

Agenda 2022

Canterbury Civil Defence Emergency Management Joint Committee

Date: Thursday, 26 May 2022
Time: 2.00 PM
Venue: Waimakariri Room
Environment Canterbury
200 Tuam Street, Christchurch



Canterbury Civil Defence Emergency Management 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
-------------------------------	----------------------

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

Civil Defence Emergency Management Joint Committee Table of Contents

1. Mihi / Karakia Timatanga - Opening	7
2. Apologies.....	7
3. Conflicts of Interest	7
4. Public Forum, Deputations, and Petitions.....	7
5. Extraordinary and Urgent Business.....	8
6. Notices of Motion.....	8
7. Minutes	9
7.1. Unconfirmed Minutes - Civil Defence Emergency Management Joint Committee 17 February 2022	9
8. Report Items	16
8.1. Civil Defence Emergency Management Joint Committee Resolutions Status Report - May 2022	16
8.2. COVID-19 Update - May 2022.....	22
8.3. May Flood Corrective Action Plan Implementation	24
8.4. May 2022 National Emergency Management Action Update	31
8.5. 2021/22 Third Quarter Civil Defence Emergency Management Group Finance Report	35
8.6. Civil Defence Emergency Management Controller Appointments	39
8.7. Group Controller Report	41
9. Next Meeting.....	81
10. Mihi / Karakia Whakamutunga - Closing.....	81

1. Mihi / Karakia Timatanga - Opening

The meeting will be opened with a mihi whakatau, followed by a member of the Civil Defence Emergency Management Joint Committee with a karakia.

2. Apologies

At the time the agenda closed there were no apologies received.

3. Conflicts of Interest

Members are reminded to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4. Public Forum, Deputations, and Petitions

There were no requests for public forum, deputations and petitions at the time the agenda was prepared.

5. Extraordinary and Urgent Business

The Chairperson will give notice of items requiring urgent attention not on the agenda as follows.

Matters Requiring Urgent Attention as Determined by Resolution of the Civil Defence Emergency Management Joint Committee:

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the Chairperson provides the following information during the public part of the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting. The item may be allowed onto the agenda by resolution of the Civil Defence Emergency Management Joint Committee.

Minor Matters relating to the General Business of the Civil Defence Emergency Management Joint Committee:

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. The meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

6. Notices of Motion

At the time the agenda closed there were no notices of motion received.

7. Minutes

Civil Defence Emergency Management Joint Committee

Date of meeting	Thursday, 26 May 2022
Author	Barbara Strang, Committee Advisor
Endorsed by	Catherine McMillan, General Manager Governance

Purpose

1. The previously circulated minutes from the Civil Defence Emergency Management Joint Committee on 17 February 2022 are to be confirmed.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Confirms the minutes from the Civil Defence Emergency Management Joint Committee meeting held 17 February 2022.**

Attachments

1. Unconfirmed Minutes Canterbury Civil Defence Emergency Management Joint Committee 2022-02-17 [7.1.1 - 6 pages]

Minutes of the Canterbury Civil Defence Emergency Management Joint Committee (held online, under COVID-19 Red Traffic Light restrictions) on Thursday 17 February 2022 at 2.01pm.

Present

Mayor Neil Brown (Ashburton DC), Mayor Lianne Dalziel (Christchurch CC), Councillor John Sunckell (Environment Canterbury), Mayor Marie Black (Hurunui DC), Mayor Craig Mackle (Kaikōura DC), Mayor Graham Smith (Mackenzie DC), Mayor Sam Broughton (Selwyn DC), Mayor Nigel Bowen (Timaru DC), Mayor Craig Rowley (Waimate DC), and Kai Mataara Elizabeth Cunningham (Te Rūnanga o Ngāi Tahu)

Report writers and other staff were also present.

1. Mihi / Karakia Timatanga - Opening

Mayor Lianne Dalziel opened the meeting followed by Jamie Ruwhiu (Ngāi Tahu) with a mihi whakatau and karakia.

Recently appointed Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) Sean Poff, was invited by the Chair, Mayor Lianne Dalziel to provide a brief introduction of himself to the Joint Committee.

2. Apologies

An apology for absence was received from Mayor Dan Gordon (Waimakariri DC).

3. Conflicts of Interest

There were no conflicts of interest reported.

4. Public Forum, Deputations, and Petitions

There were no requests for public forum, deputations, and petitions.

5. Extraordinary and Urgent Business

There was no extraordinary or urgent business.

6. Notices of Motion

There were no notices of motion.

7. Minutes

Resolved CDEMGC/2022/1

Staff recommendations adopted without change.

That the Civil Defence Emergency Management Joint Committee:

1. Confirms the minutes from the Civil Defence Emergency Management Joint Committee meeting held 19 November 2021.

Mayor Craig Mackle/Councillor John Sunckell

CARRIED

8.1 COVID-19 Update

Several key staff from district health boards and the Regional Leadership Group provided updates on the current Covid-19 Omicron outbreak.

- Diane McDermott and Jacqui Lundy (Ministry Social Development) provided information on assistance the Ministry of Social Development can provide during the outbreak
- Lucy Daeth (Public Health Unit), spoke about social wellbeing, and ways to boost community resilience
- Andrew Cunningham (South Canterbury District Health Board) and Hamish Sandison (Canterbury District Health Board) provided a presentation (attached) with detail regarding District Health Board management of phases one and two of the Government's Red Traffic Light setting
- Allan Thompson (South Border Security - branch of Ministry Primary Industries) spoke about the work he has been involved with during the outbreak, and offered his support and assistance
- Sophie Hagen (Ministry Primary Industries) spoke about help available to the primary sector

The Chair thanked the speakers and acknowledged Lucy Daeth's comments about community wellbeing.

Resolved CDEMGC/2022/2

Staff recommendations adopted without change.

That the Canterbury CDEM Joint Committee:

1. Receives the reports from the district health boards and the Regional Leadership Group.

Mayor Lianne Dalziel/Mayor Sam Broughton

CARRIED

8.2 May Flood Corrective Action Plan (Draft)

Richard Ball, Group Recovery Manager (Canterbury Civil Defence Emergency Management) spoke about the report.

Staff recommendations:

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receive the May Flood Corrective Action Plan (Draft) report.
2. Approve the overall implementation approach as outlined in the May Flood Corrective Action Plan report.
3. That implementation progress updates are provided to the Joint Committee, as required.

An amendment to the staff recommendation was moved by Mayor Lianne Dalziel, seconded by Mayor Sam Broughton.

Resolved CDEMGC/2022/3

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receive the May Flood Corrective Action Plan (Draft) report.
2. Approve the overall implementation approach as outlined in the May Flood Corrective Action Plan report.
3. That implementation progress updates are provided to the Joint Committee, as required.
4. Arrange for a smaller group to meet with Waka Kotahi and Environment Canterbury in order to address some of the issues.

Mayor Lianne Dalziel/Mayor Sam Broughton
CARRIED

8.3 May Flood Recovery Letters from Government

Sean Poff, Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) spoke about the report.

Resolved CDEMGC/2022/4

Staff recommendations adopted without change.

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the May Flood Recovery Letters from Government report on the response from Government to letters sent by the Civil Defence Emergency Management Joint Committee.

Mayor Lianne Dalziel/Mayor Sam Broughton

CARRIED

8.4 Close Off of the Hurunui-Kaikoura Earthquake Corrective Action Plan

Sean Poff, Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) spoke about the report.

Staff Recommendations:

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the Close-Off of the Hurunui / Kaikōura Earthquake Corrective Action Report on the Implementation Plan of the response to the 2016 Hurunui / Kaikōura Earthquake.
2. Approve the closing of the Implementation Plan to the 2016 Hurunui / Kaikōura Earthquake.

An amendment to add a note to the staff recommendation was moved by Mayor Marie Black and seconded by Councillor John Sunckell.

Resolved CDEMGC/2022/5

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the Close-Off of the Hurunui / Kaikōura Earthquake Corrective Action Report on the Implementation Plan of the response to the 2016 Hurunui / Kaikōura Earthquake.
2. Approve the closing of the Implementation Plan to the 2016 Hurunui / Kaikōura Earthquake.
3. Notes the need for a 'lessons learned' database.

Mayor Marie Black/Councillor John Sunckell

CARRIED

8.5 National Emergency Management Action Report

Rochelle Faimalo, Advisor (National Emergency Management Agency) spoke about this report.

Resolved CDEMGC/2022/6

Staff recommendations adopted without change.

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the National Emergency Management Agency Update report.

Mayor Lianne Dalziel/Mayor Nigel Bowen
CARRIED

8.6 2021/22 Second Quarter Civil Defence Emergency Management Group Finance Report

Sean Poff, Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) spoke about the report.

Resolved CDEMGC/2022/7

Staff recommendations adopted without change.

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the 2021/ 22 Second Quarter Civil Defence Emergency Management Group Finance Report.

Mayor Marie Black/Mayor Nigel Bowen
CARRIED

8.7 Group Controller Report

Sean Poff, Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) spoke about the report.

Resolved CDEMGC/2022/8

Staff recommendations adopted without change.

The Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the Group Controller's report.

Mayor Graham Smith/Mayor Sam Broughton
CARRIED

8.8 Civil Defence Emergency Management Controller Appointments

Sean Poff, Regional Manager / Group Controller (Canterbury Civil Defence Emergency Management) spoke about the report.

Resolved CDEMGC/2022/9

Staff recommendations adopted without change.

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Approve the appointment of Jonts McKerrow from Waimate District Council and David Adamson from Mackenzie District Council as Local Controllers.

Mayor Graham Smith/Mayor Marie Black
CARRIED

9. Next Meeting

The next meeting will be held on 26 May 2022 at 2.00pm.

10. Mihi / Karakia Whakamutunga - Closing

Kai Mataara Elizabeth Cunningham, on behalf of Peter Ramsden's family, thanked Mayor Lianne Dalziel for attending the tangi for Peter Ramsden.

A karakia was provided by Jamie Ruwhiu (Ngāi Tahu).

Meeting concluded at 3.31pm.

CONFIRMED:

Chair, Mayor Lianne Dalziel

Date

8. Report Items

8.1. Civil Defence Emergency Management Joint Committee Resolutions Status Report - May 2022

Civil Defence Emergency Management Joint Committee Report

Date of meeting	Thursday, 26 May 2022
Author	Barbara Strang, Committee Advisor
Responsible Director	Giles Southwell, Director Finance and Corporate Services

Purpose

1. To provide visibility on the status of resolutions made by Civil Defence Emergency Management Joint Committee.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Notes the status of previous resolutions provided in the Civil Defence Emergency Management Joint Committee Resolutions report May 2022.**

Status Reporting

2. The status of resolutions will be reported at future Civil Defence Emergency Management Joint Committee meetings. The report will include all resolutions from the previous meeting plus any incomplete actions from prior meetings. Comments and progress updates on incomplete actions will be provided where applicable.

Cost, compliance, and communication

Financial implications

3. The report will be compiled using existing staff resources, therefore there are no additional financial implications.

Risk assessment and legal compliance

4. This will give visibility of matters outstanding to ensure appropriate actions have been taken as resolved.

Engagement, Significance and Māori Participation

5. Not applicable.

Consistency with council policy

6. Under Environment Canterbury Standing Orders 28.3 discussion of minutes is limited to their correctness. This report allows members to be updated on the status of resolutions and to monitor progress.

Climate Change Impacts

7. Not applicable.

Communication

8. Not applicable.

Next steps

9. An updated report will be provided to the Civil Defence Emergency Management Joint Committee meeting on 25 August 2022.

Attachments

1. CDEMJC Resolutions Status Report 26 May 2022 [8.1.1 - 3 pages]
2. CDEMJC Resolutions Status Report Outstanding and In Progress [8.1.2 - 1 page]

Civil Defence Emergency Management Joint Committee Resolutions Status Report – 26 May 2022

Meeting Name	Report	Resolution Number	Resolution	Complete [Yes/No]
Civil Defence Emergency Management Joint Committee 2022-02-17	7.1 Unconfirmed Minutes - CDEM Group Committee - 19 November 2021	CDEMGC/2022/1	That the Civil Defence Emergency Management Joint Committee: 1. Confirms the minutes from the Civil Defence Emergency Management Joint Committee meeting held 19 November 2021.	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.1 COVID-19 Update	CDEMGC/2022/2	That the Canterbury CDEM Joint Committee: 1. Receives the reports from the district health boards and the Regional Leadership Group.	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.2 May Flood Corrective Action Plan (Draft)	CDEMGC/2022/3	That the Canterbury Civil Defence Emergency Management Joint Committee: 1. Receive the May Flood Corrective Action Plan (Draft) report. 2. Approve the overall implementation approach as outlined in the May Flood Corrective Action Plan report. 3. That implementation progress updates are provided to the Joint Committee, as required.	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.3 May Flood Recovery Letters from Government	CDEMGC/2022/4	That the Canterbury Civil Defence Emergency Management Joint Committee: 1. Receives the May Flood Recovery Letters from Government report on the response from Government to letters sent by the Civil Defence Emergency Management Joint Committee.	Yes

Meeting Name	Report	Resolution Number	Resolution	Complete [Yes/No]
Civil Defence Emergency Management Joint Committee 2022-02-17	8.4 Close Off of the Hurunui-Kaikoura Earthquake Corrective Action Plan	CDEMGC/2022/5	That the Canterbury Civil Defence Emergency Management Joint Committee: <ol style="list-style-type: none"> 1. Receives the Close-Off of the Hurunui / Kaikōura Earthquake Corrective Action Report on the Implementation Plan of the response to the 2016 Hurunui / Kaikōura Earthquake. 2. Approve the closing of the Implementation Plan to the 2016 Hurunui / Kaikōura Earthquake. 3. Notes the need for a 'lessons learned' database. 	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.5 National Emergency Management Action Report	CDEMGC/2022/6	That the Canterbury Civil Defence Emergency Management Joint Committee: <ol style="list-style-type: none"> 1. Receives the National Emergency Management Agency Update report. 	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.6 2021/22 Second Quarter Civil Defence Emergency Management Group Finance Report	CDEMGC/2022/7	That the Canterbury Civil Defence Emergency Management Joint Committee: <ol style="list-style-type: none"> 1. Receives the 2021/ 22 Second Quarter Civil Defence Emergency Management Group Finance Report 	Yes
Civil Defence Emergency Management Joint Committee 2022-02-17	8.7 Group Controller Report	CDEMGC/2022/8	The Canterbury Civil Defence Emergency Management Joint Committee: <ol style="list-style-type: none"> 1. Receives the Group Controller's report. 	Yes

Meeting Name	Report	Resolution Number	Resolution	Complete [Yes/No]
Civil Defence Emergency Management Joint Committee 2022-02-17	8.8 Civil Defence Emergency Management Controller Appointments	CDEMG/2022/9	That the Canterbury Civil Defence Emergency Management Joint Committee: 1. Approve the appointment of Jonts McKerrow from Waimate District Council and David Adamson from Mackenzie District Council as Local Controllers.	Yes

Civil Defence Emergency Management Joint Committee Resolutions Status Report – Outstanding and In Progress May 2022

Resolution No.	Meeting Date	Report	Resolution	Complete [Yes/No]
CDEMGC/2019/005	Civil Defence and Emergency Management Group Committee 2019-11-29	7.0 Local Advisory Committees	<p>That the CDEM Joint Committee:</p> <ol style="list-style-type: none"> 1. Receive the FENZ report on Local Advisory Committees. 2. Request the Co-ordinating Executive Group (CEG) to investigate how the LAC model could be applied regionally to build strength and capacity, while utilising existing frameworks together with those proposed by FENZ. 	In progress. LAC has been implemented in Marlborough and the West Coast. Ongoing planning for Canterbury. CDEM will work with FENZ beginning in 2023.

8.2. COVID-19 Update - May 2022

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	Sean Poff, Group Controller/Regional Manager Canterbury Civil Defence Emergency Management Group
Approved By	Lianne Dalziel, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. Provide updates on COVID-19 preparedness and responses from the Canterbury and South Canterbury District Health Boards and the Canterbury COVID Regional Leadership Group (RLG).

Recommendations

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Receives the May 2022 update reports on COVID-19 preparedness and responses from the district health boards and the Regional Leadership Group.**

Key Points

2. Verbal updates on COVID-19 will be provided by the Canterbury and South Canterbury District Health Boards.
3. A verbal update from Ministry of Social Development (MSD) will be provided on the welfare response to COVID.
4. There will be opportunity to discuss future COVID-19 reporting requirements to the Joint Committee.

COVID update – Canterbury DHB

The CDHB/WCDHB Emergency Coordination Centre continues to monitor COVID cases and manage health risks across the region. Two teams in the Omicron ECC were activated from Tuesday 15 February 2022 and will stand down the first week of May, however, activity will continue to be monitored and the Canterbury community and healthcare providers will continue to be supported.

Over 92,000 people have recovered from COVID in Canterbury.

Many staff members have been redeployed to other areas of the health system, including Aged Residential Care, as well as outside our region, such as West Coast and Nelson-Marlborough. A return-to-work pathway was created for staff affected by COVID.

COVID programmes include ongoing MIQ/F, community testing, vaccination, acute care, and community support via the Canterbury Hauora Coordination Hub (including accommodation in some cases) for COVID-positive people.

Winter planning has already commenced.

COVID update – South Canterbury DHB

The SCDHB Incident Management Team continues to provide critical support to the COVID Coordination Centre (CCC), and the CCC is actively supporting local primary health providers and Aged Residential Care facilities. This support is being provided in close association with the Ministry of Social Development who operate through our Timaru based CCC.

From a DHB operations perspective, we are pleased with the results of our mitigation efforts that have limited the impact the Omicron outbreak has had. Reductions to planned care have been kept to a minimal and staffing contingencies, such as redeployments, have ensured a continuity of service.

Finally engagement with local response agencies and council has been positive. A highlight of this engagement being the distribution of RAT tests to 2157 rural households. This task was conducted because of the risk of long drive times between rural properties and RAT distribution points, a risk that was highlighted through our engagement with local Civil Defence. This engagement will continue throughout the pandemic.

As of the 22nd of April we have 1365 active cases and 8510 cases no longer active.

8.3. May Flood Corrective Action Plan Implementation

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	Richard Ball, Recovery Manager, Canterbury Civil Defence Emergency Management Group
Approved by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. The purpose of this report is to notify CDEM Joint Committee members of recently appointed Champions for each of the four Lessons Learnt Working Groups, approved by the CDEM Coordinating Executive Group (CEG) on 02 May 2022.
2. The Champions will act as programme sponsors, maintaining oversight, providing direction where needed, and reporting on progress to CDEM CEG and the Joint Committee.

Recommendation:

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Notes that the Coordinating Executive Group appointed the following members to act as CEG Champions for the respective Lessons Learned Working Groups:**
 - Transport: Mr Jim Harland
 - Rural: Mr Hamish Dobbie
 - Impact and Needs Assessment: Mr David Ward
 - Capability and Capacity: Mr Sean Poff

Background

3. At its 31 January 2022 meeting, CEG members agreed to the establishment of working groups to lead the implementation of the more complex and multi-party recommendations from the 2021 May / June Floods After Action Report. While drafting the Terms of Reference for the Working Groups, it became apparent that it would be helpful to have a member of CEG appointed to each working group to act as a Champion for the issues and work programme of each group.

Key Points

4. A draft Terms of Reference for the working groups is attached. Within this, the role of the CEG Champion is to act as the programme sponsor, maintaining oversight, providing direction where needed, and reporting progress back to CEG. Where necessary, the Champion will use their influence to address issues of priorities, resourcing, or other matters.
5. The CEG Champion will be supported by a working group Chair and the working group members. Attendance of the CEG Champion at the working group meetings would be at their discretion.
6. The selection of the appointees was based on factors such as relevant experience and availability.
7. The membership of the core working group and the wider reference groups are also being actively worked on and will be part of the initial briefing with the CEG Champions. It is desirable to avoid duplication with existing groups where possible. The rural working group includes the relationship with the Rural Advisory Group (RAG) and it may be that the core working group is RAG or a sub-group of it. Briefings and updates to other existing groups, such as the Response Planning Group (RPG), Welfare Coordination Group (WCG), the Emergency Management Officer (EMO) Forum etc may be part of the wider reference groups and overall communication approach.

Next steps

8. Briefings will be arranged with appointed CEG Champions so that working group members can be confirmed and meetings arranged. It is envisaged that the Terms of Reference and the issues to be addressed will be finalised by each CEG Champion.

Attachments

7.2.1 Draft Terms of Reference of the Lessons Learned Working Groups.

Terms of Reference for Lessons Learnt Working Groups

Context and Purpose

The 2021 May/June Floods After Action Report identified numerous recommendations that require input, coordination, and agreement across multiple parties to achieve effective responses. A recommendation to form four working groups to address these issues was approved by CEG and the Joint Committee at their meetings in January and February 2022, respectively.

