

Agenda 2021

Civil Defence Emergency Management Group Joint Committee

Date: Monday, 18 October 2021

Time: 8.00am – 8.30am

Venue: Online (MS Teams)



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

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

KAI MATAARA:

Te Rūnanga o Ngāi Tahu	Elizabeth Cunningham
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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
COM	Common Operating Picture
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
NEMA	National Emergency Management Agency
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. Public Excluded

Canterbury Civil Defence Emergency Management Group Joint Committee

Meeting Date	18 October 2021
Author	Giles Southwell, Director Finance and Corporate Services, Environment Canterbury
Endorsed by	Catherine Schache, General Counsel, Environment Canterbury

Meeting with the public excluded

That the public be excluded from the following part of the proceedings of this meeting, namely:

1. Appointment of CDEM Group Controller / Regional Manager

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Report	Reason for passing this resolution in relation to the matter	Ground(s) under section 48(1) for the passing of this resolution
1.	Appointment of CDEM Group Controller / Regional Manager	Good reason exists under section 7	Section 48(1)(a)

- This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceeding of the meeting in public are as follows:

Item No.	
1.	The withholding of the information is necessary to protect the privacy of natural persons – Section 7(2)(a)

- That appropriate officers remain to provide advice to the Council.

6. Extraordinary and Urgent Business

7. Next Meeting

8. Mihi/Karakia Whakamutunga - Closing