

# Agenda 2020

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

Date: Friday, 27 November 2020

Time: 2.00pm

Venue: The George Hotel, 50 Park Terrace, Christchurch





**CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT**  
**GROUP JOINT COMMITTEE**  
**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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## **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 member of the Group, the Group Controller or other person. These delegations are made by a resolution at a CDEM Group meeting.

## Common Civil Defence and Emergency Management 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 Coordination Group

# Canterbury Civil Defence Emergency Management Joint Committee

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- 1. Mihi/Karakia Timatanga - Opening**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Deputations and Petitions**

## **5. Minutes**

**Minutes of the meeting of the  
Canterbury Civil Defence and Emergency Management  
Group Joint Committee  
held at Te Hāpua, Halswell Centre, 341 Halswell Road,  
Christchurch, on Friday 4 September 2020 at 1.00 pm**

**Present**

**Joint Committee:**

Ashburton District 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 Neil Brown  
Cr John Sunckell (Deputy Chair)  
Mayor Marie Black  
Mayor Craig Mackle  
Mayor Graham Smith  
Mayor Sam Broughton  
Mayor Nigel Bowen  
Mayor Dan Gordon  
Mayor Craig Rowley

**In attendance**

**Co-ordinating Executive Group (CEG)**

Ashburton District Council  
Environment Canterbury  
Hurunui District Council  
Kaikoura District Council  
Mackenzie District Council  
Timaru District Council  
Waimakariri District Council  
Canterbury District Health Board  
Community & Public Health  
Fire & Emergency NZ  
National Emergency Management Agency  
Ministry of Social Development  
NZ Police  
South Canterbury District Health Board  
CDEM Group Controller  
CDEM Group Recovery Manager  
CDEM Group Welfare Manager

Hamish Riach  
Dr Stefanie Rixecker  
Hamish Dobbie  
Angela Oosthuizen  
Suzette van Aswegen  
Bede Carran (CEG Chair)  
Jim Palmer  
Megan Gibbs  
Hamish Sandison  
Dave Berry  
Peter Cameron  
Lee-Ann Blanken  
Inspector Craig McKay  
Penny Dewar (via MS Teams)  
Neville Reilly  
Baden Ewart  
Jessica Petersen

**Environment Canterbury**

Keri Hodgman (Financial Business Partner)  
Louise McDonald (Committee Advisor)

**1. Welcome**

Deputy Chair, Councillor John Sunckell welcomed everyone to the meeting included those attending virtually via MS Teams.

**2. Apologies**

Apologies were received and accepted from Mayor Lianne Dalziel and Kai Mataara, 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 28 February 2020.**

Mayor Gordon/Mayor Bowden  
CARRIED

**Matters arising from the minutes**

There were no matters arising from the minutes.

**5. Appointment of Local Controller**

*Refer page 7 of the agenda.*

Neville Reilly presented this report.

**Resolved**

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

- 1. Appoint Symon Leggett as a Canterbury Civil Defence Emergency Management Group Local Controller.**

Mayor Brown/Mayor Rowley  
CARRIED

**6. Canterbury Civil Defence Emergency Management Group Budget**

*Refer page 9 of the agenda.*

Neville Reilly presented this item, noting that it had been an interesting year, advised that the Group did not have specific budget for emergencies beyond the money held in the reserve. Included in the proposed budget was provision to replenish the reserve.

Keri Hodgman confirmed that the CDEM Group reserve of \$390,000 had been depleted following the Hurunui/Kaikoura earthquakes and now the COVID-19 pandemic.

Neville Reilly confirmed that clarification was being sought from National Emergency Management Agency on whether there would be any amendment to the criteria for government assistance for Civil Defence emergencies as a result of COVID-19.

Responding to a question regarding the Group budget and Environment Canterbury's Long Term Plan Dr Stefanie Rixecker advised that for disruptive events Environment Canterbury has the capacity to borrow, noting that interest rates were currently low.

There was support for reinstating the CDEM reserve and obtaining an understanding of the criteria for Central Government assistance for emergencies.

## **Resolved**

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

- 1. recommends to the Canterbury Regional Council that the Council investigate the future potential costs of disruptive events and the impact of regionalisation on long term budgets.**
- 2. recommends to the Canterbury Regional Council that the Council's Long Term Plan 2021/2031 include provision for the cost of emergencies.**
- 3. recommends to the Canterbury Regional Council the reinstatement of the Canterbury Civil Defence Emergency Management Group reserve to \$750,000 as soon as feasible.**
- 4. seeks further clarification on roles, responsibilities and costs in an emergency.**

Mayor Rowley/Mayor Broughton  
CARRIED

## **Resolved**

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

- 1. approves the Canterbury Civil Defence Emergency Management Budget for the 2020/21 financial year.**

Mayor Smith/Mayor Bowen  
CARRIED

## **7. COVID-19 Response Update**

*Refer to page 11 of the agenda*

Neville Reilly introduced this item and invited agency representatives to provide updates on their response to the COVID-19 Pandemic, including resurgence planning.

### **Canterbury District Health Board (CDHB)**

Megan Gibbs advised that the CDHB laboratory was doing surveillance testing for Auckland, border testing, and managed isolation facilities and had just reached 100,000 tests.

The management of isolation facilities was being done in partnership with other agencies, including the Police and the hotels. There was an impact on staff, and they were to be supported by New Zealand Defence staff with oversight to be provided by the Ministry of Business, Innovation and Employment.

Ms Gibbs noted that some people returning to New Zealand had other health issues, so it was a complex situation. It was expected that the management of isolation facilities would continue until the borders reopen.

The CHDB is undertaking resurgence planning throughout the organisation so they will be ready to respond to another outbreak. This includes the provision and supply of personal protective equipment.

### **South Canterbury District Health Board (SCDHB)**

Penny Dewar reported that the SCDHB were in a similar situation to the CDHB.