The primary purpose of the Working Groups is to lead, coordinate, deliver and report on the multi-agency recommendations identified in the After Action Report. (The relevant recommendations are outlined in Appendix One with the full context contained in the After Action Report).

The working groups may take-on additional tasks that they see as relevant to their general areas of responsibility. Prior to taking on such tasks, the CEG Champion or Working Group Chair will confirm this with the Group Controller to confirm the priority and avoid duplication across other work programmes.

Responsibilities

The initial recommendations to be addressed by each group to consider are outlined in Appendix 1. The working groups are responsible for the development and delivery of the work programme to implement the recommendations. This includes:

- Confirming the scope, priorities, approach, and resourcing needed.
- Leading and coordinating actions across parties, including between Working Groups where overlap exists.
- Engaging and obtaining the commitment of other parties to the extent needed for effective implementation, including testing, training, practicing, and reviewing solutions.
- Reporting on progress to the Group Office and CEG.

Structure and Roles

Each Working Group will a:

- CEG Champion
- Core working group consisting of a Working Group Chair and key agency representatives
- Wider reference group consisting of other stakeholders who have an interest in the outcome.

CEG Champion: Each Working Group will have a CEG Champion. This role is to act as a programme sponsor, maintaining oversight, providing direction where needed and reporting to CEG and Joint Committee as needed. Where necessary, the Champion will use their influence to address issues of priorities, resourcing, or other matters.

Core Working Group: The role of the core Working Group is to lead and deliver the work programme. It will be led by a Chair appointed by the CEG Champion and be made up of representatives from key agencies relevant to the task at hand. The membership of the core Working Group (and the reference group) may vary over time to reflect the nature and stage of the task at hand.

Refence Group: This group is a wider set of stakeholders with an interest in the programme. Where appropriate, this may include other existing groups such as the Response Planning Group, Group Welfare Group and the Rural Advisory Group. The purpose of the reference group is to provide feedback and direction where required, as well as gaining commitment to implementation of the solutions.

Membership

CEG will approve the CEG Champions for each Working Group. The CEG Champion will confirm the Chair and work with the Chair to confirm Working Group and Reference Group membership. The Group Office will assign one or more staff to each group to advise and support the CEG Champion and Working Group. NEMA will be invited to participate.

The appointees to the roles and members may change over time to reflect the issues being worked on.

Meetings

Working Group and Reference Group meetings will be scheduled and convened by the Chair in consultation with Working Group members. The CEG Champion's attendance at meetings will be at his/her discretion.

Reporting

Progress reports will be provided to CEG at least every six months.

Appendix One: Relevant Action Report Recommendations by Working Group

Roading Working Group
<ul style="list-style-type: none"> Waka Kotahi lead work, in collaboration with District Councils and the ECC, to develop methods to collect and consolidate information from all road controlling authorities. <p>Comment: GIS solutions are already being worked on to provide this but requires systems to adopted and used by all Road Controlling Authorities (RCA) during response. This has not happened in the past.</p>
<ul style="list-style-type: none"> Investigate the creation of separate maps to separate road status for the public from accessible routes for emergency response agencies. <p>Comment: A related issue is how information is shared with the public, including links into Google Maps or similar apps.</p>
<ul style="list-style-type: none"> Road Controlling Authorities develop a prioritisation system for staffing of roadblocks, where this is not already happening. <p>Comment: This originally arose with respect to staffing priorities for RCAs and their staff with a view to sharing practice to aid implementation. However, there remains an unresolved issue of Police staffing for road blocks as they have the legal authority required.</p>
<ul style="list-style-type: none"> Road controlling authorities look at ways to capture local knowledge, including that of contractors, to ensure it is available when needed and not lost with changes in staff or contractors.
Impact And Needs Assessment Working Group
<ul style="list-style-type: none"> Systems for impact and needs assessment are reviewed and enhanced across agencies based on the Director's guidelines and known best practice. The review should include: information requirements for both impact and needs assessments; coordination of on-ground data collection between agencies; systems for consistency of data collection, storage, and analysis across EOCs and agencies; agreed methods and protocols for sharing of information (including privacy requirements), and; training of personnel ahead of time for data collection and analysis. This is a substantial piece of work and requires further scoping and discussion between agencies. <p>Comment: Impact and needs assessment are used for different purposes and have different information requirements. The various stages of impact and needs assessment need to be clarified. There is also overlap between these issues and the issues arising in the rural working group.</p>
<ul style="list-style-type: none"> Impact and needs assessment processes are included in exercises.
<ul style="list-style-type: none"> Privacy requirements are clarified for local emergencies and if needed a data sharing consent form included as part of collection process.

Rural Working Group
<ul style="list-style-type: none"> • Ensure the Councils (including the Regional Council), RAG and rural agencies discuss and agree roles, best practice, and training needs for those involved in rural response and recovery groups.
<ul style="list-style-type: none"> • Put formal arrangements in place to support and resource the RAG so that it can provide effective coordination during and following emergency events.
<ul style="list-style-type: none"> • Rural focused agencies need to continue to share information and fill the response and recovery gaps for lifestyle blocks.
<ul style="list-style-type: none"> • Resources are allocated early to collate offers of assistance and match these with assessed needs. These systems need to be in place before needs assessments start to enable a rapid and coordinated response. <p>Comment: This arose in relation to the rural response and Group staff have expressed a reluctance to undertake this role seeing it as more appropriately addressed by rural focused organisations.</p>
Capacity and Workload Working Group
<p>Comment: Other matters, such as the Government's Trifecta reforms are relevant to consider in determining how capacity is built and shared. Growing capacity applies to both response and recovery.</p>
<ul style="list-style-type: none"> • All Councils invest in growing community-based networks, including basic training and resources, to enhance local preparedness, response, and recovery capacity.
<ul style="list-style-type: none"> • Actively manage workloads, fatigue, and staff rotation. This should not be left solely to staff to self-manage. This includes early requests for assistance for additional staff. <p>Comment: Implementation requires capacity issues be addressed so there are trained staff to take over.</p>
<ul style="list-style-type: none"> • Ensure debriefs include discussion of the cumulative impacts on response and recovery staff from multiple events within Canterbury. <p>Comment: Implementation requires not just inclusion in debriefs but addressing the issue when it arises.</p>
<ul style="list-style-type: none"> • Create a mechanism, such as a dedicated Teams channel, to increase the visibility of requests for and deployment of staff across territorial boundaries. Even without the ECC being actively involved, this provides a mechanism for tracking capacity across the region. <p>Comment: Work is already being done to enhance deployment processes and the proposed solution may not be a Teams channel.</p>
<ul style="list-style-type: none"> • Commence recovery planning early and ensure there are sufficient resources allocated to the ongoing coordination of recovery actions across agencies after the CDEM response and transition periods have finished.

<ul style="list-style-type: none">• Continue to develop and grow recovery capability as part of the overall CDEM functions and preparedness.
<ul style="list-style-type: none">• Adjust business-as-usual workloads following an event to take account of recovery demands on staff.
<ul style="list-style-type: none">• Maintain a programme of scenario exercises, of varying scales and complexity.
<ul style="list-style-type: none">• Include targeted exercises in the exercise programme to test new processes and systems.

DRAFT

8.4. May 2022 National Emergency Management Action Update

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	Sean Poff, Regional Manager Canterbury Civil Defence Emergency Management Group
Endorsed By	Lianne Dalziel, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. For the National Emergency Management Agency (NEMA) to provide an update report to the Canterbury Civil Defence Emergency Management Joint Committee.

Recommendations

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Receives the May 2022 National Emergency Management Agency Action Update Report.**

Key Points

2. A NEMA Regional Emergency Management representative will speak to the attached update report.

Attachments

7.5.1 NEMA Update Report – May 2022



National Emergency Management Agency

Te Rākau Whakamarumarū

NEMA UPDATE

May 2022

Update on implementation of the CDEM Act amendments, National Plan and Guide – Trifecta programme

- The Minister intends to introduce the Bill to the House of Representatives after the local government elections in October this year.
- The Bill will clarify roles and responsibilities across the EM system at the National, Regional and Local levels.
- Introduction dates for the Bill in house first reading and referral to Select committee is likely to be called in late November this year, with an eye to hearing from submitters in 2023 once the house is sitting again
- This timeline provides more time for policy development, and for local government participation in both policy development and the Select committee process.
- We are working with the CDEM Group Managers to identify the best ways to connect in with the sector and regions for both the revisions to the policy proposals for the Emergency Management Bill and the review of the National CDEM Plan and Guide.

Contact – Charlotte Connell, charlotte.connell@nema.govt.nz

Co design of the CDEM Sector Partnership Charter

NEMA commenced working with the National Emergency Management Development Group to co-design a CDEM sector strategy, however over a number of months this has now been developed into a Partnership Charter between CDEM and NEMA.

The charter will ensure that whilst each partner will work independently in its own governance structure the aspiration is to increase our collective readiness and resilience.

The Focus areas are:

1. Role clarity and ways of working

2. Collaboration and decision making
3. Aligned work programmes and communications
4. Staff deployment and wellbeing
5. Critical capabilities and development plan
6. Options to optimise funding and resources.

Contact – Gary Knowles, 0272260231 or gary.knowles@nema.govt.nz

Aotearoa Tsunami Evacuation Zone Map

To provide greater public safety nationally, NEMA has developed an App based platform that will display a national tsunami evacuation map. This is currently being tested in the Get Ready website test environment. It is hoped that the App will go live at the end of April.

With this Map, members of the public can enter an address and find out if they are in a tsunami evacuation zone.

NEMA have accessed the latest open data for most CDEM Group's via data.govt.nz, and have sought approval to use this data for this purpose including any relevant updates or recent changes or plans for your tsunami evacuation zones.

NEMA have identified more than 50 variations of wording for zones across the 16 regions. For consistency, and to reflect that this is a tool for use in readiness, not response, we have developed default wording for each zone adapted from information on the [GetReady](https://www.getready.govt.nz) website. We know that some Groups will need the map to display local messaging that differs from the default.

Contact — **Andy Hammond-Tooke** , 27 577 2564 or andy.hammond-tooke@nema.govt.nz

Get Ready Website

Supporting our communities to get ready for an emergency will soon be easier than ever. Our Get Ready website (www.getready.govt.nz) will be both digitally accessible and available in multiple languages, and we're asking you to help share the news.

Get Ready is already a great tool for everyone in emergency management. It supports people to get ready and has information on what to do before, during and after an emergency, as well as other general preparedness advice and resources. All our content is nationally relevant and can be easily adapted for different regions.

While Get Ready was initially designed to be accessible, from 19 April it meets both New Zealand government and international standards for website accessibility.

This includes being more accessible to assistive technology (no matter the language you choose) and supplying alternate formats. Get Ready will be available in Easy Read, audio and large print.

We'll be going live with our accessibility changes 19 April and over the following weeks, we'll be adding our new languages and alternate formats.

We're starting with 10 languages for now. These are Te Reo Māori, New Zealand Sign Language, Samoan, Tongan, Traditional and Simplified Chinese, Arabic, Spanish, Japanese and Tagalog. We'll be adding more languages to this list over time, but this first selection is based on expert advice and what we know about preparedness levels across Aotearoa.

What you need to know:

- The accessibility changes go live 19 April.
- Te Reo Māori will be available from the end of April.
- We're launching New Zealand Sign Language as part of New Zealand Sign Language Week (9-15 May).
- From mid-May, we'll start adding our other languages.
- We'll be making our alternate formats available as soon as they are ready.

What can you do?

- Spread awareness of the languages, alternate formats, and digital accessibility with your local networks. E.g. local disabled people's organisations, cultural societies, migrant networks, and others who might benefit from the accessibility and multilingual capabilities of Get Ready.
- Promote and use Get Ready's multilingual and alternate format content where it aligns with yours.

Contact – **Zsenai Logan** ([she/they](#)) 27 256 1301 or Zsenai.logan@nema.govt.nz

8.5. 2021/22 Third Quarter Civil Defence Emergency Management Group Finance Report

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	James Thompson, Team Leader Civil Defence Emergency Management Group
Approved by	Lianne Dalziel, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. Provide the 2021/ 22 third quarter Civil Defence Emergency Management (CDEM) Group Finance report.

Recommendations

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Receives the 2021/ 22 Third Quarter Civil Defence Emergency Management Group Finance Report.**

Key Points

2. The attached 2021/22 third quarter financial dashboard shows the current finances for the CDEM Group. As per the first and second quarters there is an underspend due to unfilled staff positions in the Group Office (note these have now been filled or are being filled), combined with the delay of key planning initiatives (Alpine Fault (AF8) and Group Plan review) due to ongoing commitments to COVID-19 readiness and response.
3. There has been increased revenue from the Lifelines Resilience Fund project and from additional Emergency Management Training Centre (EMTC) courses receiving National Emergency Management Agency funding.

Attachments

1. CDEMG Financial report (to 31 March 2022) **[8.5.1 - 2 pages]**
2. Canterbury Civil Defence and Emergency Management Group Detailed Performance to 31 March 2022 **[8.5.2 - 1 page]**

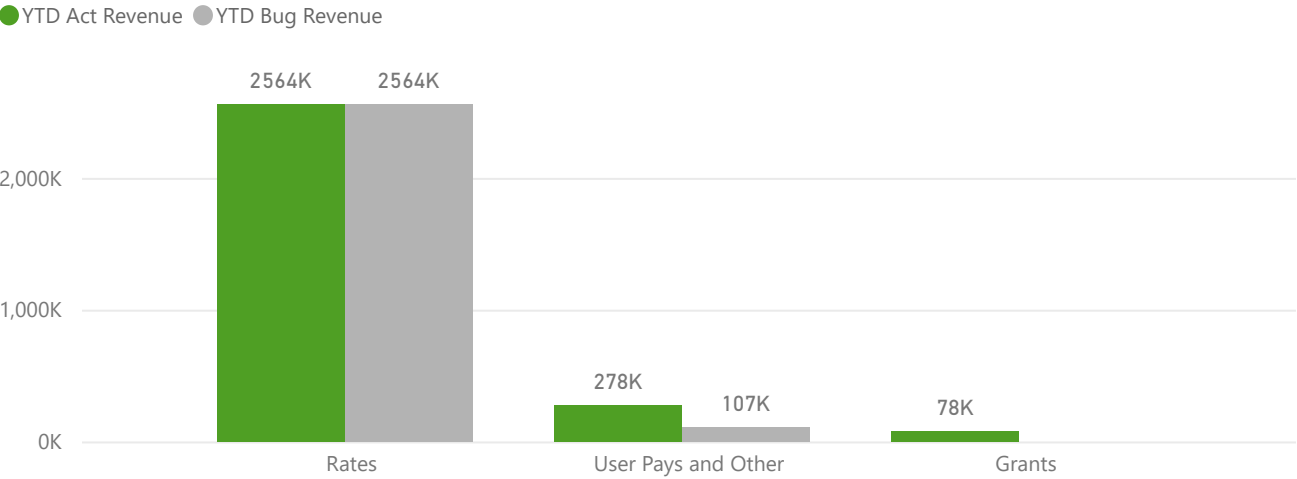
Operating Revenue	Operating Expenditure	Surplus/(Deficit)	Actual Expenditure vs Full Year Budget
2,764K	2,033K	731K	<div><div></div></div>
Budget: 2,671K	Budget: 2,184K	Budget: 488K	
(+93.25K +3.49%)	(-150.35K -6.89%)	(+243.60K)	

Reporting Period

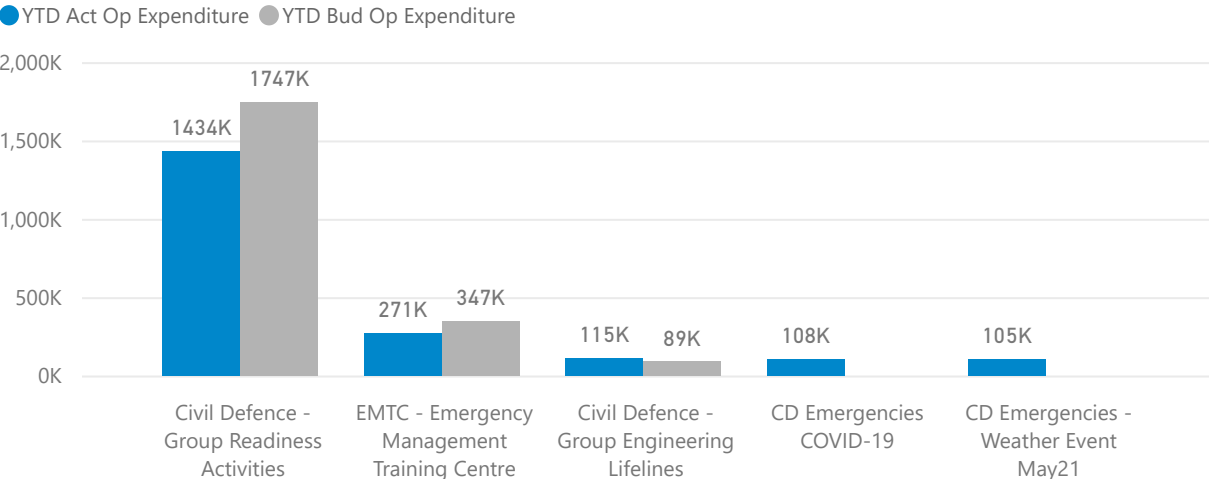
01/07/2021

31/03/2022

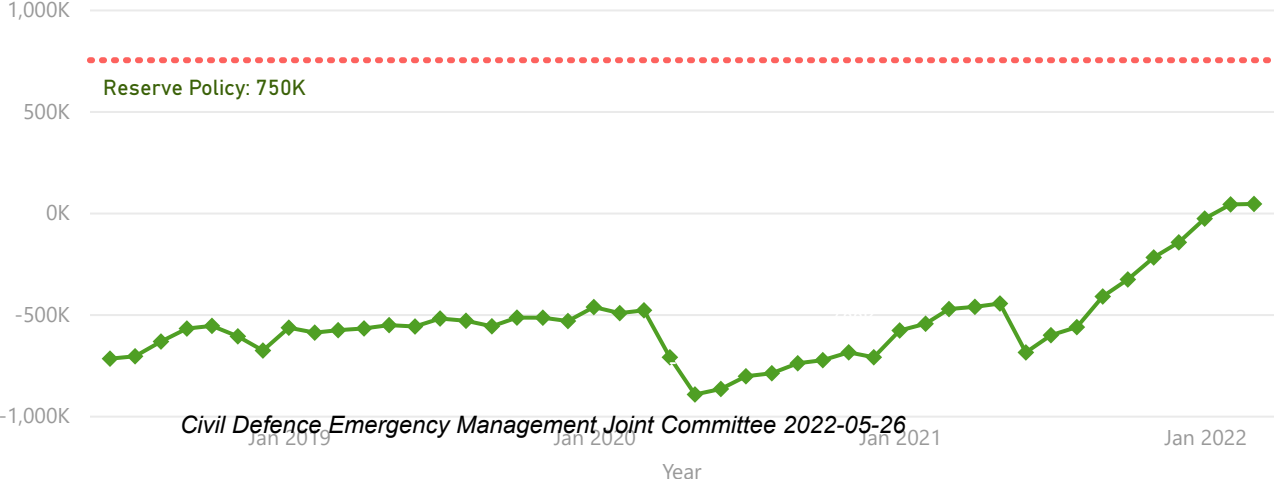
Actual Revenue vs Budget



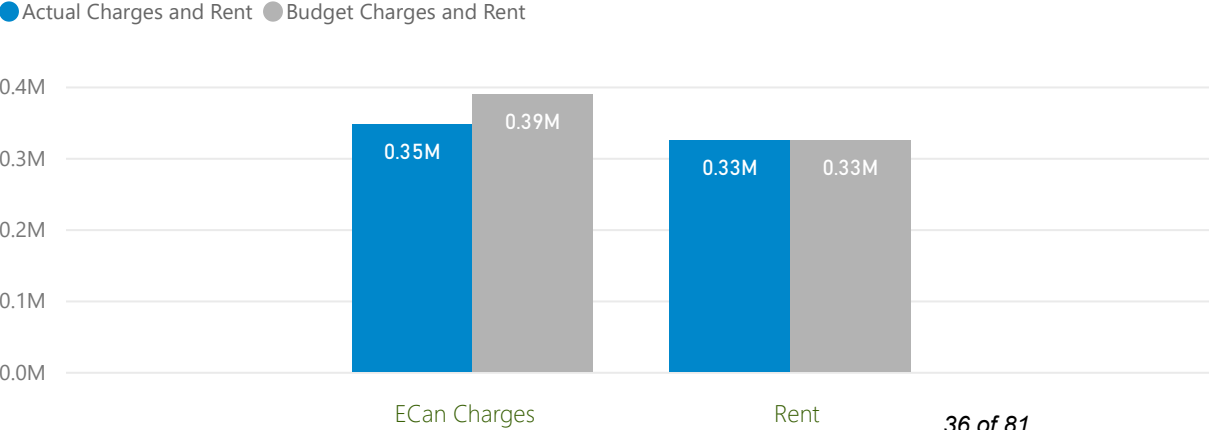
Actual Expenditure vs Budget



Reserve Balance



Actual Rent & ECan Charges vs Budget





Detailed Revenue and Expenditure

Cost Code (\$000)	Revenue YTD			Expenditure YTD			Surplus / (Deficit) YTD			Full Year Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Revenue	Expenditure
▲											
CD Emergencies - Weather Event May21				105		105	-105		-105		
CD Emergencies COVID-19				108		108	-108		-108		
Civil Defence - Group Engineering Lifelines	89	89	0	115	89	26	-26	0	-26	119	119
Civil Defence - Group Readiness Activities	2,295	2,235	60	1434	1,747	-313	861	488	373	3011	2,361
EMTC - Emergency Management Training Centre	380	347	33	271	347	-76	109	0	109	472	472
Total	2,764	2,671	93	2033	2,184	-151	731	487	244	3602	2,952

Revenue Note:

Emergencies

No significant variance to budget.

