It establishes a framework to prepare for and manage the national response to the outbreak of novel coronavirus disease 2019 (COVID-19) in New Zealand. It is aimed primarily at the health and disability sector but includes some components relevant to other agencies and sectors.

Civil Defence Emergency Management Groups support the management of the response.

## National Crisis Management Centre

The National Crisis Management Centre (NCMC) was activated on 10<sup>th</sup> March in support of the Ministry of Health response to the COVID-19 Pandemic.

During this period, Canterbury CDEM Group worked with partner agencies to coordinate the delivery of household goods and services (primarily food and accommodation) to those New Zealanders who were unable to make their own arrangements. This included establishing an 0800 number for the public to ring. This support was later extended to Foreign Nationals. Canterbury CDEM Group was also directed to coordinate the establishment of isolation, quarantine and repatriation (IQR)

facilities for New Zealanders returning from overseas. This was a multi-agency task involving many of the Canterbury CEG member agencies. Responsibility for this task was later taken over by Canterbury DHB, and then later again by MBIE.

On 8<sup>th</sup> June, following a coordinated all of government national response to the COVID-19 Pandemic, New Zealand moved down to Alert Level 1.

On 11 August, following the discovery of four cases of community transmission in Auckland, the decision was taken to move Auckland region back up to Alert Level 3 and the rest of the country to Alert Level 2.

Since then, Civil Defence agencies have participated in contingency planning for a resurgence of COVID-19.

Canterbury CDEM Group partner agencies are invited to provide an update on their role in the COVID-19 response to date along with comments on resurgence planning.

- Canterbury DHB
- South Canterbury CDHB
- Ministry of Social Development
- NZ Police
- NEMA
- Canterbury CDEM Group

## **Recommendation**

**That the reports by Canterbury CDEM Group CEG members on their responses to the COVID-19 Pandemic be received.**

## Civil Defence Emergency Management Joint Committee

### Abbreviations and Acronyms

CDEM	Civil Defence Emergency Management
CEG	Coordinating Executive Group
CERA	Canterbury Earthquake Recovery Authority
CIMS	Coordinated Incident Management System
CJESP	Canterbury Justice and Emergency Management Services Precinct
DIA	Department of Internal Affairs
ECC	Emergency Coordination Centre
EM	Emergency Manager
EMIS	Emergency Management Information System
EMTC	Emergency Management Training Centre
EOC	Emergency Operations Centre
IMT	Incident Management Team
LA	Local Authority
LUC	Lifelines Utility Coordination Group
MCDEM	Ministry of Civil Defence and Emergency Management
MSD	Ministry of Social Development
TAs	Territorial Authorities
WCG	Welfare Co-ordination Group