They were focused on testing of Port workers.

SCDHB resurgence plans all in place and ready to implement if required

### **Community and Public Health (CPH)**

Hamish Sanderson advised that Dr Ramon Pink, Medical Officer of Health sent his apologies and provided the following update:

There has been a recent cluster of community-based cases in Auckland, with no known epidemiological link to the border.

Any cases identified in the community at Alert Levels 1 and 2 will have more contacts due to the absence or low level of restriction of everyday activities.

The border response continues to be a key focus, especially effective managed quarantine (isolation if symptomatic, for those entering the country). Cases identified among incoming passengers will have small numbers of close contacts due to their quarantine status.

DHBs and Public Health Units have prepared contingency plans for the upscaling of the response. It is anticipated that case and contact identification and management will need to continue until a vaccine is available.

Community and Public Health's overall goal:

To contribute to minimising the impact of COVID-19 in New Zealand by:

- supporting border control measures, including entry screening, case identification and investigation, and case and contact management in quarantine/isolation facilities
- limiting spread of COVID-19 in our community to reduce morbidity and reduce and/or delay burden on healthcare services
- providing support and guidance to our community, including psychosocial support.

Situation as at 1pm on Friday 4 September

- No community transmission in Canterbury
- 8 cases in isolation facilities
- 3 new cases in Auckland

- Two Singapore Air flights and a Charter flight from South Africa are due in Christchurch next week
- CPH have been conducting contact tracing for cases delegated from Auckland Regional Public Health Service via the National Contact Tracing Service.
- Awaiting signature of new Maritime Border Order which will provide certainty around protocols for dealing with crews of foreign ships arriving in New Zealand Ports.

#### Community and Public Health Contingency Planning

- Health Protection Officers (HPOs) routinely carry out contact management in respect of notifiable diseases such as norovirus
- Contact management during the first wave of COVID 19, although efficient and effective, put a strain on resources
- Therefore, CPH are augmenting our staff by providing contact management training for other Public Health and CDHB personnel. Three contact management teams have been formed, each of which will comprise a Medical Officer of Health, Coordinator, and up to a dozen investigators, as well as admin staff. CPH are ready to train more staff, if required.
- CPH have also acquired another office and are in the advanced stages of leasing a second one for the purposes of providing workspace for the contact management teams.

#### Other Preparation

- CPH continue to give advice to agencies for whom a positive case will have special implications. In this regard a member of our staff and an Infection Prevention and Control Nurse Specialist recently visited two youth justice facilities, provided advice, and offered relevant training.

Mr Sandison advised that a maritime border order had just been issued and this provided for isolation requirements for people arriving at ports.

### **Ministry of Social Development**

Lee-Ann Blanken provided an update on the Ministry's work including:

- Processing income relief and wage subsidy payments.
- Staffing the government helpline.
- Dealing with calls to the contact centre
- Resurgence planning
- Wellbeing teams to support those leaving isolation facilities
- Dealing with an increase in their normal business

Members acknowledged the great work being done in Ashburton, Selwyn and by Peter Winstanley in Waimakariri.

### **NZ Police**

Inspector Craig McKay spoke about the management of borders during regional lockdowns. Lessons had been learnt from the Auckland experience; districts are easier to manage than cities; and education rather than enforcement is more effective.

Members stressed the importance of ensuring the movement of fast-moving consumer goods during a lockdown. Council members were keen to be involved in the planning for border controls; to know what is going on and to provide support to the Police.

Neville Reilly advised that CDEM were working with the Police on managing access and that this planning will be shared with the Territorial Authorities.

### **National Emergency Management Agency**

Peter Cameron advised that the Agency was involved in resurgence planning and senior leadership meetings.

### **CDEM Group**

Neville Reilly reported on the Group's work including supporting the national resurgence response; establishing liaison with the District Health Boards and preparing resurgence plans using a variety of scenarios.

The Group was prepared to lead local welfare in support of agencies; support the Police and provide regular updates with councils and partner agencies.

### **Resolved:**

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

1. **Receive the reports by Canterbury Civil Defence Emergency Management Group Co-ordination Executive Group members on their responses to the COVID-19 Pandemic.**

Mayor Rowley/Mayor Broughton  
CARRIED

## **Other Business**

### **Lake Pukaki fire**

Mayor Smith reported on the Lake Pukaki fire in the Mackenzie District. An area of 3,000 hectares of wilding pines had been burnt with a lot of damage caused. Properties had been threatened with one destroyed. The fire was still contained but could still be live for about 3 months.

State Highway 80 had to be closed and about 200 people evacuated from Mt Cook. Fire was an issue for camping around the lakes. With the prospect of a long hot summer, there is a need to be on guard.

The visit from the Minister and Peter Cameron was appreciated. Mayor Smith was proud of the team that worked on the fire including welfare and other support.

Dave Berry confirmed that the fire was now contained but not out. Drones are being used to identify hot spots. It was estimated that the cost of this fire could get to \$1.5million.

Peter Cameron said that he was impressed the efficiency of the Mackenzie District's Mayoral Fund in providing support to families; and recommended Mackenzie process to other councils.

Cr Sunckell suggested a report on the lessons from this event would be useful for the Group.

## **Next Meeting**



The next meeting of the Joint Committee was scheduled for Friday 27 November. This meeting may include a visit to the Justice & Emergency Services Precinct, Lichfield Street, Christchurch.

Cr Sunckell thanked everyone for their attendance and contribution and closed the meeting at 2.06pm

**Confirmed**

**Date** \_\_\_\_\_ **Chair** \_\_\_\_\_

## **6. Matters Arising**

## 7. Reports

### 7.1. COVID-19 Response Update

<b>REPORT TO:</b> Canterbury CDEM Group Joint Committee	<b>DATE OF MEETING:</b> 27 November 2020
<b>REPORT BY:</b> Canterbury DHB: to be advised; South Canterbury DHB: Penny Dewar	<b>ENDORSED BY:</b> Bede Carran, CEG Chair

#### PURPOSE

To receive an update on the COVID-19 Response.