Engineering Lifelines

No significant variance to budget.

Readiness Activities

No significant variance to budget.

Emergency Management Training Centre

No significant variance to budget.

Expenditure Note:

Emergencies

Expenditure incurred relates to the Covid-19 resurgence (staff costs and multi-agency coordination costs) and the May 2021 flood event (ECC activation, recovery tasks and post event multi-agency debrief) .

Engineering Lifelines

Additional expenditure incurred relates to work being undertaken by contractors on the dedicated resilience fund project. This additional cost will be recovered by a quarterly reimbursement.

Readiness Activities

Lower expenditure is due to both the Group Plan review and AF8 planning projects having started later than planned due to the Covid-19 resurgence and May 2021 flood event related tasks taking priority. Staff costs are also lower due to vacancies earlier in the year however recruitment of the Group Manager/Controller, Welfare Manager and Recovery Manager is now complete.

Emergency Management Training Centre

Lower expenditure is due to the Covid-19 resurgence resulting in a number of courses being cancelled.

Date Filter: 01/07/21..31/03/22

Budget Version: Annual Plan

SECTION filter: CIV, Project Code Filter: P0*

		Income			Expenditure			-Surplus/Deficit		
Proj Code	Project Name	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Section: Regional Emergency Management										
P055000	Civil Defence - Group Readiness Activities	-2,294,915.12	-2,234,662.83	-60,252.29	1,434,104.81	1,747,162.85	-313,058.04	-860,810.31	-487,499.98	-373,310.33
P055108	CD Emergencies COVID-19	0.00	0.00	0.00	107,799.75	0.00	107,799.75	107,799.75	0.00	107,799.75
P055113	CD Emergencies - Weather Event May21	0.00	0.00	0.00	105,274.58	0.00	105,274.58	105,274.58	0.00	105,274.58
P055300	EMTC - Emergency Management Training Centre	-379,981.83	-346,981.83	-33,000.00	271,296.94	346,981.86	-75,684.92	-108,684.89	0.03	-108,684.92
P062000	Civil Defence - Group Engineering Lifelines	-89,405.29	-89,405.29	0.00	114,721.45	89,405.20	25,316.25	25,316.16	-0.09	25,316.25
Regional Emergency Management - CIV SECTION Totals		-2,764,302.24	-2,671,049.95	-93,252.29	2,033,197.53	2,183,549.91	-150,352.38	-731,104.71	-487,500.04	-243,604.67
Report Totals		-2,764,302.24	-2,671,049.95	-93,252.29	2,033,197.53	2,183,549.91	-150,352.38	-731,104.71	-487,500.04	-243,604.67

8.6. Civil Defence Emergency Management Controller Appointments

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	Sean Poff – Regional Manager / Group Controller Canterbury Civil Defence Emergency Management Group
Approved by	Lianne Dalziel, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. That the Canterbury Civil Defence Emergency Management (CDEM) Joint Committee appoint two Local Controllers.

Recommendations

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Approve the appointments of Ian Soper and Ian Hyde from Ashburton District Council as Local Controllers to the Civil Defence Emergency Management Joint Committee.**

Background

2. A recommendation that Ian Soper and Ian Hyde are appointed as Local Controllers was resolved at the CDEM Coordinating Executive Group meeting on 2 May 2022.
3. Civil Defence Emergency Management (CDEM) Groups under section 27 of the CDEM Act may appoint persons to the role of Local CDEM Controller. Local CDEM Controllers must follow the direction of the Group Controller during a declared state of emergency.
4. Ashburton District Council have requested that Ian Soper and Ian Hyde be appointed as Local Controllers.

Local Controllers

Ian Soper

5. Ian Soper has worked in local government for over 20 years and joined Ashburton District Council as Open Spaces Manager in 2021. He has extensive experience in CDEM, including several national simulation events in the Invercargill Emergency Operations Centre, alternate local controller for Gore District Council, and

responsibility for the pre-warning and evacuation of 2,400 residents during the 2020 Gore flood.

Ian Hyde

6. Ian Hyde joined Ashburton District Council as the District Planning Manager in late 2011. He has around 20 years local government experience, both here and in the United Kingdom. He has been involved in CDEM over the last 10 years, mainly in planning and intelligence, participated in all local events, and was seconded to the Hurunui Emergency Operation Centre after the Kaikoura earthquake.

8.7. Group Controller Report

Civil Defence Emergency Management Joint Committee Report

Date of meeting	26 May 2022
Author	Sean Poff, Group Controller/Regional Manager Canterbury Civil Defence Emergency Management Group
Approved by	Lianne Dalziel, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. To provide the May 2022 Canterbury Civil Defence Emergency Management Group Controller's report to the Canterbury Civil Defence Emergency Management Joint Committee.

Recommendations

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. **Receives the May 2022 Canterbury Civil Defence Emergency Management Group Controller's report**
2. **Approve Option Two for the Group Plan review**
3. **Approve the amended Group Plan (attached) for consultation**
4. **Endorse the multiagency approach to insights**
5. **Endorse scoping / testing of multiagency approach to Plans and PIM, including the establishment of two permanent management positions to lead respective capabilities**

Background

2. The CDEM Group plan expired mid-2019. In 2020 CEG and the Group chose to postpone the review of the plan, primarily due to the uncertainty around implementation of the CDEM Act review. This uncertainty continues, with the proposed submission to select committee being recently delayed, meaning we will not see the new Bill come into effect until at least mid-2023.
3. While the Group is currently carrying a small legislative risk (of an overdue plan review), the CDEM Act is explicit that a plan continues in force until replaced (see section 55). Unfortunately, the fact remains we are legislated to review the plan every 5 years, the following is intended to address the issue pragmatically.
4. To commence a review of the Group plan we must:

- a. Decide what aspects of the plan we intend to review and prepare the proposal for amended or the new plan
 - b. Present those aspects to the CDEM Joint Committee for approval
 - c. Give public notice of the proposal of the amended (or entirely new plan):
 - i. Submissions must be between 1-3 months (no shorter than one month);
 - ii. The CDEM Joint Committee (or a subgroup or committee of the Joint Committee) need to hear public submissions;
 - iii. The Group then needs to decide the content of the new plan.
5. There are three options to address the issue, the following outlines the options and associated risks / benefits.

Option One

Do nothing: In this option we don't initiate the above process and wait for the NEMA CDEM Act review to finish before initiating our Group Plan review.

Benefits

- a) Focus effort and resource effectively (post key national developments)
- b) Avoids the risk of being challenged during the consultation process, having to expend resources addressing issues arising

Risks

- c) Continuing breach of statutory obligations (not compliant with the Act)
- d) Reputation if inquiry made (found to have willingly made no attempt to comply)

Option Two

Light touch: In this approach we recommend no, or few changes are made to the Group Plan, though clearly stipulating that a review will be initiated when the new legislation comes into effect (likely mid 2023)

Benefits

- a) Address legislation risk while minimising effort in areas likely requiring review post implementation of the new Act
- b) Opportunity to gain early insight into public perceptions of the act which could inform what we progress for consideration in 2023 (get ahead of key frustrations)
- c) Provides time for the new JC to be involved in the process, hear public submission and make informed decisions in 2023

Risks

- d) Public perception of an incoherent or disingenuous process
- e) The requirement to address issues arising from the public consultation process

Option Three

Full review: In this option we conduct the analysis required to determine which aspects of the plan we intend to consult on (will need to wait until the next CEG to do this properly).

Benefits

- a) Begin the update early, opportunity to implement a more effective plan earlier

Risks

- b) Likelihood of having to repeat the process when the new Act is implemented (worse yet – the themes we take through being irrelevant or of a lower priority, wasting a public consultation opportunity)
 - c) Expending capability and funding ineffectively
 - d) Timeframes difficult. Logistic issues of the pending local government elections mean it is unlikely we can conduct hearings (would require at least two out of session JC meetings to have this processed before Oct (including the JC sitting to hear public submissions).
 - e) If we fail to meet the above before Oct, a new JC will have to sit to make decisions on key matters they have not been involved in, or heard from the public on, presenting concerns around Natural Justice.
6. The Canterbury Civil Defence Emergency Management Coordinating Executive Group agreed to endorse option 2. Since that time, the Canterbury CDEM Group have amended the Group Plan and are now seeking approval from the Joint Committee to commence consultation on the attached. The risks of option two can be mitigated with clear messaging around intent and next steps (review mid 2023). If supportive, the next steps are:
- a) Approve option two as the approach for the Group Plan review.
 - b) Approve the attached as the Group Plan to be released for public consultation.
 - c) commence public consultation on the ECAN website for a period of one month (asap).
 - d) Organise a time for the CDEM Joint Committee to hear public submissions, coinciding with the end of the one-month time period.
 - e) Regional office condense feedback and present to the JC for approval (could wait until the Aug CEG if no issues).

Multiagency Capability

- 7. There appears to be opportunities to enhance effectiveness of output through closer multiagency integration.
- 8. As the function that should have one of the greatest impacts pre-event, we will be starting with intelligence (insights). With effect 17 May we have established a multiagency insights capability, consisting of Police, FENZ, St John and CDEM staff.
- 9. The capability will operate daily from the ECC insights pod. We will see a deliberate approach to developing this capability. The first two months will see no change in output, the team will continue working on BAU while building relationships and awareness of respective expertise through the benefits afforded by physical collocation. The next stage would see the commissioning of a joint product to address gaps – either joint or single agency.
- 10. Should an event occur, regardless of lead agency, this capability will be responsible for providing initial insights to inform immediate decision making, while the insights leadership team (see below), reviews the right composition and size for that specific event.

11. Concurrent work will commence to ensure we have fit for purpose infrastructure and policy to enable this capability (access to something equivalent to the LINZ central data repository, along with robust information sharing agreements).
12. Direction will be provided throughout by the Insights leadership team (Karl Patterson (FENZ), Trevor Dickinson-McLachlan (Police), Tim Chiswell (St John), Sean Poff (CDEM). We will provide an update on progress at the next JC.
13. The intent is to explore a similar concept for other relevant functions. During the next reporting period we will begin scoping and testing a multiagency approach to Plans and Public Information Management. We will provide an update at the next JC.
14. Currently, CDEM are providing minimal resourcing to the insights capability. It is recommended we establish and recruit the management position to ensure a meaningful contribution is made, and to reinforce the function with dedicated planning expertise to enable coherence of mid-term output. In addition, to enable momentum it is recommended the JC endorse the scoping of a similar management position for a multi-agency PIM capability.
15. We would like to make special mention of the support for this approach by our partners. This concept would not be possible without their leadership and enthusiasm.

DRAFT FOR JC: Change Proposal: Canterbury CDEM Group Plan: Minor update 2022-05

Contents

Lens: Foreword/Executive Summary 1

Lens: Māori, Iwi and Te Tiriti..... 2

Lens: Reflecting the National Disaster Resilience Strategy 2019-29..... 5

Lens: Risk reduction 8

Lens: Reflecting updated capabilities..... 9

Lens: Reflecting the Coordinated Incident Management System (CIMS) version 3..... 13

Lens: Checking and updating all agency names 16

Lens: Readability: spelling, grammar, clarity, and other minor improvements 17

Key: New/changed text Deleted text

Lens: Foreword/Executive Summary

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
7	(no current text exists)	Content for either a new Foreword, or to be included in the Executive Summary, is included below the table. We continue to work with Ngāi Tahu on Iwi and Māori content for the Group Plan update for the Foreword/Executive Summary, but this content has not been included in this draft. The exact split between Foreword and Executive Summary has yet to be determined.	Need to reflect on the number of significant events that Canterbury has experienced since the 2014 Group Plan. This text has been copied and modified from the Canterbury COVID-19 Resurgence Plan.	Choose an item.	

New content for Foreword and/or Executive Summary:

Since this Group Plan was produced in 2014, Canterbury has experienced, responded to, and we continue to recover from, a wide range of significant events. The insured losses alone from these events are over \$2.6 billion dollars, and the impacts have been felt across all communities and sectors in Canterbury. The larger recent events include:

- Earthquakes – the Hurunui-Kaikōura 7.8Mw earthquake in November 2016, which ruptured over 20 faults, and has been described as the “most complex earthquake ever studied”
- Wildfires – the Port Hills fire (2017)
- Severe weather – including floods (2017, 2019, 2021); the Timaru hailstorm (2019); and two back-to-back Canterbury windstorms over 5 days in September 2021
- Terrorism – the Christchurch shootings in March 2019
- Pandemic – the ongoing COVID-19 global pandemic
- Tsunami – numerous tsunami warnings and threats, most recently the complex 5 March 2021 response to 3 Kermadec trench earthquakes (7.3Mw, 7.4Mw and 8.1Mw) over 6 six hours

Canterbury has also supported other regions’ responses including the Edgecumbe flood (2017), Pigeon Valley fire (2019), Southland floods (2020), Lake Ōhau fire (2020), Napier floods (2020), multiple severe weather events on the West Coast, and the Marlborough floods (2021).

Te Rūnanga o Ngāi Tahu and Civil Defence and Emergency Management (CDEM) Canterbury have experienced many catastrophic events over the last decade together. Our people have been affected by earthquakes, severe flooding, fires, the Mosque terror attack and now the pandemic. It has been through our response and management of these events where a strong working relationship has been developed between Te Rūnanga o Ngāi Tahu and CDEM Canterbury. As a result, Ngāi Tahu whānui have become adept and better prepared to address the impacts experienced across a range of hazards.

However, our aspiration is to achieve more than a strong working relationship, we want to develop a genuine partnership, something which enables the framework to strengthen our relationships across the four R’s (reduction, readiness, response and recovery). Such an approach would deepen existing bonds and facilitate the bringing together and collaboration of experience from all parties, ultimately improving positive outcomes for our people.

Unfortunately, the current plan doesn't enable the full application of this intent. While we won't be able to address this in the partial review, we see this minor update as a good opportunity to signal our desire to start this process now, working towards reflecting the intent appropriately during the full review.

In June 2017, the Government initiated a *Ministerial Review: Better Response to Natural Disasters and Other Emergencies* (The TAG Review). In January 2018 the completed review identified recommendations to the Minister of Civil Defence across eight broad areas that included: national level functions and structure; regional structures; declarations of emergencies; the role of Iwi; capability and capacity; authority for command, control, and coordination; intelligence, and information and communication. The Government responded to the TAG review in August 2018, with *Delivering better responses to natural disaster and other emergencies: Government response to the Technical Advisory Group's recommendations*, that outlined the changes the Government was proposing to New Zealand's emergency management system.

One of the first major changes was the establishment of the National Emergency Management Agency (NEMA) on 1 December 2019, to replace the Ministry of Civil Defence and Emergency Management (MCDEM). Since NEMA was established, it has led the development of emergency management system reform, and this work is still ongoing. The most significant changes are expected in 2022-23 with a new Emergency Management Act, a new National Plan and Guide to the National Plan, and an implementation roadmap for the 10-year National Disaster Resilience Strategy that was introduced in 2019.

There are other reforms and drivers that will impact emergency management including:

- Resource Management System Reform – management of natural hazards, the built environment, and managed retreat
- Three Waters Reform Programme – critical infrastructure operated by local authorities including potable water and stormwater management
- The Future for Local Government review – the resilience, sustainability, and confidence of local government, and
- Climate change – the completion of climate change risk assessments, and the development of action plans.

We believe the arrangements in the existing Group Plan are robust and have been well tested with events since 2016. The most significant update until now has been to incorporate strategic planning for recovery in 2018.

In May 2022, the Coordinating Executive Group agreed to a minor update of the Group Plan, along with public consultation as required by the CDEM Act. This is intended to allow the existing Group Plan to continue as a bridging plan until the emergency management system reform is confirmed and implemented. At that time the Canterbury CDEM Group will initiate a full rewrite of the Group Plan to implement the reforms.

This update proposes no changes to the Risk Profile section of the Group Plan. The Group Office has started a parallel process using the updated *Director's Guideline – Risk Assessment: Guidance for CDEM Group Planning [DGL23/22]*. Our intention is to start a regular annual process of reviewing a subset of the hazards each year, resulting in a full review of Canterbury's hazards every five years. Two key areas that we have seen significant updates in hazard and modelling recently include:

- **Alpine Fault earthquake** – Research released in 2021 indicated there was a 75% probability (up from 30%) of an Alpine Fault earthquake occurring in the next 50 years. The research also suggests that the next Alpine Fault earthquake has an 82% probability of being Mw8+. Readiness work continues for a catastrophic earthquake at local, regional and national levels.
- **Tsunami modelling and updated evacuation zones** – over the past 3-4 years much of Canterbury has had the tsunami inundation modelling updated. This has resulted in updated tsunami evacuation zones for Mid and North Canterbury. Draft modelling results have recently been received for South Canterbury, and this will result in updated evacuation zones over the next year.

We are not updating the Group's strategy in this update. This year we are likely to start developing a Canterbury Disaster Resilience Strategy that will shape our long-term direction through to 2029 and give full effect to the National Disaster Resilience Strategy (2019-29).

Lens: Māori, Iwi and Te Tiriti

We are recognising previous steps taken to better involve Māori and Iwi in Governance of the Canterbury CDEM Group. These are the first steps in what will be a much longer process once the national emergency management system reform has been confirmed.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
	n/a	Te Rūnanga o Ngāi Tahu to draft a Foreword for the Group Plan update.	Future Group Plans will contain a Foreword that outlines key changes made to the Group Plan, and to signal upcoming changes in the future.	Choose an item.	
7	The Group Joint Committee comprises the mayor or chairperson (or delegated councillor) from Kaikoura District, Hurunui District, Waimakariri District, Selwyn District, Christchurch City, Ashburton District, Timaru District, Mackenzie District, Waimate District and Environment Canterbury.	The Group Joint Committee comprises the mayor or chairperson (or delegated councillor) from Kaikoura District, Hurunui District, Waimakariri District, Selwyn District, Christchurch City, Ashburton District, Timaru District, Mackenzie District, Waimate District and Environment Canterbury. In 2019 Te Rūnanga o Ngāi Tahu were invited to Joint Committee where they hold a guardian role – <i>Kai Mataara</i> .	Reflecting TRoNT's role in the executive summary.		