#### ATTACHMENT

Draft Canterbury COVID-19 Regional Resurgence Plan (circulated separately).

#### REPORT

The Government's public health strategy in dealing with the COVID-19 pandemic is elimination. A range of measures have been adopted to stop its transmission. These are:

- Border controls. All people entering New Zealand are currently isolated in a government-controlled facility for at least 14 days on arrival.
- Robust case detection and surveillance. This includes testing of anyone with respiratory symptoms. There will be wider testing for Māori and Pacific populations, as they are likely to be disproportionately affected by a widespread outbreak
- Effective contact tracing and quarantine. Successful contact tracing means 80 percent of contacts of a person who has a positive COVID-19 test are traced and quarantined within four days of exposure to the case.
- Strong community support of control measures. These measures include physical distancing, good hygiene, staying home if sick and effective use of PPE when required.

Agencies involved in the COVID-19 response were tasked by the All of Government (AOG) Response Group to develop resurgence plans to manage the effects of a resurgence of COVID-19. The AOG Response Group and Ministry of Health developed a series of possible scenarios for use in scenario planning. The AOG Response Group is responsible for coordinating the alignment of agency resurgence plans and this includes identifying and testing of interdependencies and continuous improvement through table-top exercises.

NEMA tasked CDEM Groups to develop resurgence plans, and the latest draft for Canterbury CDEM Group is attached. Whilst the Canterbury CDEM Group Plan does mention likely taskings for partner agencies, there is an expectation that agencies will develop their own plans. For example, NZ Police have been developing contingency plans to establish road checkpoints at short notice.

Staff from Canterbury DHB and South Canterbury DHB will provide a health update on the COVID-19 Response. NZ Police are invited to provide an update on planning for road checkpoints.

## **RECOMMENDATION**

**That Canterbury Civil Defence Emergency Management Group Joint Committee receives the COVID-19 Response Update.**

## 7.2. National Emergency Management Agency Update

<b>REPORT TO:</b> Canterbury CDEM Joint Committee	<b>DATE OF MEETING:</b> 27 November 2020
<b>REPORT BY:</b> Peter Cameron, NEMA	<b>ENDORSED BY:</b> Bede Carran, CEG Chair

### PURPOSE

The purpose of this report is to receive an update from the National Emergency Management Agency (NEMA).

### ATTACHMENT

NEMA Update dated November 2020.

### RECOMMENDATION

**That the Canterbury CDEM Group Joint Committee receive the update from the National Emergency Management Agency.**



**National Emergency  
Management Agency**  
Te Rākau Whakamarumaru

## NEMA UPDATE

November 2020

### Directors resignation

You will be aware that our Director , Sarah Stuart-Black (Norm ) has resigned and is to take up the position of Secretary General of the New Zealand Red Cross . Norms last day with us will be the 4<sup>th</sup> of Dec.

A replacement Deputy Chief Executive (Director) is being sought but in the meantime an Acting Director will be appointed.

An additional Deputy Chief Executive position has also been created and awaiting recruitment.

The responsibilities for each will be

DCE (Director) will be responsible for Operations, Regional Partnerships, and Planning and Analysis Units,

Planning and Analysis Unit is further subdivided into Planning, Infrastructure Resilience and Social and Community Resilience

The other DCE will be responsible for Communications, System Capability and Policy Units

Our Designing for the future programme continues with the recruiting of a number of positions within the Operations and Planning units

I am also please to announce that **Sandra James** joins the NEMA Southern Regional team as our new REMA. Sandra will principally focus on West Coast and Nelson/Tasman

Sandra has over 25 years' experience in social innovation and collaborative project management in the community sector, including extensive hands-on experience in strategic relationship building and innovative community engagement projects. Sandra worked in local government roles for 19 years, including leading a team whose focus was on developing collaborative plans, securing resources, and supporting the implementation of quality programmes and projects with communities. After the earthquakes in greater Christchurch in 2010 Sandra was appointed as Social Recovery Manager for the Waimakariri district. She developed and implemented a community-focused 'social' recovery model, which has gained national and international recognition. She was also the Recovery Programmes Manager at New Zealand Red Cross, overseeing the implementation of the recovery projects for the greater Christchurch region. Since 2014 Sandra has worked as an independent contractor and during that time has been the Canterbury CDEM Group Recovery Manager. She starts with us on 19 October.

### New senior leaders to join NEMA

Our programme to stabilise and grow NEMA for the challenges it faces continues. A recent major milestone was completing recruitment of two members to join our Senior Leadership

Team. We're pleased to announce Gill Genet took up the role of Manager, System Capability today. Roger Ball will take up the role of Manager, National Operations on 23 November.

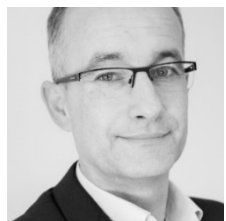
#### *Gill Genet as Manager, System Capability*



Gill comes from Careerforce where she has held the role of General Manager, Business Development for just shy of 10 years. Gill is passionate about workforce capability development and has led the design, development and implementation of national workforce strategies, frameworks, qualifications and standards, working alongside multiple stakeholders.

In her spare time, family comes first for Gill, but her interests also include then adventures in the outdoors like mountain running and skiing. She plans to take part in the Queenstown half marathon later in the year.

#### *Roger Ball as Manager, National Operations*



Many of you may know and had the opportunity to work with Roger. He has worked with the Nelson/Tasman CDEM Group since 2006 and has been the Group Controller since 2015. Roger's substantive role is as Group Manager Community Services at Nelson City Council. In his earlier career, Roger spent 12 years at MFAT progressing through to the role of Senior Policy Officer which included four years as Deputy High Commissioner to Fiji.

With his last teenaged son about to leave for university this summer, Roger is very excited at the prospect of joining NEMA.

### **COVID-19 Resurgence Planning guidance provided**

The identification of a new COVID-19 cluster in Auckland and the subsequent Alert Level escalations emphasised the importance of planning for resurgence. It came as we had started working through more detailed resurgence planning nationally and looking at how we would test and exercise specific elements around issues like internal borders. We'd like to acknowledge the work of Northland, Auckland and Waikato CDEM Groups in particular in working with partner agencies at local and national level, as well as the input from other CDEM Groups.

We also saw the role of Regional Leadership Groups (RLGs), established under the Caring for our Communities (C4C) work, guide the social and economic recovery from the impact of COVID-19. This included a governance role to support community resurgence planning and response activities.

NEMA also provided guidance on Resurgence Planning and CDEM Emergency Welfare functions to CDEM Groups. The guidance has also been provided to C4C Regional Leadership Groups. It is aligned with the All-of-Government's 'Stamp it Out Plan', and focuses on the role of CDEM Groups and their relationship with RLGs, partner agencies and national structures. It is a living document and is under on-going discussion with CDEM Groups.

NEMA continues to work with the Local Government Response Unit (led by DIA, with SOLGM, LGNZ) which has also provided updated guidance for transitioning through Alert Levels for Local Government including CDEM functions. This guidance is available here:

[https://www.dia.govt.nz/diawebsite.nsf/Files/LG-Response-unit/\\$file/Council-services-and-operations-through-alert-levels-2-3-and-4-21-August-2020.pdf](https://www.dia.govt.nz/diawebsite.nsf/Files/LG-Response-unit/$file/Council-services-and-operations-through-alert-levels-2-3-and-4-21-August-2020.pdf)

It is critically important councils engage with their CDEM Group planning process to ensure adequate resource planning is provided in a local resurgence of COVID-19.

Contact – Charlie Blanch, phone 021 576 879 or [charlie.blanch@nema.govt.nz](mailto:charlie.blanch@nema.govt.nz)

### **Tier 1 of the Response and Recovery Leadership Programme redesigned to improve flexibility**

The impact of COVID-19 gave a chance to reflect on the structure and future delivery of the Response and Recovery Leadership Programme. Previously Tier 1 consisted of a combined 6-week online component with a five day face to face component. These two elements have been separated and re-designed, enabling the face to face element to be reduced to 4 days. This allows leadership development to continue with improved flexibility for participants from a time and budget perspective.

The first online component started on August 17. With 25 participants it was split into two cohorts to ensure a good ratio of facilitator to participant level. Another online component is planned to start in October. A face to face course is provisionally planned for 23 November.

Further details are available at <https://www.civildefence.govt.nz/cdem-sector/capability-development/response-and-recovery-leadership-capability-development/>

Contact: Karen Singleton, Team Leader, Capability, phone 021 945 483 or [karen.singleton@nema.govt.nz](mailto:karen.singleton@nema.govt.nz)

### **Second New Zealand Tsunami Monitoring and Detection Network deployment voyage underway**

On 28 August, the second deployment voyage to establish New Zealand's DART (Deep-ocean Assessment and Reporting of Tsunamis) buoy network commenced. The NIWA vessel *RV Tangaroa* is deploying five DART buoys near the Tonga and Kermadec Trench. Four DART buoys were deployed in December 2019 along the Hikurangi and southern Kermadec Trenches. If the voyage goes according to plan this will complete the eastern part of the network. The final three buoys to complete the whole network will be deployed in 2021 near the New Hebrides Trench.



DART buoys are the most reliable method we have to determine if a tsunami has been generated following large earthquakes or other sea floor disturbances. DART buoy data will be interpreted by GNS Science staff at the National Geohazards Monitoring Centre. Our DART buoys have already ‘triggered’ during recent large earthquakes near the Kermadec Trench, and confirmed that no tsunami had been generated on these occasions. The DART buoy data also feeds into the Pacific Tsunami Warning System, contributing to more timely and accurate warnings for our Pacific neighbours. For more information on New Zealand’s DART buoy network visit the [NEMA website](#).

Contact – Kim Wright, Senior Advisor, Hazard Risk Management, phone 021 242 6679 or [kim.wright@nema.govt.nz](mailto:kim.wright@nema.govt.nz)

### **New Zealand Emergency Management Assistance Team (NZ-EMAT) Recruitment Round Three now open**

EMAT has been part of the wider CDEM sector capability for nearly 12 months and has already been engaged on deployments assisting with West Coast flooding, Southland flooding and supporting the NCMC and Queenstown EOCs for COVID-19.

We are pleased to announce the third EMAT course will be delivered at Camp Wainui, from Sunday 28 February 2021 to Friday 12 March 2021. The course focuses on increasing the effectiveness of EMAT members to support and assist Controllers and Incident Management Teams through inter-personal skills including coaching, leadership and problem solving approaches.

Recruitment will follow the same process as the previous intakes via applications (CV and covering letter), which will need to be submitted through the recruitment portal noted below. This will be followed by structured interview and psychometric testing. Recruitment may target several specialist areas to ensure broad capability across the team cadre.

Applications for the third intake will be open until 18 September with interviews scheduled Monday 5 October to Friday 16 October. This will allow for psychometric testing and reference checking of candidates during October for confirmation as appropriate to be completed early in November. Applications are being accepted via [www.h2r.co.nz/nzemat/](http://www.h2r.co.nz/nzemat/), where further information on the selection process is available.