9	The Canterbury CDEM Group is made up of elected representatives of local authorities within the region and was formed under the Local Government Act 2002 pursuant to section 12 of the CDEM Act 2002. This Plan [...]	The Canterbury CDEM Group is made up of elected representatives of local authorities within the region and was formed under the Local Government Act 2002 pursuant to section 12 of the CDEM Act 2002. In 2019 Te Rūnanga o Ngāi Tahu were invited to Joint Committee where they hold a guardian role – Kai Mataara. This Plan [...]			
9	The local authority members of the Canterbury CDEM Group are: [list of councils] The partner agencies in the Canterbury CDEM Group are: [list of partner agencies]	The local authority members of the Canterbury CDEM Group are: [list of councils] Te Rūnanga o Ngāi Tahu is a member of the Group. The partner agencies in the Canterbury CDEM Group are: [list of partner agencies]	Ensuring that TRoNT is listed in the Group Members and Partner Agencies.		
10	(Existing map)	(Add shaded Ngāi Tahu rohe with label; possibly add icons for Marae)	Recognise the Ngāi Tahu rohe in addition to district council and CDEM Group boundaries.		
15	A key partner in creating a resilient Canterbury is Ngāi Tahu. As tangata whenua they have a special relationship with the land and work closely with Environment Canterbury and the territorial authorities on matters of risk reduction. The marae are also a key component of Canterbury's community resilience and many are identified civil defence centres in an emergency.	1.9 Relationship with iwi A key partner in creating a resilient Canterbury is Ngāi Tahu. As tangata whenua they have a special relationship with the land and work closely with Environment Canterbury and the territorial authorities on matters of risk reduction. The marae are also a key component of Canterbury's community resilience and many are identified civil defence centres in an emergency.	Elevate to own subsection, which would become 1.9, with the existing 1.9-1.11 becoming 1.10-1.12. Correct macron placement.		
16	2.2 Canterbury CDEM Group Joint Committee The Canterbury CDEM Group, 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 Kaikoura 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.	2.2 Canterbury CDEM Group Joint Committee The Canterbury CDEM Group is a joint committee comprised of elected representatives of local authorities within the region and Iwi. It 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 Kaikoura 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. Joint Committee intended for Ngāi Tahu to be a full voting member of the committee, however this is not enabled by existing legislation. We expect Ngāi Tahu to be appointed as a full member once the emergency management system reforms are complete in 2022-23. As a temporary measure, in February 2019, it was agreed that Te Rūnanga o Ngāi Tahu would be invited to an observer role on Joint Committee. As the word observer does not exist in Māori, it was agreed that the role would be titled Kai Mataara – 'watcher, to listen and be alert'. The Kai Mataara is treated as a full voting member during meetings. The Canterbury CDEM Group may invite observers to attend its meetings.	Recognise that Iwi are currently represented on Joint Committee following decisions made at Joint Committee in February and November 2019. Full co-governance arrangements are on hold until confirmed as part of the emergency management system reform and will be implemented in the next major Group Plan update.		

17	<p>The Canterbury CDEM Group CEG has the following additional representatives as co-opted under section 20 of the CDEM Act:</p> <ul style="list-style-type: none">the Regional Commissioner of the Ministry of Social Development	<p>The Coordinating Executive Group has the following additional representatives as co-opted under section 20 of the CDEM Act:</p> <ul style="list-style-type: none">a representative of Te Rūnanga o Ngāi Tahuthe Regional Commissioner of the Ministry of Social Development	<p>Recognise that Iwi are a member of the Coordinating Executive Group.</p>		
67	<p>For a large-scale emergency where central government is funding the recovery, or a part of the recovery effort, central government may establish a National Recovery office.</p>	<p>For a large-scale emergency or catastrophic event where central government is providing significant funding to recovery, central government may establish a National Recovery office or a dedicated Crown entity.</p>	<p>Recognise and accept that if the event is large enough, we will likely see a dedicated Crown entity for recovery, such as the Canterbury Earthquake Recovery Authority.</p>		
68	<ul style="list-style-type: none">Recovery involves collaboration with local Iwi to build resilience and ensure the protection for waahi tapu (sacred area), nga taonga tuku iho (treasures of the ancestors) and kaitiakitanga (guardianship) of the environment in the recovery phase	<p>Recovery involves collaboration with local Iwi to build resilience and ensure the protection for wāhi tapu (sacred area), nga taonga tuku iho (treasures of the ancestors) and kaitiakitanga (guardianship) of the environment in the recovery phase</p>	<p>Update to reflect macron.</p>		

DRAFT

Lens: Reflecting the National Disaster Resilience Strategy 2019-29

Changes to the Group Plan to reflect the National Disaster Resilience Strategy 2019-29, and some associated minor National Plan and Guide references. Not all references to the NDRS are here, some minor ones are also listed in under the Readability lens.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
12	1.7 Relationship with National CDEM Strategy and National Plan The National CDEM Strategy sets out the Crown's emergency management goals, policy objectives and measurable targets.	1.7 Relationship with National Disaster Resilience Strategy and National Plan The National Disaster Resilience Strategy (NDRS) sets out the Crown's emergency management goals, policy objectives and measurable targets.	While the National CDEM Strategy is still technically correct as defined in the existing CDEM Act, referring directly to the NDRS makes it easier for readers to understand the document it is referring to.		
13-14	Table 1.1 Relationship between national goals and objectives and Canterbury CDEM Group objects	Table 1.1 Working together to manage risk and build resilience Relationship between national goals and objectives and Canterbury CDEM Group objects	This aligns the text with the byline of the NDRS (NDRS p3).	Choose an item.	
13-14		(Delete Table 1.1, and replace with below)	This removes references to the National CDEM Strategy 2008-2018.		
15	Canterbury CDEM Group Risk Reduction Strategy (to be developed) Canterbury CDEM Group Public Education Strategy (to be developed) Canterbury CDEM Group Community Resilience Strategy (to be developed) Canterbury CDEM Group Professional Development Strategy (to be developed)	Canterbury CDEM Group Risk Reduction Strategy (to be developed) Canterbury CDEM Group Public Education Strategy (to be developed) Canterbury CDEM Group Community Resilience Strategy (to be developed) Canterbury CDEM Group Professional Development Strategy (to be developed)	We are looking at the development of a Canterbury Disaster Resilience Strategy as part of the work to implement our delivery of the National Disaster Resilience Strategy. As part of this work, we will be looking at how we design and deliver strategy, including these previously identified strategies that would likely be incorporated in our updated strategy.		
16	participate in the development of the National CDEM Strategy and the National CDEM Plan, and	participate in the development of the National Disaster Resilience Strategy and the National CDEM Plan, and	Reflect the common name for the strategy.		
25	3 RISK PROFILE 3.1 Introduction This chapter sets the context within which the Canterbury Civil Defence Emergency Management (CDEM) Group operates.	3 RISK PROFILE <i>The Risk Profile section contributes to National Disaster Resilience Strategy Priority 1: Managing Risks.</i> <i>In May 2022, the Group commenced work to update our Risk Profile based on the new Director's Guideline Risk Assessment: Guidance for CDEM Group Planning [DGL 23/22]</i> 3.1 Introduction This chapter sets the context within which the Canterbury Civil Defence Emergency Management (CDEM) Group operates.	Recognise that the Risk Profile section (Chapter 3) contributes to NDRS Priority 1: Managing Risks. Also recognise that the Group has started a review of the Risk Profile section using the new Director's Guideline.		
34	4 RISK REDUCTION 4.1 Introduction This chapter outlines the principles and mechanisms of risk reduction.	4 RISK REDUCTION <i>The Risk Reduction section contributes to National Disaster Resilience Strategy Priority 1: Managing Risks.</i> 4.1 Introduction This chapter outlines the principles and mechanisms of risk reduction.	Recognise that the Risk Reduction section (Chapter 4) contributes to NDRS Priority 1: Managing Risks.		
34	4.4.2 Objectives In support of the National CDEM Strategy Goal Two (reducing the risks from hazards), the Canterbury CDEM Group has established the following risk reduction objectives:	4.4.2 Objectives In support of the National Disaster Resilience Strategy Priority 1: Managing Risks , the Canterbury CDEM Group has established the following risk reduction objectives:	Update reference to the appropriate NDRS priority.		

38	5 READINESS 5.1 Introduction This chapter outlines how the Canterbury Civil Defence Emergency Management (CDEM) Group will collaborate with partner agencies and the community to ensure that Canterbury is aware and prepared for an emergency.	5 READINESS <i>The Readiness section contributes to National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies.</i> 5.1 Introduction This chapter outlines how the Canterbury Civil Defence Emergency Management (CDEM) Group will collaborate with partner agencies and the community to ensure that Canterbury is aware and prepared for an emergency.	Recognise that the Readiness section (Chapter 5) contributes to NDRS Priority 2: Effective Response to and Recovery from Emergencies.		
39	5.3.2 Objectives In support of the National CDEM Strategy Goal One (increasing community awareness, understanding, preparedness and participation in CDEM), the Canterbury CDEM Group has established the following community readiness objectives: ... In support of the National CDEM Strategy Goal Three (enhancing New Zealand's capability to manage civil defence emergencies), the CDEM Group has established the following organisational readiness objectives:	5.3.2 Objectives In support of the <i>National Disaster Resilience Strategy Priority 3: Enabling, Empowering, and Supporting Community Resilience</i> , the Canterbury CDEM Group has established the following community readiness objectives: ... In support of the <i>National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies</i> , the CDEM Group has established the following organisational readiness objectives:	Update references to the appropriate NDRS priority.		
46	6 RESPONSE 6.1 Introduction This chapter of the Canterbury Civil Defence Emergency Management (CDEM) Group Plan outlines the arrangements to ensure that resources are managed as effectively as possible in response to an emergency in Canterbury.	6 RESPONSE <i>The Response section contributes to National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies.</i> 6.1 Introduction This chapter of the Canterbury Civil Defence Emergency Management (CDEM) Group Plan outlines the arrangements to ensure that resources are managed as effectively as possible in response to an emergency in Canterbury.	Recognise that the Response section (Chapter 6) contributes to NDRS Priority 2: Effective Response to and Recovery from Emergencies.		
47	6.5.2 Objectives In support of the National CDEM Strategy Goal Three (enhancing New Zealand's capability to manage civil defence emergencies), the Canterbury CDEM Group has established the following response objectives:	6.5.2 Objectives In support of the <i>National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies</i> National CDEM Strategy Goal Three (enhancing New Zealand's capability to manage civil defence emergencies) , the Canterbury CDEM Group has established the following response objectives:	Updating reference to the National Disaster Resilience Strategy.		
67	7. RECOVERY 7.1 Introduction This chapter outlines the principles and mechanisms for strategic recovery planning.	7. RECOVERY <i>The Recovery section contributes to National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies.</i> 7.1 Introduction This chapter outlines the principles and mechanisms for strategic recovery planning.	Recognise that the Recovery section (Chapter 7) contributes to NDRS Priority 2: Effective Response to and Recovery from Emergencies.		
69	7.5.2 Objectives In support of the National CDEM Strategy Goal Four (enhancing New Zealand's capability to recover from civil defence emergencies), the Canterbury CDEM Group has established the following recovery objectives:	7.5.2 Objectives In support of the <i>National Disaster Resilience Strategy Priority 2: Effective Response to and Recovery from Emergencies</i> , the following recovery objectives have been established:	Update reference to NDRS Priority 2.		

101	Guide to the National CDEM Plan is The Guide to National Civil Defence Emergency Management Plan 2006 (revised 2009).	Guide to the National CDEM Plan is The Guide to National Civil Defence Emergency Management Plan 2015. It sets out the arrangements, roles, and responsibilities of agencies for the national management, or support to local management, of emergencies	Updated to point to the latest version, and included a brief summary of the what The Guide provides.		
101	National CDEM Plan is the National Civil Defence Emergency Management Plan Order 2005 (SR 2005/295).	National CDEM Plan is the National Civil Defence Emergency Management Plan Order 2015 (LI 2015/140).	Updated to reflect current National Plan Order.		
101	National CDEM Strategy is National Civil Defence Emergency Management Strategy (Department of Internal Affairs, 2008).	National CDEM Strategy see National Disaster Resilience Strategy.			
101	(Add new definition)	National Disaster Resilience Strategy (NDRS) 2019-29 is the current national civil defence emergency management strategy delivered to meet the requirements of the CDEM Act 2002 s31-37.	Updating referencing of the CDEM strategy to be primarily referenced as the National Disaster Resilience Strategy (as its most used name), while recognising that it continues to meet the current requirements of s31-37 of the CDEM Act 2002 to deliver a national civil defence emergency management strategy.		
102	Resilience is an "adaptive capacity" — that is, society's capability to draw on its individual, collective and institutional resources and competencies to cope with, adapt to and develop from the demands, challenges and changes encountered before, during and after a disaster.	Resilience is the ability to anticipate and resist the effects of a disruptive event, minimise adverse impacts, respond effectively post-event, maintain or recover functionality, and adapt in a way that allows for learning and thriving. (NDRS)	Updated to reflect the definition of resilience in the National Disaster Resilience Strategy 2019-29.		

Replace Table 1.1 pp13-14 with:

National Disaster Resilience Strategy 2019-29		Canterbury CDEM Group Plan 2014 Objectives
Priority 1: Managing Risks	<p>Objective 1: Identify and understand risk scenarios (including the components of hazard, exposure, vulnerability, and capacity), and use this knowledge to inform decision-making</p> <p>Objective 2: Put in place organisational structures and identify necessary processes – including being informed by community perspectives – to understand and act on reducing risks</p> <p>Objective 3: Build risk awareness, risk literacy, and risk management capability, including the ability to assess risk</p> <p>Objective 4: Address gaps in risk reduction policy (particularly in the light of climate change adaptation)</p> <p>Objective 5: Ensure development and investment practices, particularly in the built and natural environments, are risk-aware, taking care not to create any unnecessary or unacceptable new risk</p> <p>Objective 6: Understand the economic impact of disaster and disruption, and the need for investment in resilience; identify and develop financial mechanisms that support resilience activities</p>	<p>Objective 4.5.1: Provide collaborative leadership in hazard research initiation, delivery, and application</p> <p>Objective 4.5.2: Identify, understand, and manage the risks that Canterbury's communities face</p> <p>Objective 4.5.3: Ensure that planning and management of risk are based on relevant risk assessments</p> <p>Objective 4.5.4: Communicate all issues relating to risks effectively to the community and partners</p> <p>Objective 5.4.1: Increasing Community and business awareness of the risk from hazards and their consequences</p> <p>Objective 7.6.3: Better understand the likely consequences from identified hazards and risks in the Canterbury CDEM Group area</p>
Priority 2: Effective Response to and Recovery from Emergencies	<p>Objective 7: Ensure that the safety and wellbeing of people is at the heart of the emergency management system</p> <p>Objective 8: Build the relationship between emergency management organisations and iwi/groups representing Māori, to ensure greater recognition, understanding, and integration of iwi/Māori perspectives and tikanga in emergency management</p> <p>Objective 9: Strengthen the national leadership of the emergency management system to provide clearer direction and more consistent response to and recovery from emergencies</p> <p>Objective 10: Ensure it is clear who is responsible for what, nationally, regionally, and locally, in response and recovery; enable and empower community-level response, and ensure it is connected into wider coordinated responses, when and where necessary</p> <p>Objective 11: Build the capability and capacity of the emergency management workforce for response and recovery</p> <p>Objective 12: Improve the information and intelligence system that supports decision-making in emergencies to enable informed, timely, and consistent decisions by stakeholders and the public</p>	<p>Objective 5.4.3: Enhance professional development of all personnel involved in CDEM</p> <p>Objective 5.4.3: Ensure that political and executive levels of CDEM group members show strong leadership and a commitment to CDEM</p> <p>Objective 5.4.3: Ensure that exercises are an integral part of the Canterbury CDEM Group work programme</p> <p>Objective 5.4.5: Strengthen the coordination and cooperation among all relevant CDEM response agencies in planning for and responding to an emergency</p> <p>Objective 6.6.1: Enhance the ability of Canterbury CDEM Group to prepare for and manage civil defence emergencies</p> <p>Objective 6.6.2: Enhance the ability of emergency services to prepare for and manage civil defence emergencies</p> <p>Objective 7.6.2: Enhance the ability of the Canterbury CDEM Group to prepare for and manage recovery</p> <p>Objective 7.6.4: Monitor and evaluate the effectiveness of the Canterbury CDEM Group recovery work programme</p>

Priority 3: Enabling, Empowering, and Supporting Community Resilience	<p>Objective 13: Enable and empower individuals, households, organisations, and businesses to build their resilience, paying particular attention to those people and groups who may be disproportionately affected by disasters</p> <p>Objective 14: Cultivate an environment for social connectedness which promotes a culture of mutual help; embed a collective impact approach to building community resilience</p> <p>Objective 15: Take a whole of city/district/region approach to resilience, including to embed strategic objectives for resilience in key plans and strategies</p> <p>Objective 16: Address the capacity and adequacy of critical infrastructure systems, and upgrade them as practicable, according to risks identified</p> <p>Objective 17: Embed a strategic, resilience approach to recovery planning that takes account of risks identified, recognises long-term priorities and opportunities to build back better, and ensures the needs of the affected are at the centre of recovery processes</p> <p>Objective 18: Recognise the importance of culture to resilience, including to support the continuity of cultural places, institutions and activities, and to enable the participation of different cultures in resilience</p>	<p>Objective 5.4.1: Improve community and business preparedness through community-based planning</p> <p>Objective 5.4.2: Ensure that local authorities have robust and tested business continuity plans so they can continue to function in an emergency</p> <p>Objective 6.6.3: Enhance the ability of lifeline utilities to prepare for and manage civil defence emergencies</p> <p>Objective 7.6.1: Engage our community to understand their likely recovery needs and priorities</p>
---	---	--

Lens: Risk reduction

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
7	The Canterbury CDEM Group Plan proposes to use statutory and non-statutory mechanisms to manage risk in Canterbury. These mechanisms include legislation, policy and plans that provide for the integrated management of hazards and their effects. The Canterbury Regional Policy Statement prepared by Environment Canterbury is a crucial document.	The Canterbury CDEM Group Plan proposes to use statutory and non-statutory mechanisms to manage risk in Canterbury. These mechanisms include legislation, policy and plans that provide for the integrated management of hazards and their effects. The primary mechanisms of managing natural hazard risks in Canterbury are the Canterbury Regional Policy Statement, and District Plans. The Canterbury Regional Policy Statement prepared by Environment Canterbury is a crucial document.		Choose an item.	
8	Other key actions the Group will take in reducing risk relate to future hazard research and maintaining an up-to-date risk assessment, supported by a risk reduction strategy and strategies for communicating risk to the community and partner agencies.				
34	The Canterbury Regional Policy Statement (RPS) is of particular importance because it describes how natural hazards are to be managed in the region and places responsibility for natural hazard risk management on local authorities. Local authority plans must give effect to the RPS. The RPS prefers to reduce risk through avoidance of the risk rather than strategies to mitigate the hazard.	<p>Regional Policy Statement</p> <p>The Canterbury Regional Policy Statement (RPS) is of particular importance because it describes how natural hazards are to be managed in the region and places responsibility for natural hazard risk management on local authorities. Local authority plans must give effect to the RPS. The RPS prefers to reduce risk through avoidance of the risk rather than strategies to mitigate the hazard.</p> <p>District Plans</p> <p>District plans are a means of managing how land can be used and developed within a district. It is the primary method of managing buildings in hazard-prone areas. All local authorities are required to produce a district plan, and it must give effect to the Regional Policy Statement.</p>	Clearly identify the Regional Policy Statement and District plans as the primary mechanisms for Risk Reduction. This is intended to increase the visibility of district plans as risk reduction tool.		
34	<ul style="list-style-type: none"> city and district plans Local Government Act 2002 local authority long-term plans 	<ul style="list-style-type: none"> city and district plans Local Government Act 2002 Local Authority Long-Term Plans (LTP) 	Remove district plans, as they get greater attention above. Fix capitalisation.		

Lens: Reflecting updated capabilities

The Canterbury CDEM Group has expanded capabilities in various areas added since the Group Plan was published in 2014. The suggested changes below recognise and communicate these to readers. When drafting the 2020 Canterbury COVID-19 Resurgence Plan, we found it useful to communicate the significance and role that Te Omeka Justice and Emergency Services Precinct plays in Canterbury.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
58		Insert new 6.8.5 Te Omeka Justice and Emergency Services Precinct (JESP). See text following this table.	This addition identifies the JESP EOC as a key response facility for multiple Canterbury CDEM Group members, and highlights that it can be used for the Canterbury CDEM ECC, Christchurch CDEM EOC, a mix of both, and for other tenanted lead agencies such as Police and FENZ.		
60	<p>6.10.4 Volunteer Management</p> <p>There are two forms of volunteering in an emergency:</p> <ul style="list-style-type: none"> • CDEM-trained volunteers — those who are affiliated with an organisation and identified by the Canterbury CDEM Group before an emergency, and • spontaneous volunteers — those who come from the general public or community groups offering to help. <p>CDEM-trained volunteers will be managed through standing operational arrangements with the organisation with which the volunteers are affiliated. Each emergency response centre (EOC and ECC) needs to address how it will manage spontaneous volunteers. This will be documented in the emergency response centre operating procedures.</p> <p>The health and safety of volunteers needs to comply with legislation and organisational requirements.</p> <p>The MCDEM Volunteer Coordination in CDEM: Director's Guideline for Civil Defence Emergency Management Groups (DGL15/13) provides further information on volunteers.</p>	<p>6.10.4 Volunteer Management</p> <p>There are two forms of volunteering in an emergency:</p> <ul style="list-style-type: none"> • CDEM-trained volunteers — those who are affiliated with an organisation and identified by the Canterbury CDEM Group before an emergency, and • spontaneous volunteers — those who come from the general public or community groups offering to help. <p>CDEM-trained volunteers will be managed through standing operational arrangements with the organisation with which the volunteers are affiliated.</p> <p>Teams that are trained and report to coordination centres may be a deployable resource.</p> <p>Some local authorities may have community support teams, their role will be specific to arrangements agreed with the local authority.</p> <p>Each coordination centre needs to address and document how it will manage spontaneous volunteers. This will be documented in the emergency response centre operating procedures.</p> <p>The health and safety of volunteers needs to comply with legislation and organisational requirements.</p> <p>The MCDEM Volunteer Coordination in CDEM: Director's Guideline for Civil Defence Emergency Management Groups (DGL15/13) provides further information on volunteers.</p>	Recognising feedback about expanding slightly the role of volunteers for emergency management.		