Contact: Mark Crowe, Principal Advisor, National Operations, phone 021 452 761 or [mark.crowe@nema.govt.nz](mailto:mark.crowe@nema.govt.nz) / [nzemat.admin@nema.govt.nz](mailto:nzemat.admin@nema.govt.nz)

### **New Zealand Response Team (NZRT) Accreditation and Registration Project**

Over the last two weeks the NZRT Strategic Governance and Steering Groups held their inaugural meetings. Strategic Governance members reconfirmed their ongoing commitment to NZRTs and are now working towards developing a national vision, mission, and approach for registered volunteer response teams. The Steering Group are developing a programme of work to establish a new NZRT registration process and implement other NZRT initiatives.

An interim Capability & Competency Framework is close to being finalised. This will provide certainty to teams about their role in emergency management and to guide training and exercise plans, and allow for a greater understanding within tasking agencies of the competencies and capabilities NZRTs offer. The framework will evolve over the next few years in response to the Emergency Management System Reform and Reform of Vocational Education.

Work is underway to determine how a NEMA-based NZRT Secretariat should be structured and resourced. The Secretariat will coordinate and oversee the NZRT system into the future, and will provide a central point to manage the audit and registration process for response teams.

Contact – John Appleby, Principal Advisor, National Operations, phone 027 325 5789 or [john.appleby@nema.govt.nz](mailto:john.appleby@nema.govt.nz) / [nzrt@nema.govt.nz](mailto:nzrt@nema.govt.nz)

### **2020 edition of New Zealand Lifelines Infrastructure National Vulnerability Assessment released**

The New Zealand Lifelines Council has released the 2020 Edition of the New Zealand Critical Lifelines Infrastructure **National Vulnerability Assessment**. The assessment aims to provide government, industry and communities with a better understanding of

1. What is nationally significant infrastructure; and
2. Infrastructure vulnerabilities and resilience to hazards.

This assessment is being progressively updated as knowledge improves, and new information becomes available. First produced in 2017, this 2020 edition strengthens previous reports with:

- New information on nationally significant critical infrastructure gathered through national lifeline utilities.
- New information from a number of major studies relating to significant New Zealand hazards.
- A new section on climate change risk and additional material on fire and pandemic hazards.
- An overview of major resilience investment programmes for each sector.
- A stronger community and critical customer perspective to recommend national investment in regional resilience business cases that recognise infrastructure interdependencies and prioritise across all infrastructure.

The reports can be downloaded at <https://www.civildefence.govt.nz/cdem-sector/lifeline-utilities/lifelines-reports-and-resources/>

Contact: Ajay Makhija, Principal Advisor, National Planning, phone 027 209 2807 or [ajay.makhija@nema.govt.nz](mailto:ajay.makhija@nema.govt.nz)

## 7.3. Controller's Report

<b>REPORT TO:</b> Canterbury CDEM Joint Committee	<b>DATE OF MEETING:</b> 27 November 2020
<b>REPORT BY:</b> Neville Reilly, Controller Canterbury CDEM Group	<b>ENDORSED BY:</b> Bede Carran, CEG Chair

### PURPOSE

To receive the Group Controller's Report.

### ATTACHMENT

Financial Report 1 July – 30 September 2020

### REPORT

#### Lake Ohau Fire

At around 3.20 am on 4th October 2020, a large bush fire broke out near Lake Ohau Village in Waitaki District. Villagers evacuated quickly, with most travelling to Twizel. Mackenzie District Council established a Civil Defence Centre at the Twizel Events Centre and began to look after the needs of approximately 120 evacuees. Support included accommodation, meals, clothing and information on the impact of the fire at the village.

Approximately 50 houses were destroyed in the fire, which was around half of the homes in the village. FENZ, Police and the villagers are to be commended for the quick evacuation of the village and its success demonstrates the value in having well practised residents' response plans.

The fire was a cross border issue from a CDEM perspective. Lake Ohau is in Waitaki District, which is a member of the Otago CDEM Group. Residents evacuated to Twizel in Mackenzie District, which is a member of the Canterbury CDEM Group. For that reason, Mackenzie DC opened the CDC and managed it until Otago CDEM Group was able to send staff to support and then assume control of the CDC.

#### Finance

Income and Expenditure for the period 1 July 2019 – 30 June 2020 is attached.

### Costs of Emergencies

At its meeting on 4th September, Joint Committee requested further information on the cost of emergencies as follows:

*That the Canterbury Civil Defence Emergency Management Group Joint Committee:*  
*1. recommends to the Canterbury Regional Council that the Council investigate the future potential costs of disruptive events and the impact of regionalisation on long*

*term budgets.*

*2. recommends to the Canterbury Regional Council that the Council's Long-Term Plan 2021/2031 include provision for the cost of emergencies.*

*3. recommends to the Canterbury Regional Council the reinstatement of the Canterbury Civil Defence Emergency Management Group reserve to \$750,000 as soon as feasible.*

*4. seeks further clarification on roles, responsibilities and costs in an emergency.*

The cost of an emergency is difficult to predict accurately and for this reason Canterbury CDEM Group has maintained a Reserve fund. The Reserve fund is intended to smooth the expense impact of emergency events which may vary considerably based on the nature of the emergency, the hazards involved, and the duration of an event.

The costs applicable to an emergency have two aspects - firstly the cost of the response and secondly the cost of the recovery. The response cost is borne by both the Group and by the impacted Territorial Authority (TA). Most of the increased cost to the Group involves staff costs in activating an Emergency Coordination Centre (ECC), which may include the costs of staff deployed from Environment Canterbury to supplement Group staff.

The cost to the TA involves directly attributable staff costs in activating an Emergency Operations Centre (EOC) as well as costs involved in actions carried out in a response, including welfare support to the community.

For an activation involving approximately 20 staff at the ECC, the estimated staff cost alone (in addition to Group staff) could be around \$4,000 per day. A similar additional staff cost may be borne by a TA EOC per day.

The Government will refund costs incurred in providing support to the affected community. In most cases this involves accommodation and food costs. These costs are fully refundable, but only where people are displaced from their homes as a result of the emergency. The financial support available to local authorities is laid out clearly in The Guide to the National Civil Defence Emergency Management Plan 2015 (the Guide), see [Section 33. Government financial support to local authorities \(.pdf 119kb\)](#)

*The objectives of any government financial support to local authorities are to—*  
*(a) provide support by meeting some of the costs incurred in managing the response to and recovery from an emergency; and*  
*(b) provide the minimum level of assistance required to restore to an affected community the capacity for self-help; and*  
*(c) return an affected community to a state in which normal social and economic activity can be resumed as quickly as possible.*

#### *Principles*

- (1) The Government considers local risks to be a local responsibility.*
- (2) Government financial support is based on the expectation that local authorities will be primarily responsible for bearing the financial costs of the impact of an emergency in their geographical and functional areas of responsibility.*
- (3) Government assistance is to provide solutions that are the most appropriate in the long term.*
- (4) Government financial support to local authorities does not imply an obligation to restore a community—*
  - (a) to a better state than existed before the emergency; or*

- (b) to previous levels if those levels are not sustainable in the long term.*
- (5) Government policies should encourage agencies, local authorities, communities, businesses, and individuals to create resilience through proper management practices, for example, by—*
- (a) analysing local hazards and understanding risk exposure:*
  - (b) preventing emergencies or reducing their likelihood or impact:*
  - (c) adjusting infrastructure and practices to reduce vulnerability, to mitigate the consequences of emergencies, and to limit potential damage:*
  - (d) providing for an efficient and effective response to emergencies:*
  - (e) providing resources for recovery (that is, physical and financial provisions, including adequate emergency reserve funds and insurance).*
- (6) Risk management and its associated costs should be borne by the individuals, businesses, and local authorities that benefit from it and are best able to manage or mitigate the risk.*
- (7) Individuals, businesses, and local authorities have a responsibility to the extent possible to insure against, and to attempt to minimise or mitigate, risk.*

For recovery, most operating costs will fall on the impacted TA, although the Government may provide funding up to \$100,000 to supplement a mayoral relief fund. The criterion for such funding is to support members of the community who may have suffered financial or emotional hardship because of the emergency and who are not eligible for funding from other government agencies. It is recommended that TAs consider preparing a template for mayoral relief funding applications from affected people in anticipation of emergency events.

Section 33.4.1 of the Guide provides for the reimbursement of Local Authorities for expenses incurred in caring for displaced people and those required to self-isolate because of exposure to the COVID-19 virus.

Section 33.5 of the Guide provides for Government support to local authorities during recovery as follows:

- (1) Government recovery assistance will normally be provided to local authorities only if—*
- (a) recovery procedures cannot be carried out without government assistance; or*
  - (b) a statutory requirement for action exists or a need to invoke a statute to achieve the ends desired from the recovery process exists; or*
  - (c) government assistance will aid the co-ordination of the recovery process to a significant extent; or*
  - (d) the advantages of economies of scale are apparent.*
- (2) Specific principles for recovery assistance are that—*
- (a) the Government has a role in the recovery process after an emergency with significant consequences; and*
  - (b) initial and primary responsibility for the co-ordination of recovery efforts rests with local authorities; and*
  - (c) any government recovery programme should be designed to restore community capacity for self-help and be consistent with any government policies regarding mitigation and alleviation measures.*

Section 36 of the Guide provides that Government may provide additional support to Local Authorities in special circumstances.

*Special policy financial support may be available to local authorities in cases where, to decrease the likelihood of the occurrence of a similar emergency, funding in*

*addition to existing resources is required for—*

*(a) new programmes of work to meet specific needs in an affected region; or*

*(b) the upgrading of facilities to a level that is higher than existed previously.*

The future potential costs of disruptive events are almost impossible to accurately predict. Therefore, councils are encouraged to maintain a reserve.

The LTP for consideration at next agenda item includes provision to reinstate the Canterbury Civil Defence Emergency Management Group reserve to \$750,000 as soon as feasible.

## **Regional Approach to Emergency Management**

In January 2018 a Technical Advisory Group (TAG) carried out a review of Civil Defence in New Zealand and provided advice and options on how to deliver better responses to natural disasters and other emergencies. The Government considered the report and its 42 recommendations and advised its proposed actions – refer Chapter 2 of the report at: <https://dpmc.govt.nz/sites/default/files/2018-08/natural-disasters-emergencies-government-response-tag-report.pdf>.

Included as proposed actions are:

- a. 'to require Groups to take a regional approach consistent with the intent of the CDEM Act', and
- b. 'to require the development of shared emergency management services across the CDEM regions.'

The requirement to develop shared management services was a majority view of the TAG Review Team. The minority view was for a strengthened Status Quo – no change to the functions and requirements set out in the current CDEM Act, but to bolster implementation with stronger national standards (through NEMA), and stronger accountability for resourcing, capability, and performance (through NEMA monitoring and OAG audit).

It has been assumed in the sector that 'a regional approach' includes having most Civil Defence emergency management staff (EMOs) being employed by the Regional Office, rather than by respective councils (as is the case currently in Canterbury).

It may appropriate for the Joint Committee to consider the impact of a regional approach to CDEM whilst Long Term Plans (LTP) are being developed, as funding for a regional approach would see an increase in the current rating by Environment Canterbury in order to fund the anticipated increase in CDEM staff transferred from employment by TAs to employment within the Group.

There are currently around 25 FTE staff filling CDEM appointments in Canterbury. Nine are employed in the Group office, with the remainder being employed by TAs in the region. Regionalisation would see these staff being employed by Environment Canterbury, although there would be an EMO presence in each TA. Whilst regionalisation might result in some reduction or variation in staff numbers or roles, this would likely affect only one or two positions.

Overall, we anticipate little nett change in the required CDEM funding in Canterbury, except that a share of the TA staff and overhead funding for CDEM would transfer to Environment Canterbury (along with employment and service delivery risks). An indicative estimate of the additional cost to Environment Canterbury is calculated to

be \$2.5M, offset by matching reductions in local authority staff expenses.