62	<p>New Zealand Registered Response Teams</p> <p>The NZRTs are for the most part volunteer teams consisting of up to 30 members. These teams are trained to a minimum national standard and have minimum levels of equipment to meet the requirements of the MCDEM Guidance for Establishing and Operating New Zealand Response Teams (NZ-RTs); Director's Guidelines for the CDEM Sector (DGL12/12). The teams are locally based but registered by the Canterbury CDEM Group. The NZRTs will generally be used for reconnaissance, primary search and removal of surface casualties, in support of other agencies, mainly the FENZ. Some NZRTs have undertaken specialist training for specific rescue environments.</p>	<p>New Zealand Registered Response Teams</p> <p>The NZRTs are usually volunteer teams of up to 30 members. These teams are trained to national standards and have equipment to meet the requirements of the NEMA NZRT Operating Guidelines and NZRT Interim Capability Framework. The teams are locally owned, nationally accredited, and endorsed by the CDEM Group. Their usual roles include reconnaissance, movement control, first aid, and primary surface search and rescue in support of other agencies, mainly FENZ. Teams can be accredited in one or more of the following strands:</p> <ul style="list-style-type: none">• NZRT Foundation• Light Rescue• Flood Response• Storm Response• Civil Defence Centre• Swift Water Rescue*• Rope Rescue• Mass Casualty Support• Out-of-Region Deployment• USAR First Responder• Light USAR* <p>* Currently Canterbury NZRTs will not be accredited in the Swift Water Rescue and Light USAR strands until there is multi-agency agreement.</p> <p>Regional Memoranda of Understanding between the CDEM Group and NZRTs will be developed as teams are accredited and will include deployment and their role supporting partner agencies.</p>	<p>This reflects the latest arrangements for accreditation of Response Teams.</p>														
62	<p>There are currently five registered NZRTs in Canterbury with a further team intending to be registered.</p> <p>Replace existing table 6.5</p>	<p>The following teams will have started the NEMA accreditation process by the end of the 2022.</p> <table><tr><th>Response Teams</th><th>Owner</th></tr><tr><td>NZ RT 1</td><td>Canterbury CDEM Group</td></tr><tr><td>NZ RTs 10, 11, 14</td><td>Christchurch City Council</td></tr><tr><td>NZ RT 12</td><td>Waimakariri District Council</td></tr><tr><td></td><td>Timaru District Council</td></tr><tr><td></td><td>Selwyn District Council</td></tr></table>	Response Teams	Owner	NZ RT 1	Canterbury CDEM Group	NZ RTs 10, 11, 14	Christchurch City Council	NZ RT 12	Waimakariri District Council		Timaru District Council		Selwyn District Council	<p>Updates the table to identify the existing and proposed NZRTs in Canterbury aiming to start the new RT accreditation process.</p>		
Response Teams	Owner																
NZ RT 1	Canterbury CDEM Group																
NZ RTs 10, 11, 14	Christchurch City Council																
NZ RT 12	Waimakariri District Council																
	Timaru District Council																
	Selwyn District Council																
62	<p>Other teams and organisations that can support rescue or provide a niche rescue capability include, but are not limited to, the following:</p>	<p>Other organisations</p> <p>Other teams and organisations that can support rescue or provide a niche rescue capability include, but are not limited to, the following:</p>	<p>Add a subheading for “Other organisations” to create a separation from the following list, and the previous section on New Zealand Registered Response Teams.</p>														

62	(New section)	<p>6.10.9 Coordination centre support</p> <p>Canterbury 10 (C10)</p> <p>Following the Hurunui-Kaikōura earthquake, Canterbury councils developed surge capacity amongst council staff that can be deployed to support coordination centres in Canterbury. Each council has committed to providing personnel that receive additional training to be able to be rapidly deployed across Canterbury to a coordination centre. This capability is maintained and activated by the Group Office or Canterbury Emergency Coordination Centre. C10 personnel occasionally support neighbouring CDEM Groups.</p> <p>C10 is Canterbury's first line of support for our coordination centres. C10 is also offered to our neighbouring CDEM Groups when support is needed.</p> <p>New Zealand Emergency Management Assistance Team (NZ EMAT)</p> <p>NZ EMAT is a national capability to support impacted coordination centres that has been developed by the National Emergency Management Agency. Canterbury agencies have contributed personnel into NZ EMAT. EMAT members have training that includes being self-sufficient and capable of responding in an austere environment for extended periods. This capability is managed by NEMA, and requests are made by CDEM Groups for national support.</p>	Recognising new coordination centre capabilities developed since 2014.		
----	---------------	---	--	--	--

New subsection 6.8.5 Te Omeke Justice and Emergency Services Precinct (JESP)

(add photos of exterior of Emergency Services Building, agency logos from Level 1 reception, and the Precinct EOC)

Following the Canterbury earthquake sequence 2010-11, one of the anchor recovery projects in Christchurch was the construction of the multi-agency Te Omeke Justice and Emergency Services Precinct (JESP). A significant cluster of Canterbury CDEM Group members and partner agencies have been co-located in Te Omeke since late 2017. The JESP is unique in New Zealand. The day-to-day co-location has strengthened the multi-agency relationships and continues to provide many opportunities for collaboration. CDEM Group members tenanted at the JESP include:

- Canterbury Police District
- Fire and Emergency New Zealand Te Ihu
- St John Southern Region
- Christchurch City Emergency Management Office
- Canterbury CDEM Group Emergency Management Office, and
- National Emergency Management Agency South Island Office

The JESP agencies and facilities provide an excellent foundation upon which to build wider multi-agency coordination during response for the Canterbury CDEM Group.

Te Omeke Coordination centres and response facilities

Te Omeke hosts several operational facilities including:

- The Precinct Emergency Operations Centre – a purpose-built coordination centre that is available for all JESP agencies to use
- Canterbury Police District – District Command Centre and Emergency Operations Centre
- Fire and Emergency New Zealand Te Ihu – Regional Coordination Centre
- The first 111 Centre in New Zealand with all three emergency services collocated:
 - Combined Police and FENZ – 111 Southern Communications Centre
 - St John – 111 Clinical Communication Centre
- Christchurch City – Emergency Operations Centre
- Canterbury CDEM Group – Emergency Coordination Centre

The Precinct EOC has been used to coordinate and manage multi-agency responses to several significant events including: the Christchurch Mosque shootings (2019), the Rangitata floods (2019), multiple COVID-19 lockdowns (2020-21), and the May-June floods (2021).

Te Omeka Seismic design and resilience

The Emergency Services Building has been designated as an essential facility and has been designed to the Importance Level 4 (IL4) seismic design standard. The site was chosen as it experienced minimal liquefaction during the Canterbury earthquake sequence, and no ground cracking or lateral movement was observed at the site or on neighbouring sites. The soil beneath the Precinct has been strengthened by mixing the soil with cement. The main buildings are founded on a 1.2-metre-thick reinforced concrete raft foundation. The structure is base isolated using lead rubber and PTFE slider bearings and includes seismic bracing. Critical infrastructure such as water pipes and cables are held in place by specialised seismic bracing.

Te Omeka has been designed with resiliency features which will enable the Precinct’s Emergency Operations Centre and 111 Call Centre to continue operating in the event of a major emergency. It can operate for at least 72 hours disconnected from all services.

- Energy: diverse mains power feeds; backed up by two generators; 50,000 litres of diesel for the generators; and two hours of uninterruptable power supply (UPS) from batteries. Backup power is tested monthly.
- Communications: diverse Internet connection feeds; backed up by alternative communications using digital VHF radio; and satellite voice and data.
- Water: 100,000 litres of drinking water; and 100,000 litres of wastewater storage.
- Fire safety: 110,000 litres of water for the fire suppression system; both the Precinct EOC and 111 centres are dedicated fire cells that can provide up to two hours protection in case of fire elsewhere in the building.

DRAFT

Lens: Reflecting the Coordinated Incident Management System (CIMS) version 3

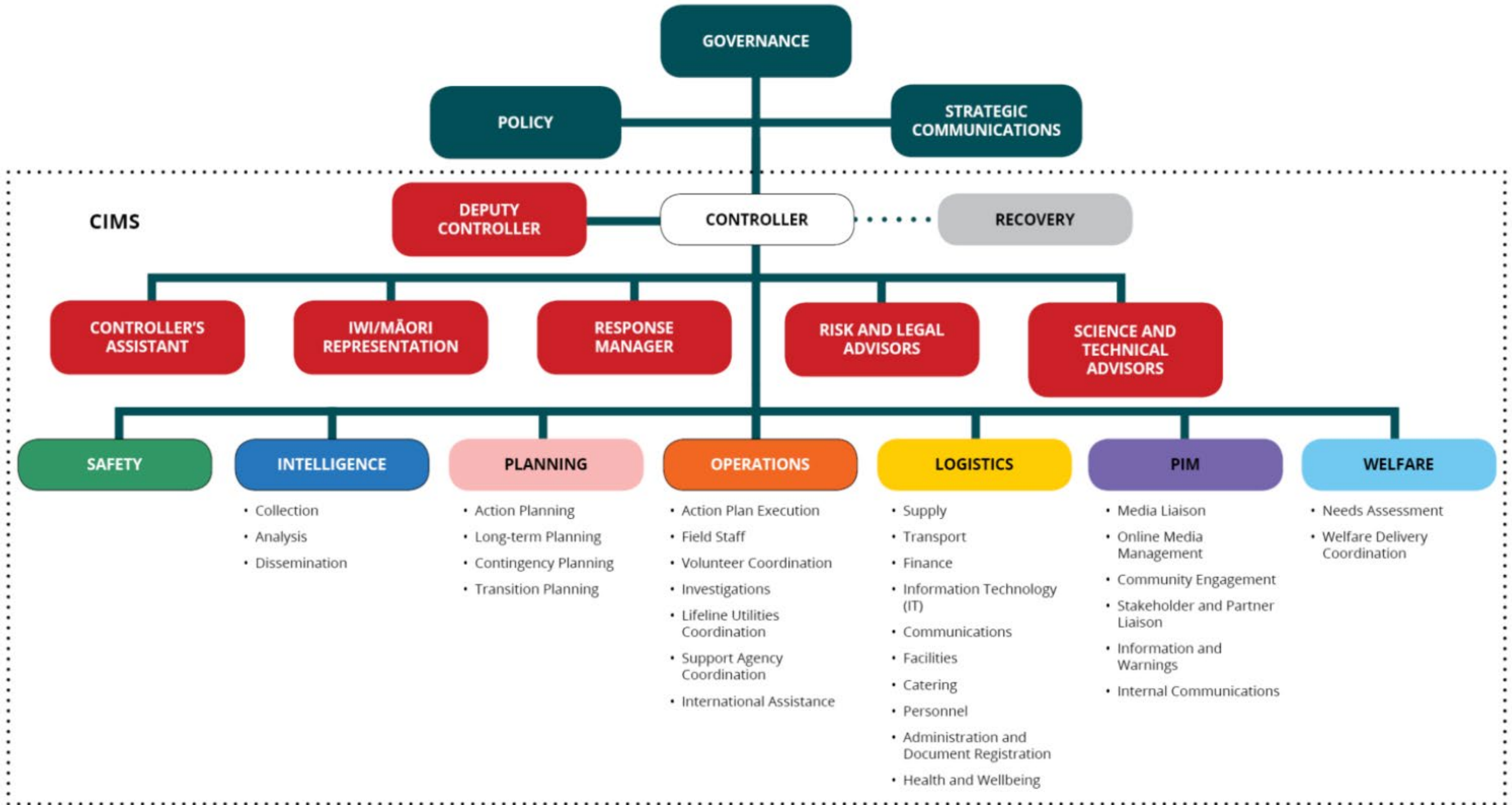
These are minor changes that are primarily made to reflect the adoption of the Coordinated Incident Management System version 3 as of 1 July 2020. Not all CIMS changes are here, some minor ones are listed under the Readability lens.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
40	In so doing they are expected to monitor the level of training and experience of staff in their key Emergency Operations Centre (EOC) or Emergency Coordination Centre (ECC) and CDEM volunteers. EOC and ECC staff and CDEM volunteers should receive further or refresher training to maintain competency. Member agencies should ensure that 80% of all key appointees in their EOC and ECC are trained to the Group's agreed standards at any given time to ensure a credible EOC/ECC response. Such standards are to be incorporated into the CDEM Group Training Strategy. The Canterbury CDEM Group Training Coordinator coordinates CDEM training at a regional level. Where necessary this includes EOC/ECC training.	In so doing they are expected to monitor the level of training and experience of staff in their coordination centre staff and CDEM volunteers. Coordination centre staff and CDEM volunteers should receive further or refresher training to maintain competency. Member agencies should ensure that 80% of all key appointees in their coordination centres are trained to the Group's agreed standards at any given time to ensure appropriate coordination centre capacity and capability . Such standards are to be incorporated into the CDEM Group Training Strategy. The Canterbury CDEM Group Training Coordinator coordinates CDEM training at a regional level. Where necessary this includes coordination centre training.	Move to generic coordination centre reference for both EOC and ECC.		
42	Key positions for an EOC or ECC are based on the coordinated incident management system (CIMS) functions:	Key positions for an EOC or ECC are based on the Coordinated Incident Management System (CIMS) functions:	Capitalise expansion of CIMS.	Choose an item.	
43	<ul style="list-style-type: none"> inclusion of an appendix listing regional and local representatives for emergency management-related committees and response facilities (ECCs and EOCs) and recovery management processes (this should be updated regularly), and 	<ul style="list-style-type: none"> inclusion of an appendix listing regional and local representatives for emergency management-related committees and coordination centres and recovery management processes (this should be updated regularly), and 	Move to generic coordination centre reference for both EOC and ECC.		
46	<ul style="list-style-type: none"> Robust decision making informs a timely response. 	<ul style="list-style-type: none"> Robust decision making informs a timely response. Canterbury CDEM Group members use the current version of CIMS to create response structures and provide effective management of a wide range of incidents in Canterbury. 	Add a clear statement under s6.2 Principles of Response that Canterbury CDEM Group members use the current version of CIMS.	Choose an item.	
46	This title helps to avoid confusion with local Emergency Operations Centres (EOCs) and provides a close fit with the coordinated incident management system (CIMS) response coordination function.	This title helps to avoid confusion with local Emergency Operations Centres (EOCs) and provides a close fit with the Coordinated Incident Management System (CIMS) response coordination function.	Capitalise expansion of CIMS.	Choose an item.	
46	6.3 Health and Safety During response the safety and health of people working in the field and in any emergency response facility must be considered. Council and agency health and safety policies should note health and safety requirements during response to emergencies. At all levels of response the CIMS requires a risk and/or safety function to be established and the importance of this is recognised.	6.3 Health and Safety During response the safety and health of people working in the field and in coordination centres must be considered. Health and safety policies should note requirements during response to emergencies. All coordination centres must have a Safety function as part of their CIMS-based response structure to oversee health and safety during response.	Rewrote paragraph to better reflect health and safety practice in a CIMS-based structure.		
54	A model EOC structure is provided in Figure 6.3. The model is intended to represent key relationships and functions, rather than the definitive structure of local EOCs because these may differ from Figure 6.3 to meet local organisational and response needs.	A model coordination centre CIMS structure is provided in Figure 6.3. The model is intended to represent key relationships and functions, rather than the definitive structure of local EOCs because these may differ be customised from Figure 6.3 to meet local organisational and response needs.	Move to generic coordination centre reference for both EOC and ECC.		

55 and 57	Figure 6.3 Local Emergency Operations Centre Structure Figure 6.4 Emergency Coordination Centre Structure	Remove existing figure 6.3. Replace with Figure 20 from CIMS 3. Included below this table. Title Figure 6.3: Generic Coordination Centre CIMS Structure. Remove figure 6.4.	CIMS version 3 has significantly updated the structures. For standardisation and constancy, we recommend copying the full CIMS Hierarchy as outlined in CIMS v3 Appendix A (page 84). We will present this as a generic Coordination Centre structure that can be used for both EOCs and the ECC. The second figure 6.4 in the current Group Plan would be removed.		
57		remove figure 6.4			
101	Coordinated incident management system (CIMS) means the national mandated procedures and processes for agencies to work together in a multi-agency response.	CIMS is the New Zealand government's framework for giving structure in a response to any incident, at any scale. It is designed to provide effective management of a wide range of incidents. From 1 July 2020, the 3 rd edition replaced all previous editions. More information.	Capitalise expansion of CIMS. New definition based upon Government's introduction of CIMS 3. Add a link to NEMA CIMS page.	Choose an item.	
101	(New definition)	Coordination Centre is the location from which a Controller and Incident Management Team manages a response. There are four types of Coordination Centres: • Incident Control Points (ICPs) operate at an incident level. • Emergency Operations Centres (EOCs) operate at a local level. • Emergency Coordination Centres (ECCs) operate at a CDEM Group level. • National Coordination Centres (NCCs) operate at a national level. (CIMSv3)	Add the definition of Coordination Centre to enable its use as a generic term for both local EOCs and the regional ECC in Canterbury.		
101	Emergency Coordination Centre (ECC) is a facility that operates at the CDEM Group level to provide overall direction, control, inter-agency coordination and resource management to one or more activated Emergency Operations Centres.	Emergency Coordination Centre (ECC) is a Coordination Centre that operates at the CDEM Group or regional level to coordinate and support one or more activated EOCs. (CIMSv3)	Updated definition to reflect CIMS v3.		
101	Emergency Operations Centre (EOC) is a facility that operates at the local level where direction, control, inter-agency coordination and resource management can occur in support of an emergency. An agency may also operate an EOC, in which case it will be referred to as an agency EOC.	Emergency Operations Centre (EOC) is a Coordination Centre that operates at the local level to manage a response. (CIMSv3)	Updated definition to reflect CIMS v3.		
101	Emergency response centre is a generic description for EOCs, ECCs and other coordination and support facilities activated during an emergency.	Emergency response centre is a generic description for EOCs, ECCs and other coordination and support facilities activated during an emergency.	Remove definition as it is replaced by Coordination Centre.		
101	Lead agency is the organisation with legislative responsibility for managing an emergency.	Lead agency is the agency with the primary mandate for managing the response to an emergency.	Updated definition to reflect CIMS v3.		
102	Support agency means any agency that assists the lead agency during an emergency	Support agency is any agency or organisation, other than the lead agency, that has a role or responsibilities during a response.	Updated definition to reflect CIMS v3.		

Replace Figure 6.3 (page 55) with:

Figure 6.3
Generic Coordination Centre CIMS Structure



Lens: Checking and updating all agency names, positions/roles

This is to reflect name changes, to also reflect Māori names, and to add macrons where appropriate.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
All occurrences	Canterbury District Health Board South Canterbury District Health Board Community and Public Health District Health Board Public Health Unit DHB CPH PHU	Health New Zealand	While there is uncertainty as to what Canterbury's existing health system entities are to be called and structured, we will refer to them generically as Health New Zealand.	Choose an item.	
9, 17, 44, 65, 66	Ministry of Primary Industries	Ministry for Primary Industries Manatū Ahu Matua	Reflecting MPI's current name	Choose an item.	
9	Ministry of Social Development	Ministry of Social Development Te Manatū Whakahiato Ora			
5, 7, 9, 10 (map), 16, 25, 28(x2), 29, 32, 33, 80, 88, 89, 98(x3), 103	Kaikoura	Kaikōura	Add Māori macron		
8, 17, 23, 42, 45, 74, 76	Ministry of Civil Defence and Emergency Management & MCDEM	National Emergency Management Agency & NEMA	Reflect the name change from MCDEM to NEMA		
21, 72, 73(x2), 74(x2)	Director of CDEM; Director of MCDEM; Director Civil Defence and Emergency Management	Director NEMA	Standardise references to the Director, and updated to reflect NEMA instead of CDEM.		
All occurrences	CDEM Joint Committee	Joint Committee	Simplify reference to Joint Committee in document.		
All occurrences	Housing New Zealand	Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development (HUD)	Reflect updated agency name. Māori is listed first on their website.		
All occurrences	Work and Income	Work and Income Te Hiranga Tangata	Reflect updated agency name.		
All occurrences	Lifelines Coordinator	Lifelines Utility Coordinator	Recognise the current preferred term Lifelines Utility Coordinator (LUC).		
All occurrences	Emergency response centre(s)	Coordination centre(s)	Use the CIMSv3 preferred generic name for ICPs, EOCs, ECCs, and NCCs.		
All occurrences	New Zealand Transport Agency	Waka Kotahi NZ Transport Agency	Recognise the updated agency name.		