Environment Canterbury might now choose to provide for regionalisation in its LTP subject to guidance from Joint Committee.

A key decision for the Canterbury Group is whether to wait for the legislation to be enacted and then implement regionalisation as maybe required by the statute, or to move now to consider the merits of regionalisation, noting that the regionalisation model legislated for may require a change later. It is unlikely legislation will be in place before the end of 2021, and implementation may take until Jul 2023 or even 2024 to implement. If a move to regionalisation is taken now, then implementation could occur in July 2022. This would influence how the LTP should cater for regionalisation.

NEMA acknowledges that some CDEM functions are best carried out locally, and some functions are best carried out regionally. It intends to consult with Groups to develop suitable guidelines for regionalised models based on how best to carry out these CDEM functions. NEMA has also said that It is not looking for a 'one size fits all' model, and that there will be variations on the degree of regionalisation within Groups.

Canterbury CDEM Group might consider if it should commence an examination of the TAG regionalisation proposal and its potential application to CDEM in Canterbury, including the development of a shared emergency management service, or await the development of legislation to provide further guidance on the model for regionalisation in Canterbury. It may be prudent for Canterbury CDEM Group to commence some workshops in preparation to consult with NEMA on regionalisation.

Some initial discussions have been held with stakeholders in Canterbury and there is general agreement that the regionalisation proposal should be considered on its merits in the context of our emergency environment.

Any final decision on regionalisation would need to be made by the Joint Committee. It is requested that Joint Committee provides guidance to CEG and Canterbury CDEM Group on the next steps, noting that this will impact on Long Term Plan discussion (next agenda item).

## **Tsunami Evacuation Zones**

Christchurch City Council has released the revised tsunami evacuation zones for Banks Peninsula (including Birdlings Flat and the Kaitorete Barrier). The underlying GNS Science modelling reports, and an Environment Canterbury report outlining how the zones were delineated by Environment Canterbury and Christchurch City Council staff, has also been released.

Selwyn District Council is planning to release its revised tsunami evacuation zones in late November or early December. The extent of the zones is already in the public domain as an overlay in the proposed Selwyn District Plan. The revised Selwyn zones are based on the same GNS Science modelling that was released and the zone release will also be accompanied by an Environment Canterbury report.

Environment Canterbury has just received new tsunami modelling results for northern Pegasus Bay (Waimakariri River to Waipara River) and Environment Canterbury science staff and Canterbury CDEM Group staff are currently working with

emergency management and communications staff from Waimakariri and Hurunui District Councils to determine any necessary changes to the current evacuation zones and the timing of any revised zone releases.

Depending on budgets, Environment Canterbury is looking to commission new tsunami modelling for South Canterbury (Rakaia River to Waitaki River) from GNS Science in 2021, which would be used to review the Ashburton, Timaru and Waimate tsunami evacuation zones later in 2021.

## **RECOMMENDATIONS**

**That Civil Defence Emergency Management Group Joint Committee:**

- **Receive the Controller's Report.**
- **Note the discussion of the costs of emergencies and the Government policy guidance provided in the Guide to the National Civil Defence Emergency Management Plan 2015.**
- **Consider whether to commence an examination of the TAG regionalisation proposal and its potential application to CDEM in Canterbury, including the development of a shared emergency management service, noting the implications on local authority LTPs.**

**OR**

**Agree that a regionalised approach to CDEM in Canterbury, including the development of a shared emergency management service, may be appropriate, but await the development of legislation to provide further guidance on the model for regionalisation, noting the implication on LTPs.**



## 7.4. Long-Term Plan Considerations

<b>REPORT TO:</b> Canterbury CDEM Joint Committee	<b>DATE OF MEETING:</b> 27 November 2020
<b>REPORT BY:</b> Neville Reilly, Controller Canterbury CDEM Group	<b>ENDORSED BY:</b> Bede Carran, CEG Chair

### PURPOSE

To consider the Canterbury CDEM Group contributions to the Environment Canterbury Long-Term Plan.

This paper is informed by discussion of Regionalisation and Replenishment of the CDEM Group Reserve in the separate Controller's Report.

### CDEM Group Budget

The CDEM Group budget sits within the Environment Canterbury Long Term Plan (LTP) budget. We anticipate that the 2021/22 budget will remain essentially the same as the 2020/21 Annual Plan Budget) with the following proposed adjustments.

#### Reserve Replenishment

The CDEM Group Reserve target is \$750,000. The Controller's Report discusses the costs of civil emergencies and includes the general observation that costs vary considerably between emergency events. Local authorities are expected to be '...primarily responsible for bearing the financial impact(s) of emergencies in their geographic area'...<sup>1</sup> Maintaining a Regional financial reserve helps to smooth expense variations across a number of years; once expended however, the reserve needs to be replenished.

The CDEM Group Reserve is currently in deficit by \$742,000 due to the responses to the 2016 Hurunui/Kaikōura earthquake, the 2019 Rangitata flooding and COVID-19. The Joint Committee has recommended that Canterbury Regional Council reinstate the Canterbury Civil Defence Emergency Management Group reserve to \$750,000 'as soon as feasible'.

It is therefore proposed that the reserve replenishment rate be increased from \$390k to \$650k next year (2021), then to \$750k in 2022 and by an amount in 2023 which restores the \$750k Reserve. This would result in the deficit being repaid and the reserve increased to \$750k in year three of the 2021/22 LTP. Note that any expenditure responding to emergencies over the next three years may delay achievement of the reserve target as the emergency response expenses will be a charge to the Reserve however any risk of an intervening emergency response is mitigated by Environment Canterbury's ability to access debt funding either through internal borrowing or through the Local Government Funding Agency.