Lens: Readability: spelling, grammar, clarity, and other minor improvements

This lens is about making minor readability improvements. Some of these involve consistent referencing of key entities such as Joint Committee, and Group Plan.

Page	Current Text	Proposed Change	Reasoning	Agree/Disagree	Feedback Comments
8	Insert key terms after Monitoring and evaluation	<p>Key terms</p> <p>The following terms are used through this plan. A complete glossary is available at the end of this document.</p> <ul style="list-style-type: none"> • Coordinating Executive Group (CEG) means the chief executive officers/senior managers of local authorities, and senior representatives of emergency services and partner agencies appointed to CEG. • Group area means the local authorities that comprised represent the area of the Canterbury CDEM Group. This includes Kaikōura, Hurunui, Waimakariri, Christchurch City, Selwyn, Ashburton, Timaru, Mackenzie and Waimate councils. Note that this is different from the Canterbury region that is defined by the Canterbury Regional Council boundary. • Group members means the members of the CDEM Group including local authorities, emergency services, and partner agencies represented on CEG. • Group Office means the Canterbury CDEM Group Emergency Management Office. • Group Plan means the Canterbury Civil Defence Emergency Management Group Plan, this document. • Joint Committee means the joint committee of elected representatives (Mayors) of local authorities within the Group, and Ngāi Tahu Kai Mataara. 	Introduce key definitions early in the document and provide a pointer to the full Glossary in the rear of the Group Plan. Standardised usage of these terms, at the same time as removing Canterbury CDEM, should make the plan more readable.		
17	The Group Coordinating Executive Group (CEG) [...]	The Group Coordinating Executive Group (CEG) [...]	Remove first Group, and just refer to Coordinating Executive Group. The section heading above clearly references “CDEM Group Coordinating Executive Group”.	Choose an item.	
17	<ul style="list-style-type: none"> • a South Island officer of the Ministry of Civil Defence & Emergency Management 	<ul style="list-style-type: none"> • a South Island officer representative of the Ministry of Civil Defence & Emergency Management National Emergency Management Agency 	Update reference to NEMA, and refer to role as representative rather than officer.		
17	<ul style="list-style-type: none"> • to oversee the implementation, development, maintenance, monitoring and evaluation of the Canterbury CDEM Group Plan. 	<ul style="list-style-type: none"> • to oversee the implementation, development, maintenance, monitoring, and evaluation of the Canterbury CDEM Group Plan. 	Simplify referencing to just the “Group Plan”. Use Oxford comma.		
17	<ul style="list-style-type: none"> • to ensure that all emergency management functions, including the CDEM Group Plan, are reviewed and monitored 	<ul style="list-style-type: none"> • to ensure that all emergency management functions, including the CDEM Group Plan, are reviewed and monitored 	Change reference to “Group Plan”.		
17	<ul style="list-style-type: none"> • to recommend the draft service level agreement, work programme and annual budget to the Canterbury CDEM Group for approval 	<ul style="list-style-type: none"> • to recommend the draft service level agreement, work programme and annual budget to the Canterbury CDEM Group Joint Committee for approval 	Refer to Joint Committee as it is more specific and clear.		

17	<ul style="list-style-type: none"> where applicable, to ensure effective liaison and communication on CDEM matters with their respective Group Joint Committee member and Emergency Management Officer, and to facilitate the implementation of the CDEM Group Plan within their respective organisations. 	<ul style="list-style-type: none"> where applicable, to ensure effective liaison and communication on CDEM matters with their respective Group Joint Committee member and Emergency Management Officer, and to facilitate the implementation of the CDEM Group Plan within their respective organisations. 	Simplifying references to Joint Committee and Group Plan.		
18	Canterbury Welfare Coordination Group The Canterbury Welfare Coordination Group comprises agencies with a focus on welfare during an emergency. Its purpose is to provide strategic advice and assistance to the CEG, and to establish procedures for the effective delivery of welfare services during an emergency.	Canterbury Welfare Coordination Group (WCG) The Canterbury Welfare Coordination Group comprises agencies with a focus on welfare during an emergency. Its purpose is to provide strategic advice and assistance to the CEG, and to establish procedures for the effective delivery of welfare services during an emergency.	Add acronym for WCG.		
18	Canterbury Response Planning Group The Canterbury Response Planning Group comprises agencies with a response role in an emergency. Its purpose is to provide advice to the CEG on maintaining an effective multi-agency response capability in the Canterbury region. Consideration may be given to forming other CEG sub-committees, such as a recovery advisory group, public information forum, rescue committee, risk reduction group and community resilience group.	Canterbury Response Planning Group (RPG) The Canterbury Response Planning Group comprises agencies with a response role in an emergency. Its purpose is to provide advice to the CEG on maintaining an effective multi-agency response capability in the Canterbury region. Consideration may be given to forming other CEG sub-committees, such as a recovery advisory group, public information forum, rescue committee, risk reduction group and community resilience group.	Add acronym for RPG. Delete paragraph referencing CEG subcommittees, as this is a duplicate from the start of page 18.		
18	2.4.1 Administering Authority Environment Canterbury is the administering authority for the Canterbury CDEM Group, pursuant to section 23(1) of the CDEM Act. The administrative and related services provided by Environment Canterbury include the following: <ul style="list-style-type: none"> secretariat for the Canterbury CDEM Group Joint Committee and CEG meetings (eg convening meetings, organising agendas, providing minutes of meetings and catering services) accounting for the Canterbury CDEM Group finances and budgets, including the purchase and management of capital assets. on behalf of the Group funding of the Canterbury CDEM Group budget as a targeted regional rate publishing the CDEM Group's budget, programme and performance in the Environment Canterbury long-term plan and Environment Canterbury annual plan, and such other services as agreed in the annual service level agreement between the Canterbury CDEM Group and Environment Canterbury. 	2.4.1 Administering Authority Environment Canterbury is the administering authority for the Canterbury CDEM Group, pursuant to section 23(1) of the CDEM Act. The administrative and related services provided by Environment Canterbury include the following: <ul style="list-style-type: none"> secretariat for the Canterbury CDEM Group Joint Committee and CEG meetings (eg convening meetings, organising agendas, providing minutes of meetings and catering services) accounting for the Canterbury CDEM Group finances and budgets, including the purchase and management of capital assets. on behalf of the Group funding of the Canterbury CDEM Group budget as a targeted regional rate publishing the CDEM Group's budget, programme and performance in the Environment Canterbury long-term plan and Environment Canterbury annual plan * hosting the Group Emergency Management Office, and employing its personnel * providing suitably trained personnel to respond in the regional Emergency Coordination Centre, and such other services as agreed in the annual service level agreement between the Canterbury CDEM Group and Environment Canterbury. 	Recognise the Administering authorities existing responsibilities to host the Group Emergency Management Office, and to provide personnel to operate the regional Emergency Coordination Centre.		
18	<ul style="list-style-type: none"> providing advice and technical support to the Canterbury CDEM Group and CEG 	<ul style="list-style-type: none"> providing advice and technical support to the Canterbury CDEM Group Joint Committee and CEG 	Change reference to Joint Committee for greater clarity.		

18	<ul style="list-style-type: none"> project coordination and management, including the ongoing development, implementation, monitoring and review of the Canterbury CDEM Group Plan coordinating Canterbury CDEM Group policy and its implementation managing contracts entered into on behalf of the CDEM Group 	<ul style="list-style-type: none"> project coordination and management, including the ongoing development, implementation, monitoring and review of the Canterbury CDEM Group Plan coordinating Canterbury CDEM Group policy and its implementation managing contracts entered into on behalf of the CDEM Group 	Simplify referencing to just Group, and Group Plan.		
19	<ul style="list-style-type: none"> coordinating CDEM training 	<ul style="list-style-type: none"> coordinating CDEM professional development and training 	Broaden definition to include professional development.		
19	Using the resources of the Group Emergency Management Office, the Canterbury CDEM Group Controller is responsible for:	Group Controller Using the resources of the Group Emergency Management Office, the Canterbury CDEM Group Controller is responsible for:	Add new subheading for Group Controller.		
19	<ul style="list-style-type: none"> planning and implementing Canterbury CDEM Group activities which will assist the community to deal with the effects of hazards and enable it to respond and recover from any emergency. <p>The roles of the CDEM Group Manager and Group Controller may be combined.</p>	Group Manager Using the resources of the Group Emergency Management Office, the Group Manager is responsible for: <ul style="list-style-type: none"> planning and implementing Canterbury CDEM Group activities which will assist the community to deal with the effects of hazards and enable it to respond and recover from any emergency. <p>The roles of the CDEM Group Manager and Group Controller may be combined.</p>	Add new subheading for Group Manager, as well as similar paragraph. Split BAU work from Group Controller, and add to Group Manager. This will allow future flexibility if both roles have greater clarity and distinction from the emergency management system reform.		
19	Using the resources of the Group Emergency Management Office, the Canterbury CDEM Group Recovery Manager is responsible for:	Group Recovery Manager Using the resources of the Group Emergency Management Office, the Canterbury CDEM Group Recovery Manager is responsible for:	Add subheading and simplify title of Group Recovery Manager.		
19	Under the CDEM Act, the Canterbury CDEM Group has responsibility for all CDEM functions and activities in the Group's region.	Under the CDEM Act, the Canterbury CDEM Joint Committee has responsibility for all CDEM functions and activities in the Group's area region.	Prefer to use Group area to avoid confusion with the Canterbury region.		
19	In accordance with section 25(1)–(4) of the CDEM Act, the Canterbury CDEM Group appoints the CDEM Group's chair as the person authorised to declare a state of local emergency for the Group's region.	In accordance with section 25(1)–(4) of the CDEM Act, the Canterbury CDEM Group Joint Committee appoints the Joint Committee Chair as the person authorised to declare a state of local emergency for the Group's region.	Prefer the use of Joint Committee as a more specific reference.		
20	In accordance with sections 26 and 27 of the CDEM Act, the Canterbury CDEM Group has appointed personnel to the positions of Group Controller, Alternative Controller and Local Controller.	In accordance with sections 26 and 27 of the CDEM Act, the Canterbury CDEM Group has appointed personnel to the positions of Group Controller, Alternative Group Controller and Local Controller.	Greater clarity that an Alternate Group Controller operates at the Group level.		
21	Under the Act the Group Recovery Manager – NOT the CDEM Group – has access to the powers contained in Part 5B. The CDEM Group retains overarching responsibility for the conduct of the Group Recovery Manager through their appointment.	Under the Act the Group Recovery Manager – NOT the CDEM Group – has access to the powers contained in Part 5B. The CDEM Group retains overarching responsibility for the conduct of the Group Recovery Manager through their appointment.	We will move this reference to the later subsection under Group Recovery Manager .		

21	Group Recovery Manager The CDEM Act 2002 provides the CDEM Group Recovery Manager with access to specified emergency powers during a defined period of time in order to support recovery. These powers are only available by giving notice of a transition period. A transition notice can apply to one or more districts within the CDEM Group area. A local transition notice, if required, would normally follow a state of local emergency, however it can also be put in place (with the approval of the Minister of Civil Defence) if no declaration has been made.	Group Recovery Manager The CDEM Act 2002 provides the CDEM Group Recovery Manager with access to specified emergency powers during a defined period of time in order to support recovery. These powers are only available by giving notice of a transition period and are outlined in Part 5B of the Act. A transition notice can apply to one or more districts within the CDEM Group area. A local transition notice, if required, would normally follow a state of local emergency, however it can also be put in place (with the approval of the Minister for Emergency Management of Civil Defence) if no declaration has been made.	Include reference to Part 5B. Recognise the correct Ministerial title.		
22	<ul style="list-style-type: none"> Emergency expenditure — Expenditure incurred by CDEM Group members in responding to an emergency. This may involve costs during the lead up to, during and after a declared state of emergency. 	<ul style="list-style-type: none"> Emergency expenditure — Expenditure incurred by CDEM Group members in responding to an emergency. This may involve costs during the lead up to, during and after a declared state of an emergency. 	Recognise that emergency expenditure will be incurred whether it is a declared or undeclared emergency.		
22	Any surplus or deficit in the account will be carried to the next financial year, along with maintaining a regional emergency management response reserve of a minimum \$250,000.	Any surplus or deficit in the account will be carried to the next financial year, along with maintaining a regional emergency management response reserve of a minimum \$250,000 at a target level of \$750,000.	Recognise that Joint Committee agreed to the target level of the response reserve of \$750,000.		
23	<ul style="list-style-type: none"> Group appointments, including Group Controller, Group Recovery Manager, Group Welfare Coordinator and Canterbury Lifeline Utilities Coordinator, and 	<ul style="list-style-type: none"> Group appointments, including Group Controller, Group Recovery Manager, Group Welfare Coordinator Manager and Canterbury Lifeline Utilities Coordinator, and 	Update title to Group Welfare Manager.		
23	[piggy bank] \$250 thousand Emergency management response reserve minimum	[piggy bank] \$750 thousand Emergency management response reserve minimum target	Recognise that Joint Committee agreed to the target level of the response reserve of \$750,000.		
24	Section 26 of The Guide to National Civil Defence Emergency Management Plan 2006 (revised 2009) outlines the principles for government financial support that may be provided for an emergency.	Section 33 of The Guide to National Civil Defence Emergency Management Plan 2015 2006 (revised 2020 2009) outlines the principles for government financial support that may be provided for an emergency.			

42	<p>5.4.4 Appointment of EOC or ECC Staff</p> <p>It is recommended that Emergency Management Officers in conjunction with their Controller appoint staff for the primary EOC or ECC positions and that a minimum of two people should be appointed to each such position. Key positions for an EOC or ECC are based on the coordinated incident management system (CIMS) functions:</p> <ul style="list-style-type: none"> • Controller[3] • Operations Manager • EOC Manager • Planning Intelligence Manager • Logistics Manager • Public Information Manager • Welfare Manager • Recovery Manager. <p>In a large emergency, consideration should be given to the appointment of a chief of staff. This person would ensure decisions made by the Controller are undertaken. When potential candidates for these positions are identified it is strongly recommended that alongside councils' own requirements, the Ministry of Civil Defence & Emergency Management (MCDEM) role maps[4] are used and relevant operational experience is taken into account.</p> <p>[...]</p> <p>When agencies appoint a staff member to act as their representative or liaison officer in another agency ECC or EOC they should consider whether that person:</p> <p>[...]</p> <ul style="list-style-type: none"> • has sufficient experience and knowledge of their parent organisation to be able to provide well informed advice to the ECC or EOC they are working in, and 	<p>5.4.4 Appointment of Coordination Centre Staff</p> <p>It is recommended that Emergency Management Officers in conjunction with their Controller appoint staff for the primary coordination centre positions and that a minimum of two people should be appointed to each such position. Key positions for coordination centres are based on the coordinated incident management system (CIMS) functions:</p> <ul style="list-style-type: none"> • Controller[3] • Response Manager • Safety Manager • Intelligence Manager • Planning Manager • Operations Manager • Logistics Manager • Public Information Manager • Welfare Manager <p>In a large emergency, consideration should be given to the appointment of a chief of staff. This person would ensure decisions made by the Controller are undertaken.</p> <p>When potential candidates for these positions are identified it is strongly recommended that alongside councils' own requirements, the National Emergency Management Agency (NEMA) role maps[4] are used and relevant operational experience is taken into account.</p> <p>[...]</p> <p>When agencies appoint a staff member to act as their representative or liaison officer in another agency's coordination centre they should consider whether that person:</p> <p>[...]</p> <ul style="list-style-type: none"> • has sufficient experience and knowledge of their parent organisation to be able to provide well informed advice to the coordination centre they are working in, and 	<p>Remove reference to Chief of Staff, as this has been replaced by the Response Manager. Updated key CIMS roles and ordered based on order in CIMS. Updated references to coordination centres.</p>		
43	<p>In the Canterbury CDEM Group, the sub-committees of the CEG, such as the Response Planning Group, Rescue Committee and Welfare Coordination Group, provide the forum for this collaboration.</p>	<p>In the Canterbury CDEM Group, the sub-committees of the CEG, such as the Response Planning Group, Rescue Committee and Welfare Coordination Group, provide the forum for this collaboration.</p>	<p>Remove reference to the Rescue Committee as it hasn't operated for some time.</p>		
43	<ul style="list-style-type: none"> • standard operating procedures for emergency centres including EOCs and welfare centres, and 	<ul style="list-style-type: none"> • arrangements for coordination centres and welfare centres, and 	<p>Tweaked language.</p>		

45	<p>5.5.3 CDEM Group Warning System</p> <p>Canterbury CDEM Group members and partner agencies maintain a 24/7 capability to generate, receive and disseminate warnings to the community and partner organisations.</p> <p>The Canterbury CDEM Group emergency notification system enables timely information about a hazard to be communicated within the Group. The warning levels have been developed to assist in identifying the level of response required for an actual or potential hazard.</p> <p>These levels have been designed for internal communication purposes only. The public will continue to be notified of an impending threat via the media and locally identified methods.</p>	<p>5.5.3 CDEM Group Warning System</p> <p>Canterbury CDEM Group members and partner agencies maintain a 24/7 capability to generate, receive and disseminate warnings to the community Group members and partner agencies.</p> <p>The Canterbury CDEM Group emergency notification system enables timely information about a hazard to be communicated within the Group. The warning levels have been developed to assist in identifying the level of response required for an actual or potential hazard.</p> <p>These levels have been designed for internal communication purposes only. The public will continue to be notified of an impending threat via the media and locally identified methods.</p>			
45	[new subsection]	<p>5.5.4 Public Alerting</p> <p>Canterbury agencies have a variety of tools to issue alerts to the Canterbury communities.</p> <p>Emergency Mobile Alerts</p> <p>The Emergency Mobile Alert system allows authorised agency users to send high urgency messages to mobile phones. In Canterbury, the Group Emergency Management Office Duty Officers are the authorised EMA users for the Group. We have now used Emergency Mobile Alerts across numerous events in Canterbury where the severity or urgency requires their use.</p> <p>Red Cross Hazards app</p> <p>The Red Cross provide a free Hazards app for mobile phones. In addition to providing generic readiness advice, it also publishes MetService weather warnings, and it was recently upgraded and can now "rebroadcast" Emergency Mobile Alerts.</p> <p>Other tools</p> <p>Other tools and approaches also exist for public alerting in Canterbury, their use will vary depending on your territorial authority:</p> <ul style="list-style-type: none"> • Gets Ready platform • Community phone tree – some small communities, as part of their community response plan, may receive warnings from emergency management to agree individuals, that then share that warning within the community. 	Added new section to reflect the current main approaches to public alerting in Canterbury.		

46	<p>6.1 Introduction</p> <p>This chapter of the Canterbury Civil Defence Emergency Management (CDEM) Group Plan outlines the arrangements to ensure that resources are managed as effectively as possible in response to an emergency in Canterbury. Response is defined in the National CDEM Plan as the actions taken immediately before, during or directly after an emergency to save lives and property and to help communities recover.</p> <p>The Canterbury CDEM Group members and partner agencies have a solid foundation of effective response, based on responding regularly to significant emergencies, and a history of sound cooperation between all agencies across the region. There is always opportunity to learn from responses here and elsewhere, and room for improvement in structures, processes and capabilities.</p> <p>This Canterbury CDEM Group Plan uses the term Emergency Coordination Centre (ECC) for Group-level emergency coordination functions. This title helps to avoid confusion with local Emergency Operations Centres (EOCs) and provides a close fit with the coordinated incident management system (CIMS) response coordination function.</p> <p>Unless otherwise stated, these centres collectively are called emergency response centres.</p>	<p>6.1 Introduction</p> <p>This chapter outlines the arrangements to ensure that resources are managed as effectively as possible in response to an emergency in Canterbury. Response is defined in the National Plan as the actions taken immediately before, during or directly after an emergency to save lives and property and to help communities recover.</p> <p>Group members and partner agencies have a solid foundation of effective response, based on responding regularly to significant emergencies, and a history of sound cooperation between all agencies across the region. There are always opportunities to learn from responses here and elsewhere, and room for improvement in structures, processes and capabilities.</p> <p>This plan uses the term Emergency Coordination Centre (ECC) for CDEM Group (regional) level emergency coordination centre, and Emergency Operations Centres (EOCs) for local coordination centres. Collectively these are referred to as coordination centres.</p>	Updated text to simplify it, and better reflect CIMS terminology.		
46	<p>6.4 Canterbury CDEM Group Response Priorities</p> <p>The following response priorities for the Canterbury CDEM sector are underpinned by the need to provide for the health and safety of responders and to provide information to the community. The Group's response priorities are to:</p> <ul style="list-style-type: none"> • save lives • prevent escalation of the emergency • maintain law and order • reduce suffering • protect public health • protect critical infrastructure • protect property • protect the environment, and • reduce economic and social losses. <p>These priorities have been adapted from the national emergency response objectives for the Canterbury CDEM Group.</p>	<p>6.4 Group Response Priorities</p> <p>The following response priorities are underpinned by the need to provide for the health and safety of responders and to provide information to the community. The Group's response priorities are:</p> <ul style="list-style-type: none"> • the preservation of life • the prevention of escalation of the emergency • the maintenance of law and order • the provision of safety and security measures for people and property • the care of sick, injured, and dependent people • the provision of essential services • the preservation of local and regional governance • the protection of assets (including buildings and their contents and cultural and historic heritage assets) • the protection of natural and physical resources and the provision of animal welfare • the continuation or restoration of economic activity • the putting into place of effective arrangements for the transition to recovery <p>These priorities are consistent with the National Plan 2015 section 24.2 Response Objectives.</p>	Replaced the old objectives based on the 2005 National Plan, and replaced them with the 2015 version.		

46	<p>6.5.1 Issues</p> <ul style="list-style-type: none">• Human and physical resources need to be shared between local authorities and agencies.• Agencies need to have confidence in all CDEM Controllers.• CDEM needs to be responsive to the needs of the community during an event.• Local coordination and liaison with emergency services and other stakeholders could be enhanced.• There needs to be clarity over who from the emergency services should be represented in the Group ECC and the Christchurch EOC.• There needs to be a collective understanding of the vulnerabilities of lifeline utilities within each local authority.	<p>6.5.1 Issues</p> <ul style="list-style-type: none">• Human and physical resources need to be shared between local authorities and agencies.• Agencies need to have confidence in Group and Local Controllers.• CDEM needs to be responsive to the needs of the community during an event.• Local coordination and liaison with emergency services and other stakeholders could be enhanced.• There needs to be clarity over who from the emergency services should be represented in the Group ECC and the Christchurch EOC.• There needs to be a collective understanding of the vulnerabilities of lifeline utilities within each local authority.	<p>Clarify reference to confidence in Controllers. With the move to the JESP, there is greater understanding, and less concern, about emergency services representation in coordination centres in the Justice Preceint.</p>		
----	--	---	--	--	--

DRAFT

47	<p>6.2.1 National Principles of Response The principles of response in figure 6.1 are reproduced from the National CDEM Plan.</p> <p>Figure 6.1 National Principles of Response Part 8 - Response 59 Principles (1) Agencies should respond to an emergency by activating their own plans and co-ordinating with the lead agency. (2) Within the constraints that the emergency creates, each agency, operating within its own jurisdiction, must co-ordinate with interdependent agencies to: (a) assess the impact of an event on its own staff, assets, and services; and (b) activate its own continuity and emergency arrangements; and (c) maintain or restore the services it provides; and (d) communicate with lead agencies, other responders, and the public; and (e) align response activities with other agencies to avoid gaps and duplications. (3) In addition, the emergency services are expected to: (a) assess the effect of an event on the community; and (b) co-ordinate the local efforts of their agency; and (c) communicate assessments and actions with the appropriate lead agency. (4) Emergency response objectives include: (a) preservation of life; and (b) prevention of escalation of the emergency; and (c) maintenance of law and order; and (d) care of sick, injured, and dependent people (first aid, medical, and evacuation facilities, and welfare); and (e) provision of essential services (lifeline utilities, food, shelter, public information, and media); and (f) preservation of governance (continuity of the machinery of government); and (g) asset protection, including buildings and historic heritage assets (including structures, areas, landscapes, archaeological sites, and waahi tapu); and (h) protection of natural and physical resources (to the extent reasonably possible in the circumstances); and (i) preservation of economic activity.</p>	<p>6.2.1 National Principles of Response The principles of response in figure 6.1 are reproduced from the National Plan (2015).</p> <p>Figure 6.1 National Principles of Response <i>[remove 2005 principles, replace with 2015 principles below]</i> 114 Principles (1) Agencies respond to an emergency by co-ordinating with the lead agency and activating their own plans. (2) Within the constraints that the emergency creates, each agency, operating within its particular mandate, is expected to— (a) assess the consequences of an emergency on its own staff, assets, and services; and (b) activate its own business continuity and emergency operational arrangements; and (c) maintain or restore the services it provides; and (d) communicate relevant information to the lead agency, other responders, and the public; and (e) align response activities with those of other agencies to avoid gaps and duplications. (3) In addition, CDEM Groups, emergency services, and lifeline utilities are expected to— (a) undertake initial assessments of the form, and extent of the consequences, of the emergency and potential further risks to people, property, and services within the affected area; and (b) co-ordinate the local efforts of their agency; and (c) communicate assessments and actions to the appropriate lead agency. (4) Recovery measures should be planned for and implemented (with necessary modifications) from the first day of the response (or as soon as practicable) and should be co-ordinated and integrated with response actions.</p>	Remove national response principles from National Plan 2005, and replace with those from National Plan 2015.		
48	<p>6.7 Levels of Response The Canterbury CDEM Group will follow the five levels of response as described in the Guide to the National CDEM Plan 2005. These levels are described below in Table 6.4 and show the escalation of an incident into a local or national declared emergency.</p>	<p>6.7 Levels of Response The Canterbury CDEM Group will follow the five levels of response as originally identified in the Guide to the National CDEM Plan 2005. These levels are described below in Table 6.4 and show the escalation of an incident into a local or national declared emergency. This approach will be updated once the next National Plan is released. We recognise the Response Levels outlined in CIMS 3rd edition, and note that most of the Group's response will be to Local or Regional levels.</p>	Clarify that the reference was from the original Guide to the National Plan 2005. Table 6.4 won't be updated/replaced until the major Group Plan rewrite.		

52	<ul style="list-style-type: none">the levels of activity within local EOCs and the ECC for the different levels of an incident and emergency, and	<ul style="list-style-type: none">the levels of activity within local EOCs and the regional ECC for the different levels of an incident and emergency, and	Add “regional” to the ECC for added context		
52	<p>6.7.1 Notification and Activation</p> <p>Group members and partner agencies receive notification of emergencies through the national warning system which is maintained by the MCDEM. Within Canterbury, notification will be in accordance with the CDEM Group emergency notification system operating procedures. See the “Readiness” chapter for more detail.</p> <p>Each emergency response centre will maintain its own method for notifying staff and partner agencies of emergencies and the process for activating the centre.</p>	<p>6.7.1 Notification and Activation</p> <p>Group members and partner agencies receive notification of emergencies through the National Warning System (NWS). The NWS is operated by the National Emergency Management Agency. Within Canterbury, notification will be in accordance with the CDEM Group emergency notification system operating procedures. See the “Readiness” chapter for more detail.</p> <p>Each coordination centre will maintain its own method for notifying staff and partner agencies of emergencies and the process for activating the centre.</p>	Update to coordination centre. Tidy up the National Warning System reference.		

DRAFT

52	<p>6.7.2 Declaration</p> <p>Local state of emergency declarations can be made by any territorial authority in the Canterbury CDEM Group or by the CDEM Group itself. Territorial authorities can declare for their territorial area down to a ward. A local territorial authority declaration is made by the mayor or other designated elected officials of that territorial authority.</p> <p>A Canterbury CDEM Group declaration can be made for the entire region down to a ward within a territorial authority. A declaration for the CDEM Group is made by the chair or other elected members of the CDEM Group.</p> <p>Where a declaration is across territorial authority boundaries or the emergency affects more than one territorial authority, the declaration should be made by the Canterbury CDEM Group.</p> <p>National declarations can be made for all of the country or part of it and are made by the Minister of Civil Defence.</p> <p>Once a declaration has been made, the Local Controller manages the emergency in the territorial authority area. A Local Controller must follow any direction given by the Group Controller.</p>	<p>6.7.2 Declaration of state of emergency</p> <p>For a single territorial authority</p> <p>A declaration of a local state of emergency for a single territorial authority can be made by that territorial authority. It can cover their territorial area down to a ward. The declaration is made by the mayor or other designated elected officials of the territorial authority.</p> <p>If the territorial authority is unable to declare, the declaration can be made by the Chair or other elected official of Joint Committee.</p> <p>Once a declaration has been made, the Local Controller manages the emergency in the territorial authority area. A Local Controller must follow any direction given by the Group Controller.</p> <p>For an event spanning two or more territorial authorities</p> <p>Where an event spans multiple territorial authorities, the declaration should be made by the Chair or other elected official of Joint Committee. The declaration should be made following a meeting of mayors of the affected territorial authorities, or the full Joint Committee.</p> <p>For the Group area</p> <p>A declaration of a local state of emergency for the Group area (all 9 territorial authorities) can be made by the Chair or other elected official on Joint Committee.</p> <p>For escalating and de-escalating more complex events</p> <p>Some events may start with one or more declarations for territorial authorities. If the event worsens, Joint Committee may decide to issue a declaration for a wider area that takes in the existing states of emergency. In this case, the new declaration takes precedence, and forces the termination of the territorial authority states of emergency.</p> <p>Following a widespread event, territorial authorities will need the state of emergency covering them terminated or have a transition notice issued as they transition to recovery. These changes in declaration state should be coordinated through Joint Committee, and the Chair or other elected official on Joint Committee should issue a single declaration that documents all the required changes.</p> <p>National state of emergency</p> <p>The Minister of Emergency Management can make a declaration of a national state of emergency for part or all of New Zealand.</p>	Updated to reflect current arrangements regarding declarations and provide additional clarity under various common scenarios. These are based on recent events including the Port Hills fire (2017) and severe weather (2021).		
52	More information on declarations can be found in the MCDEM publication Declaration: Director's Guidelines for CDEM Sector (DGL 05/06).	More information on declarations can be found in NEMA publications <i>Factsheet: Declaring states of local emergency</i> and <i>Quick guide to declaring a state of local emergency</i> .	Rewrite reference to point towards latest documents.		
53	<p>6.8.1 Structure and Roles</p> <p>The ECC, local EOCs and agency EOCs provide facilities to manage and support the overall response to an emergency.</p>	<p>6.8.1 Structure and Roles</p> <p>The ECC, local EOCs and agency EOCs coordination centres provide facilities to manage and support the overall response to an emergency.</p>	Update for CIMS terminology		

53	The National Crisis Management Centre (NCMC) coordinates emergencies of national significance and supports CDEM groups in their response. The NCMC is operated by the MCDEM and ensures government departments are kept informed on emergency issues.	The National Crisis Management Centre (NCMC) NEMA National Coordination Centre (NCC) coordinates emergencies of national significance and supports CDEM groups in their response. The NEMA NCC is operated by the MCDEM and ensures government agencies departments are kept informed on emergency issues local and regional situations.	Updated to reflect NCC as per CIMS.		
53	<ul style="list-style-type: none"> ensure local emergency response agencies are involved in the local response and emergency response agency representatives are available to, and supported by, the EOC and ECC 	<ul style="list-style-type: none"> ensure local emergency response agencies are involved in the local response and emergency response agency representatives are available to, and supported by, coordination centres 	Update for CIMS terminology		
54	6.8.2 CDEM Emergency Operations Centre	6.8.2 Territorial Authority Emergency Operations Centres	Clarify whose EOC.		
54	Local EOC SOPs are to be consistent with agreed Canterbury CDEM Group operating procedures.	Local EOC arrangements are to be consistent with agreed Canterbury CDEM Group arrangements operating procedures.	Favour arrangements as a more generic term.		
56	<ul style="list-style-type: none"> receive, assess and disseminate information about lifeline utility services through a Lifeline Coordinator within the ECC report to and act as a conduit for information to and from central government and the National Controller via the NCMC coordinate and manage international assistance assigned to the region during an emergency, and develop and share with the NCMC, partner agencies and local EOCs: consolidated action plans outlining the entire response within the area being managed or supported by the ECC, and status and situation reports. 	<ul style="list-style-type: none"> receive, assess and disseminate information about lifeline utility services through a Lifeline Utility Coordinator within the ECC report to and act as a conduit for information to and from central government and the National Controller via the NEMA NCC coordinate and manage international assistance assigned to the region during an emergency, and develop and share with the NEMA NCC, partner agencies and local EOCs: consolidated action plans outlining the entire response within the area being managed or supported by the ECC, and status and situation reports. 	Update to correct title of LUC. Change NCMC to NEMA NCC to support correct CIMS referencing.		
56	<p>This will also require emergency response organisations to identify the regional and local management personnel and elements that will be involved in the ECC and local EOCs, respectively.</p> <p>The Canterbury CDEM Group Emergency Management Office will maintain a self-sufficient, mobile capability to activate an alternative ECC at a suitable location in the Christchurch area.</p>	<p>This will also require emergency response organisations to identify the regional and local management personnel and elements that will be involved in the coordination centres.</p> <p>The Canterbury CDEM Group Emergency Management Office will maintains a self-sufficient, mobile capability to activate the ECC at a suitable alternate location in the Christchurch area.</p>	Reflect that we have a mobile ECC capability and alternate location in Christchurch.		
56	Emergency Coordination Centre SOPs are developed and maintained for the ECC in close consultation with Canterbury CDEM emergency response partners. This provides for the integration of senior staff and the effective and timely sharing of information between organisations. These SOPs will form part of the Canterbury CDEM Group arrangements.	Emergency Coordination Centre SOPs are developed and maintained for the ECC in close consultation with partner agencies that will be involved with the ECC . This provides for the integration of senior staff and the effective and timely sharing of information between organisations. These SOPs will form part of the Canterbury CDEM Group Response arrangements.	Tweak language to use partner agencies, and reflect that we have ECC arrangements.		
56	The ECC shall be available to other agencies during emergencies covered by legislation other than the CDEM Act. Examples of such emergencies are oil spills, major rural fire events and agricultural emergencies.	The JESP EOC may be made available to other agencies during emergencies not covered by legislation other than the CDEM Act. These may include oil spills, major rural fire events and agricultural emergencies. This will be dependent on existing agency use (a concurrent or planned event), and the level of multi-agency coordination needed with tenanted JESP agencies .	Updated to reflect more complex arrangements supporting non-tenanted agencies using the JESP EOC.		

58	<p>6.8.4 Agency Emergency Operations Centres</p> <p>Emergency services and partner agencies will have their own locations from which to manage their response to emergencies.</p> <p>These will meet the needs of the agency but in general will follow the CIMS model for their structure and have similar features to an ECC or EOC as described above.</p>	<p>6.8.4 Agency Coordination Centres</p> <p>Emergency services and partner agencies will have their own locations from which to manage their response to emergencies.</p> <p>These will meet the needs of the agency but in general will follow the CIMS model for their structure and have similar features to other coordination centres. These may operate at local or regional levels.</p>		
58	<p>6.9 Features of Emergency Response Centres</p> <p>All emergency response centres need to be able to operate when impacted by the range of major hazards (particularly earthquake and flooding) relevant to the community in which they are located. This means that the building needs to be resilient to the hazards[5], be able to support emergency response centre functional activities and provide facilities for the personnel working in the centre.</p> <p>Emergency Communication Systems</p> <p>Landline, mobile phone and internet will be the primary means of communication in an emergency in the Canterbury CDEM region. Group members also maintain a VHF radio network and have a BGAN (broadband global area network) satellite communication system. There are various other satellite phone systems used by some Canterbury CDEM Group members and partner agencies.</p> <p>Canterbury CDEM Group members and partner agencies will maintain current contact lists to aid in communication with each other during an emergency.</p>	<p>6.9 Features of Coordination Centres</p> <p>All coordination centres need to be able to operate when impacted by the range of major hazards (particularly earthquake and flooding) relevant to the community in which they are located. This means that the building needs to be resilient to the hazards[5], be able to support coordination centre functional activities and provide facilities for the personnel working in the centre.</p> <p>Information Management</p> <p>Coordination centres use a variety of software tools for information management in an emergency. Most of these are cloud-based for increased resilience, as well as increased ease to share information with other agencies. These include D4H Incident Management, Microsoft 365 Enterprise, and ArcGIS Online.</p> <p>The Group has developed, and continues to work on, a Geospatial Common Operating Picture (GCOP) to enable a shared views of maps during response and recovery.</p> <p>Emergency Communication Systems</p> <p>Landline, Mobile phone and internet will be the primary means of communication in an emergency in the Canterbury CDEM region. Group members also maintain a digital VHF radio network and have a BGAN (broadband global area network) satellite communications capability for voice and data system. There are various other satellite phone systems used by some Canterbury CDEM Group members and partner agencies.</p> <p>Canterbury CDEM Group members and partner agencies will maintain current contact lists to aid in communication with each other during an emergency.</p>	Generalise to coordination centres. Clarify and simplify Communication systems. Added new section "Information Management" to reflect the new tools that have been adopted by the Group.	

58	<p>CDEM Group Controller</p> <p>During a state of emergency the Group Controller must direct and coordinate resources for the whole or part of the Canterbury CDEM Group region.</p> <p>Other key functions of the Group Controller include:</p> <ul style="list-style-type: none"> leading the Canterbury CDEM Group response and transition to recovery acting as an advisor to Local Controllers during emergencies and, in accordance with section 27(2) of the CDEM Act, providing direction to Local Controllers when necessary acting as a mentor for Local Controllers developing and maintaining effective relationships with Canterbury CDEM Group partner organisations, and participating in the development, delivery and maintenance of effective CDEM response structures and systems. <p>The Group Controller shall ensure that Local Controllers are regularly informed of developments leading up to a potential or actual state of emergency. During a state of emergency the Group Controller shall ensure that requests for assistance from Local Controllers are responded to in a timely and effective manner.</p>	<p>Group Controllers</p> <p>During a state of emergency, the Group Controller must direct and coordinate resources for the whole or part of the Canterbury CDEM Group region.</p> <p>Other key functions of the Group Controller include:</p> <ul style="list-style-type: none"> leading the Canterbury CDEM Group response and transition to recovery acting as an advisor to Local Controllers during emergencies and, in accordance with section 27(2) of the CDEM Act, providing direction to Local Controllers when necessary acting as a mentor for Local Controllers developing and maintaining effective relationships with Canterbury CDEM Group partner organisations participating in the development, delivery, and maintenance of effective CDEM response structures and systems, and during a national state of emergency, Group Controllers must follow the direction of the National Controller. <p>The Group Controller shall ensure that Local Controllers are regularly informed of developments leading up to a potential or actual state of emergency. During a state of emergency, the Group Controller shall ensure that requests for assistance from Local Controllers are responded to in a timely and effective manner.</p> <p>The Group maintains a pool of Group Controllers to ensure enough capacity for alternate and deputy Group Controllers during events.</p>	Add references to following National Controller directions during a national state of emergency. Indicate that we have a pool of Group Controllers.		
58	<p>6.10.2 Welfare Management</p> <p>This section outlines the welfare response in an emergency. The Canterbury CDEM Group Welfare Plan explains how welfare will be provided and managed during an emergency. The Welfare Plan will be updated during the term of this Canterbury CDEM Group Plan.</p>	<p>6.10.2 Welfare Management</p> <p>This section outlines the welfare response in an emergency. The Group Welfare Plan explains how welfare will be provided and managed during an emergency. The Welfare Plan will be updated during the term of this Canterbury CDEM Group Plan.</p>	Simplified plan name. The Group Welfare Plan is maintained to its own schedule, documented in the Group Welfare Plan.		
59	Further details on these services, including who is responsible for their delivery, are included in the Canterbury CDEM Group Welfare Plan and local welfare plans.	Further details on these services, including who is responsible for their delivery, are included in the Group Welfare Plan and local welfare plans.	Simplified Group Welfare Plan reference.		
59	<p>Group Welfare Coordinator</p> <p>The Canterbury CDEM Group will appoint a Group Welfare Coordinator. During an emergency the Group Welfare Coordinator is responsible for managing the welfare section of the ECC, coordinating with the Welfare Coordination Group and supporting Local Welfare Managers to deliver welfare to affected people.</p>	<p>Group Welfare Manager</p> <p>The Joint Committee will appoint a Group Welfare Manager. During an emergency the Group Welfare Manager is responsible for managing the Welfare function of the ECC, coordinating the Welfare Coordination Group, and supporting Local Welfare Managers to deliver welfare to affected people.</p>	Change coordinator to manager, corrected CIMS function reference, and clarified appointed responsibility to Joint Committee.		
59	The role of the WCG chair and deputy chair is described in the Canterbury CDEM Group Welfare Plan.	The role of the WCG chair and deputy chair is described in the Group Welfare Plan.	Simplified reference to Group Welfare Plan.		
59	<p>Public Information Manager</p> <p>The Canterbury CDEM Group and each local authority shall appoint a CDEM Public Information Manager and other people who can perform this role in the absence of the appointee.</p>	<p>Public Information Management</p> <p>The Group Office and each local authority shall appoint Public Information Managers and staff who can perform this function in an emergency.</p>	Clarify language around public information management.		