#### Change to rating for Regional Civil Defence

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<sup>1</sup> The Guide to the National Civil Defence Emergency Management Plan 2015 (the Guide), see [Section 33. Government financial support to local authorities \(.pdf 119kb\)](#)

Environment Canterbury is reviewing its Revenue and Financing Policy as part of developing the 2021/31 Long Term Plan and assessing the appropriate funding sources for its functions as required under Section 101 of the Local Government Act.

Currently Civil Defence is funded by a targeted rate based on using the capital value of properties to apportion the impost across the region. On the basis that the Civil Defence functions apply to people rather than property (preparedness, response, welfare) it is proposed by Environment Canterbury to consult on the basis of changing from a capital value based targeted rate to a Uniform Annual Charge Targeted rate.

With the current budget proposed including the above reserve replenishment proposal this targeted rate would be approximately \$13 per rateable property.

The Joint Committee is invited to provide feedback to Environment Canterbury on this proposal.

### Group 2014 Plan Review and AF8 Planning

The June 2014 Group Plan is now due for review. The Group Office has been holding off the review pending legislative changes anticipated as part of the Technical Advisory Group (TAG) recommendations. With uncertainty over legislative changes (which may include moves toward regionalisation of the national Emergency Management structure), it is intended to carry out a 'light' review of the 2014 Group Plan to ensure it continues to meet the expectations of the National Disaster Resilience Strategy and to ensure the Group risk profile accurately reflects the current natural hazard environment.

There is also a requirement to develop an AF8 regional plan for a response to an Alpine Fault earthquake. Some of the Canterbury Territorial Authorities and Partner Agencies have developed their AF8 plans while others have not started. The Regional AF8 plan will support development of local authority plans to harmonise the regional response to an AF8 event.

It is proposed to contract a planning resource to complete these two tasks at a total cost of \$100k.

### Investigating Regionalisation of CDEM

The Controller's Report discusses some of the background to the potential for regionalisation of the national Emergency Management structure. This paper does not invite the Joint Committee to form a view of the proposed regional model.

However, it is proposed that Joint Committee agree to allocate \$100,000 to enable a series of region-wide workshops with appropriate representation from local authorities be conducted to assess the merits of regionalising the Canterbury CDEM Group. An implementation plan would be developed if regionalisation (to any extent) is agreed by Joint Committee to be appropriate for the Group. The workshops could be conducted at any time before or after pending legislation is announced.

Should Joint Committee direct that regionalisation be considered soon, and implemented before e.g. July 2022, then consideration would need to be given to allocating approximately \$2.5M in the LTP or Annual Plan from FY 22/23. (\$2.5m is an estimate of the annual staff costs of a regional structure based upon existing region-wide EM appointments).

## **Proposed staff changes**

### Quality Assurance, Compliance and Administrative Support

The Group has a 0.25 FTE Quality Assurance, Compliance and Administrative Support role within the Emergency Management Training Centre (EMTC). This role is not currently filled.

The current Group Office administrator currently provides some support to the EMTC, at the expense of supporting the Group Office.

The Group Training and Development Coordinator (and EMTC Manager) prepare instructional material and ensure that EMTC NZQA Private Training Establishment quality and compliance requirements are met. Current demand for EMTC training requires the Group Training and Development Coordinator to concentrate more on strategic professional development and the delivery of CDEM training.

It is proposed to increase the Quality Assurance, Compliance and Administrative Support role from 0.25 FTE to 1 FTE. Part of the increase in employment expense will be funded from course fees charged to attendees.

### Emergency Readiness, GIS and Information Technology Management

The burgeoning implementation of modern GIS and information management environments needs appropriate expertise within the Group office. The need is for a dedicated GIS and D4H system support position within the Group office to both support these systems within local the Quality Assurance, Compliance and Administrative Support role from 0.25 FTE to 1 FTE authorities and to maintain the Group ECC readiness.

With the roll out of the D4H emergency information management system for EOCs in Canterbury and a shared GIS platform for all the Canterbury EOCs, the Group ECC support would conduct training, develop system documentation and provide technical support to maintain consistency of emergency readiness and response capacity across the region.

Group has an established (currently vacant) 0.25 FTE Emergency Coordination Centre (ECC) Readiness position. It is proposed to increase this position to 0.5 FTE by including the GIS and information technology (IT) management role for the Group.

## **Conclusion**

The proposed CDEM Group budget for the 2020/21 annual plan year, not including reserve replenishment, is \$2.546m.

The proposed changes above would result in a net increase in the 20/21 Annual Plan budget of approximately \$560,000 to a total of \$3.1m. This is calculated as follows:

- Increase in funding to replenish Reserve: \$260,000
- Group Plan Review and AF8 Planning: \$100,000
- Funding to conduct region-wide workshops to assess merits of regionalisation: \$100,000
- FTE Staff increase: \$100,000

## **RECOMMENDATIONS**

**It is recommended that the Civil Defence Emergency Management Group Joint Committee:**

- 1. approve the proposed Reserve Replenishment funding model.**
- 2. approve the Group Plan Review and AF8 proposal and funding.**
- 3. agree to allocate \$100,000 to fund region-wide regionalisation workshops.**
- 4. consider the appropriate timing for the conduct of regionalisation workshops.**
- 5. approve proposed staff changes.**
  - a. Increase the Quality Assurance, Compliance and Administrative Support role from 0.25 FTE to 1 FTE.**
  - b. Increase the Emergency Coordination Centre (ECC) Readiness position from 0.25 FTE to 0.5 FTE by incorporating GIS and IT management functions.**
- 6. note The Group 2020/21 budget increase from \$2.546m to \$3.1 consequent upon the preceding approvals.**
- 7. indicate its preferred approach to funding the Group budget of either:**
  - a. The status quo of a capital value targeted rate or;**
  - b. A targeted uniform annual charge.**

**8. Extraordinary and Urgent Business**

**9. Next Meeting**

**10. Mihi/Karakia Whakamutunga - Closing**