60	A critical role of PIM is to monitor these various communication channels for accuracy, rumour control and as a source of intelligence. This needs to be linked to the planning/intelligence function in the emergency response centre.	A critical role of PIM is to monitor these various communication channels for accuracy, rumour control and as a source of intelligence. Any intelligence needs to be share with the Intelligence function in the coordination centre.	Removed reference to planning, and clarified sentence.		
60	<ul style="list-style-type: none"> report the above information upwards to the ECC and the National Lifeline Coordinator in a regional lifelines situation report 	<ul style="list-style-type: none"> report, via the ECC, the critical infrastructure impacts to all relevant agencies especially local authorities, NEMA and the NEMA National Lifelines Coordinator, and Canterbury lifelines. 	Rewrote to better communicate the responsibility, and expand the coverage of those that need to receive the reports.		
61	6.10.6 Building Management	6.10.6 Building Management <i>(append the following)</i> The Heritage New Zealand Pouhere Taonga Act 2014 provides emergency authority (s60-64) for undertaking activities around archaeological sites during a state of emergency or transition period. In 2019, the Building Act 2004 was amended to strengthen provisions for buildings affected by an emergency (Subpart 6B, sections 133BA-133BZA). This provides new emergency powers for building control authorities and officers, as well as managing buildings in <i>designated areas</i> that have been impacted by an emergency.	Recognise two legislative changes that impact the management of buildings in an emergency.		
61	In a major emergency affecting the Canterbury CDEM Group region, it can be expected that a large number of buildings will be damaged, resulting in people being injured or trapped.	In a major emergency affecting the Group area , it can be expected that a large number of buildings will be damaged, resulting in people being injured or trapped.	Simplifying reference to the Group area.		
61	The FENZ will provide an immediate response to rescue tasks and will often be the lead agency for rescue activities.	Fire and Emergency New Zealand will provide an immediate response to rescue tasks and will often be the lead agency for rescue activities.	Correct grammar and expand for first use in this section.		
62	6.10.8 Control of Emergency Resources (Logistics) [...] Accordingly ECC and EOC staff will need to carefully allocate and monitor resources against requests received. [...] Where an agency or organisation requires resources or assistance that they do not immediately have, they will approach their local EOC to procure the resource for them. If that EOC is unable to provide the resource locally, it will escalate the resource procurement to the ECC (and the ECC to the NCMC as required). Note that international resources will be coordinated through the NCMC.	6.10.8 Control of Emergency Resources (Logistics) [...] Coordination centre staff will need to carefully allocate and monitor resources against requests received. [...] Where an agency or organisation requires resources or assistance that they do not immediately have, they will approach their local EOC to procure the resource for them. If that EOC is unable to provide the resource locally, it will escalate the resource procurement to the ECC (and the ECC to the national NCC as required). International resources will be coordinated through the NCC .	Reflect updated and more generated CIMS terminology.		
63	The CDEM responsibilities of emergency services, government departments and other response organisations are outlined in the CDEM Act, the Guide to the National CDEM Plan and their own governing legislation.	The CDEM responsibilities of emergency services, government departments and other response organisations are outlined in the CDEM Act, the National Plan , the Guide to the National CDEM Plan, and their own governing legislation.	Added refence to the National Plan, which is the primary legislative instrument for assigning agency responsibilities.		

63	6.12 Transition from Response to Recovery The transition from response to recovery is a complex process requiring careful management. It is essential that the Recovery Manager become involved early in the response phase as this allows the Recovery Manager to become familiar with the situation, work closely with the Controller, and make the necessary preparations to execute a seamless transfer from the response to the recovery phase of the emergency. The Recovery Manager will need to establish the recovery structure, engage staff and external agencies to lead the recovery work streams.	6.12 Transition from Response to Recovery The transition from response to recovery is a complex process requiring careful management. It is essential that the Recovery Manager become involved early in the response phase as this allows the Recovery Manager to become familiar with the situation, work closely with the Controller, and make the necessary preparations to execute a seamless transfer from the response to the recovery phase of the emergency. The Recovery Manager will need to establish the recovery structure, engage staff and external agencies to lead the recovery work streams.	Minor typographical corrections.		
63	The Recovery Manager, which is also a statutory appointment, can make significant preparation for recovery including preparation for a "Transition Notice", if one is required.	Another significant step in the transition to recovery is the decision to issue a transition notice, to make recovery powers available during the initial recovery period.	Rewrote to focus more on the transition notice decision, than the Recovery Manager.		
64	<ul style="list-style-type: none"> A transition period should, as soon as practicable, be notified to the public by publishing the notice in 1 or more newspapers in the areas, districts or wards, and on an internet site to which the public has free access 	A transition period should, as soon as practicable, be notified to the public by publishing the notice in 1 or more newspapers in the areas, districts or wards, and on the Internet (generally council website and social media)	Simplify and reflect that council websites and social media are the preferred locations.		
64	6.12.3 Monitoring and Debrief There should be an organisational and agency debrief at the conclusion of any event for which there has been an activation of the ECC or EOC. Debriefs allow for those participating in or liaising with the ECC or EOC to evaluate the response and provide opportunities for improvement which can be incorporated into future planning. A copy of the debrief findings should be communicated to all relevant parties. An important part of the debriefing process is ensuring the welfare of staff, particularly for a large or ongoing event. It is essential this is completed soon after the event and at intervals throughout the recovery. The MCDEM guidelines on organisational debriefing (Organisational Debriefing: Information for the CDEM Sector (IS6/06)) provide guidance on this subject.	6.12.3 Monitoring and Debrief There should be an organisational and agency debrief at the conclusion of any event for which there has been an activation of a coordination centre. Debriefs allow for those participating in or liaising with coordination centres to evaluate the response and provide opportunities for improvement which can be incorporated into future planning. A copy of the debrief findings should be communicated to all relevant parties. An important part of the debriefing process is ensuring the welfare of staff, particularly for a large or ongoing event. It is essential this is completed soon after the event and at intervals throughout the recovery. The NEMA information series on organisational debriefing (Organisational Debriefing: Information for the CDEM Sector [IS6/06]) provide guidance on this subject.	Generalise references to coordination centre. Clarify that it is an information, rather than guidance, document.		
65	Evacuation People CDEM Group (declared)	Evacuation People Police (undeclared) CDEM (declared)	Clarify role responsibility for evacuations in undeclared emergencies.		
68	7.4 Recovery Priorities Priorities in the recovery phase are: <ul style="list-style-type: none"> Safety and well-being of individuals - people's psychological, emotional and physical health and well-being in the months and years after the event 	7.4 Recovery Priorities Priorities in the recovery phase are: <ul style="list-style-type: none"> Safety and well-being of individuals - people's psychological, emotional, and physical health and well-being in the months and years after the event 	Fix bold title to match the other identified recovery priorities.		
69	7.6 Proposed Recovery Actions To ensure these objectives are achieved, the Canterbury CDEM Group has prioritised the following actions to be completed by the end of 2019 at which time the Canterbury CDEM Group Plan will be updated and recovery actions and priorities will be reviewed and updated.	7.6 Proposed Recovery Actions To ensure these objectives are achieved, the Canterbury CDEM Group has prioritised the following actions (over page) to be completed by the end of 2019 at which time the Canterbury CDEM Group Plan will be updated and recovery actions and priorities will be reviewed and updated.	Removed outdated reference to 2019, as this was not completed in this timeframe due to multiple response and recovery events, and later COVID-19.		

70	Update the Canterbury CDEM Group recovery plan and work programme to provide direction to the Canterbury CDEM Group	Update the Canterbury CDEM Group Recovery Plan and work programme to provide direction to local authorities and the Group Office	Provided more specific direction.		
72	<p>7.7 Canterbury CDEM Group Recovery Plan</p> <p>The Canterbury CDEM Group recovery plan will address Canterbury's recovery arrangements in further detail. The CDEM Group recovery plan sets the direction for recovery for the region. From this plan, a work plan for recovery should be developed and incorporate the Group's understanding and knowledge of recovery.</p> <p>7.8 Local or National Transition Periods</p> <p>The CDEM Amendment Act 2016 has introduced the option to give notice of a local transition period to assist the recovery phase following an emergency event.</p> <p>This mechanism provides the Recovery Manager with access to specified emergency powers during a defined period of time in order to support recovery. A transition notice can apply to one or more districts within the CDEM Group area or the whole CDEM Group area. A local transition notice, if required, would normally follow a state of local emergency, however it can also be put in place (with approval of the Minister of Civil Defence) if no declaration has been made.</p> <p>A local transition period for a district is to be done by a Mayor or other elected representative. The Canterbury CDEM Group has appointed the following to this role in the following order of precedence:</p> <ul style="list-style-type: none"> • Mayor of the respective district most affected • Deputy Mayor of the respective district most affected • Any elected local authority representative <p>The powers made available by a local transition period sit with the Recovery Manager. The CDEM Group has overall responsibility for governance and oversight of the recovery.</p>	<p>7.7 Canterbury CDEM Group Recovery Plan</p> <p>The Group Recovery Plan will address Canterbury's recovery arrangements in further detail. The Group Recovery Plan sets the direction for recovery for the region. From this plan, a work plan for recovery should be developed and incorporate the Group's understanding and knowledge of recovery.</p> <p>7.8 Local or National Transition Periods</p> <p>The CDEM Amendment Act 2016 has introduced the option to give notice of a local transition period to assist the recovery phase following an emergency event.</p> <p>This mechanism provides the Recovery Manager with access to specified recovery powers during a defined period to support recovery. A transition notice can apply to one or more districts within the Group area or the whole Group area.</p> <p>A local transition notice, if required, would normally be issued to start at the time the state of emergency naturally expires; or issued in conjunction with a termination of a state of emergency.</p> <p>If no state of emergency was declared, but a transition period is desired, a transition notice can be issued only after approval from the Minister.</p> <p>A local transition period for a district is to be issued by a Mayor or other elected representative. The Canterbury CDEM Group has appointed the following to this role in the following order of precedence:</p> <ul style="list-style-type: none"> • Mayor of the respective district most affected • Deputy Mayor of the respective district most affected • Any elected local authority representative <p>Transition notices for multiple districts can issued by the Joint Committee Chair, or the same delegations as declarations of a state of emergency. These will be coordinated by the Group Controller and Group Recovery Manager.</p> <p>The powers made available by a local transition period sit with the Recovery Manager. The Joint Committee has overall responsibility for governance and oversight of the recovery.</p>	Simplified and clarified language. Clarified process of issuing transition notice for the two most common scenarios – expiration and termination of a state of emergency; and the case where there was no declaration. Added the case for Joint Committee being able to issue notices for multiple affected districts using the same mechanism as declarations for multiple districts.		
72	Recovery Managers must report on use of these powers to the Director of MCDEM and the CDEM Group within 7 days of the end of the transition period.	Recovery Managers must report on use of these powers to Joint Committee and the Director NEMA within 7 days of the termination or expiry of the transition period.	Provide additional clarity.		

73	<p>The Canterbury CDEM Group's role is to:</p> <ul style="list-style-type: none"> • Support, advise and mentor local authorities and agencies with responsibilities in recovery to understand their role and how it connects to the wider recovery structure. • Ensure that local authorities and agencies have adequately planned for their roles and that they have adequately trained and skilled staff to lead and work in recovery • Support Local Recovery Managers and recovery teams by the provision of advice on the legislation, recovery management approach, and liaison with central government • Advise those authorities to give notice of a transition period or the need to give notice, including reporting requirements • Ensure Group and Local Recovery Manager's apply any transition powers in accordance with the CEM Act 2002 and report the use of powers as necessary to the Director Civil Defence and Emergency Management • Co-ordinate resources and information across affected districts and report to the Coordinating Executive Group and CDEM Joint Committee on recovery progress • Monitor risks and issues, and take any necessary action needed to support or address the issues • Liaise with government agencies as necessary to enable access to any support available 	<p>The Group Recovery Manager, supported by the Group Office, is to:</p> <ul style="list-style-type: none"> • Support, advise and mentor local authorities and agencies with responsibilities in recovery to understand their role and how it connects to the wider recovery structure. • Ensure that local authorities and agencies have adequately planned for their roles and that they have adequately trained and skilled staff to lead and work in recovery • Support Local Recovery Managers and recovery teams by the provision of advice on the legislation, recovery management approach, and liaison with central government • Advise local authorities and recovery manager about the process to issue a notice of a transition period for recovery, including reporting requirements for the use of powers • Ensure Group and Local Recovery Manager's apply any transition powers in accordance with the CEM Act 2002 and report the use of powers as necessary to the Director NEMA • Co-ordinate resources and information across affected districts and report to the Coordinating Executive Group and CDEM Joint Committee on recovery progress • Monitor risks and issues, and take any necessary action needed to support or address the issues • Liaise with government agencies as necessary to enable access to any support available 	<p>Clarified roles, language around providing advice for notices of a transition period, and reporting on powers.</p>		
74	<p>7.12 Recovery Structure</p> <p>The recovery structure is determined by the community's needs. Traditionally four environments have been identified: -social, economic, natural and built to promote co-ordination between the various agencies that are involved in recovery.</p> <p>The recovery structure is intended to be flexible. Actual elements will depend on the scale and nature of the event e.g.</p> <ul style="list-style-type: none"> • Type of event e.g. earthquake, tsunami, flood, pandemic, animal pest or disease • Severity of the emergency • Community affected • The geographical area affected • Multiple or cascading emergencies <p>It may be appropriate to include other environments in the recovery structure to allow for identified needs to be met, for example, an environment focused on rural recovery. These environments are all underpinned by the community and each is interdependent with the others.</p> <p>As soon as practicable during an emergency, a meeting of selected personnel forming the Recovery Coordination Group (RCG) is to be convened at local and/or Group level to review the situation. As a minimum the RCG will comprise the Recovery Manager plus representatives of the four environments — social, economic, built and natural.</p>	<p>7.12 Recovery Structure</p> <p>The recovery structure is determined by the community's needs. Traditionally four environments have been identified: social, economic, natural, and built to promote co-ordination between the various agencies that are involved in recovery.</p> <p>The recovery structure is intended to be flexible. Actual elements will depend on the scale and nature of the event e.g.</p> <ul style="list-style-type: none"> • Type of event e.g. earthquake, tsunami, flood, pandemic, animal pest or disease • Communities and geographical areas affected • The severity and type of impacts on the communities <p>It may be appropriate to include other environments in the recovery structure to allow for identified needs to be met, for example, an environment focused on rural recovery. These environments are all underpinned by the community and each is interdependent with the others.</p> <p>As soon as practicable during an emergency, a meeting of selected personnel forming the Recovery Coordination Group (RCG) is to be convened at local and/or Group level to review the situation. As a minimum the RCG will comprise the Recovery Manager plus representatives of the four environments — social, economic, built and natural.</p>	<p>Fix minor typographical errors. Simplified the recovery structure bullets and included reference to the severity and type of impacts.</p>		

75	7.13 Recovery Exit Plan [...] <p>An exit plan is the systematic plan of withdrawal of formal recovery assistance to a business as usual activity. It will identify what outstanding work is left to complete and include planning for the ongoing support of stakeholders, such</p>	7.13 Recovery Exit Plan [...] <p>An exit plan outlines the systematic plan of withdrawal of formal recovery assistance and a return to a business-as-usual activity. It will identify what outstanding work is left to complete and include planning for the ongoing support of stakeholders, such</p>	Simplifying language.		
76	8.1 Introduction This chapter outlines the mechanisms for monitoring and evaluation. Ongoing monitoring and evaluation will provide assurance to the Canterbury Civil Defence Emergency Management (CDEM) Group and Canterbury communities that the Group is complying with its legislative obligations, achieving its objectives and making progress towards its goals and those of the National CDEM Strategy. Monitoring and evaluation is a continuous process that informs planning and delivery and is considered a matter of priority within CDEM work programmes. 8.2 Contextual Framework Monitoring and evaluation is a requirement of the Canterbury CDEM Group under sections 17(1)(h) and 37(1) of the CDEM Act 2002. Relevant benchmarking documents include: <ul style="list-style-type: none"> • CDEM Act • National CDEM Strategy, Plan and Guide • Director's Guideline on CDEM Group Plan Reviews • Canterbury CDEM Group goals and objectives from this Plan • Canterbury CDEM Group and local work programmes • public surveys and analysis • long-term plans, and • CDEM capability assessment tool. 	8.1 Introduction This chapter outlines the mechanisms for monitoring and evaluation. Ongoing monitoring and evaluation will provide assurance to the Canterbury Civil Defence Emergency Management (CDEM) Group and Canterbury communities that the Group is complying with its legislative obligations, achieving its objectives and making progress towards its goals and those of the National Disaster Resilience Strategy. Monitoring and evaluation is a continuous process that informs planning and delivery and is considered a matter of priority within CDEM work programmes. 8.2 Contextual Framework Monitoring and evaluation is a requirement of the Canterbury CDEM Group under sections 17(1)(h) and 37(1) of the CDEM Act 2002. Relevant benchmarking documents include: <ul style="list-style-type: none"> • CDEM Act • National Disaster Resilience Strategy, National Plan and Guide to the National Plan • Director's Guideline: CDEM Group Planning [DGL 09/18] • Group Plan goals and objectives • Canterbury CDEM Group and local work programmes • public surveys and analysis • long-term plans, and • CDEM capability assessment tool. 	Minor clarity changes, referencing changes, and recognising the NDRS.		

76	<p>8.3 Monitoring and Reporting Plan Progress</p> <p>This Canterbury CDEM Group Plan will be monitored in the following ways:</p> <ul style="list-style-type: none">• The Coordinating Executive Group (CEG) will regularly scrutinise CDEM Group and local CDEM activity across the Canterbury CDEM Group.• The Canterbury CDEM Group will conduct an annual check to ensure that the Group Plan is still accurate and legislatively compliant.• Quarterly reports provided to the CEG will determine progress against the Canterbury CDEM Group's and territorial authorities' annual work programmes.• Group and local work programme progress, outputs and outcomes will be reported annually to the Canterbury CDEM Group and quarterly to the CEG.• The CEG will provide an annual report against the CDEM Group and local work programmes and the broad five-year work programme to the Canterbury CDEM Group.• The Canterbury Group Emergency Management Office and local Emergency Management Officers will monitor compliance between the Group Plan (or Local Plan) and the CDEM Act and with other relevant legislation and amendments.	<p>8.3 Monitoring and Reporting Plan Progress</p> <p>This Canterbury CDEM Group Plan will be monitored in the following ways:</p> <ul style="list-style-type: none">• The Coordinating Executive Group (CEG) will regularly scrutinise CDEM Group and local CDEM activity across the Canterbury CDEM Group.• The Group Manager will conduct an annual check to ensure that the Group Plan is still accurate and legislatively compliant.• Quarterly reports provided to the CEG will determine progress against the Canterbury CDEM Group's and territorial authorities' annual work programmes.• Group and local work programme progress, outputs and outcomes will be reported annually to the Joint Committee and quarterly to the CEG.• The CEG will provide an annual report against the CDEM Group and local work programmes and the broad five-year work programme to the Joint Committee.• The Canterbury Group Emergency Management Office and local Emergency Management Officers will monitor compliance between the Group Plan (or Local Plan) and the CDEM Act and with other relevant legislation and amendments.	Provide additional role clarity.		
----	---	--	----------------------------------	--	--

DRAFT

9. Next Meeting

The next meeting of the Civil Defence Emergency Management Joint Committee is scheduled to be held on Thursday 25 August 2022 at 2pm. Any changes to this time will be publicly advertised and updated on the Environment Canterbury website.

10. Mihi / Karakia Whakamutunga - Closing

The meeting will conclude with a karakia by a member of the Civil Defence Emergency Management Joint Committee.