

Agenda 2022

Canterbury Civil Defence Emergency Management Joint Committee

Date: Thursday, 24 November 2022
Time: 2.00 PM
Venue: Council Chamber
Environment Canterbury
200 Tuam Street, Christchurch



Canterbury Civil Defence Emergency Management Joint Committee

Membership

Ashburton District Council	Mayor Neil Brown
Christchurch City Council	Mayor Phil Mauer
Environment Canterbury	Councillor John Sunckell
Hurunui District Council	Mayor Marie Black
Kaikoura District Council	Mayor Craig Mackle
Mackenzie District Council	Mayor Anne Munro
Selwyn District Council	Mayor Sam Broughton
Timaru District Council	Mayor Nigel Bowen
Waimakariri District Council	Mayor Dan Gordon
Waimate District Council	Mayor Craig Rowley

KAI MATAARA:

Te Rūnanga o Ngāi Tahu	Elizabeth Cunningham
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TERMS OF REFERENCE

(Modified 26 June 2017)

The Canterbury Civil Defence Emergency Management (CDEM) Group Committee, a joint committee which comprises elected representatives of local authorities within the region, was formed under the Local Government Act 2002 pursuant to section 12 of the CDEM Act 2002.

Members of the Group Joint Committee are the mayor or chairperson (or delegated councillor) from Kaikōura District, Hurunui District, Waimakariri District, Selwyn District, Christchurch City, Ashburton District, Timaru District, Mackenzie District, Waimate District and Environment Canterbury. Although Waitaki District falls within the boundaries of both Canterbury and Otago Regional Councils, the Waitaki District Council has elected under section 14(2) of the CDEM Act to be a member of the Otago CDEM Group. The Canterbury CDEM Group may invite observers to attend its meetings. The CDEM group exercises governance and determines CDEM policy for member authorities in relation to risk analysis, reduction, readiness, response and recovery from emergencies.

The powers and obligations of members of the Canterbury CDEM Group are set out in section 16 of the CDEM Act.

The functions of the CDEM group and its members, as detailed in section 17 of the CDEM Act, are to:

- identify, manage and reduce relevant risks and hazards
- ensure suitably trained and competent personnel for all CDEM Group roles are available
- organise resources, services and information for the Canterbury CDEM Group
- respond to and manage the effects of emergencies
- carry out recovery activities
- when requested, assist other CDEM groups if practicable
- promote and educate the public on CDEM and its purpose
- monitor and report on compliance with the CDEM Act
- develop, implement, monitor and regularly review the Canterbury CDEM Group Plan
- participate in the development of the National CDEM Strategy and the National CDEM Plan, and
- promote all aspects of CDEM in the Canterbury region.

The Group will:

- provide strategic direction through the Canterbury CDEM Group Plan
- approve the Canterbury CDEM Group budget
- approve and monitor the Canterbury CDEM Group annual work programmes
- appoint Controllers and delegate powers as required, and

- appoint a Recovery Coordinator

The CDEM Group should meet each quarter or as required. Procedure for the conduct of meetings will be in accordance with the Local Government Act. Meetings are held in public. A quorum will consist of five members. A chair and a deputy will be elected, usually following local body elections. Should the chair or deputy chair resign or otherwise not be available, a replacement will be elected at the next Canterbury CDEM Group meeting. The Group will not be discharged by a local body election (section 12 of the CDEM Act). Following a local body election, any previous delegations made by a local authority under section 13(4) of the CDEM Act must be renewed or rescinded. In accordance with local government procedures, decisions made by the Canterbury CDEM Group are binding on all members.

In accordance with section 18(1) of the CDEM Act, the Canterbury CDEM Group may delegate any of its functions to member of the Group, the Group Controller or other person. These delegations are made by a resolution at a CDEM Group meeting.

Common Civil Defence and Emergency Management Acronyms

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

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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

7.1. Previous Minutes - 25 August 2022

Date of meeting	Thursday, 24 November 2022
Author	Barbara Strang, Committee Advisor
Endorsed by	Catherine McMillan, General Manager Governance

Purpose

1. Following the last meeting of the Civil Defence Emergency Management Joint Committee the minutes from the last meeting held on 25 August 2022 are attached for your information.
2. In accordance with usual end of triennium procedure these minutes were confirmed by the previous Chairperson Mayor Lianne Dalziel and the Chief Executive of Environment Canterbury Stefanie Rixecker.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Receives the confirmed minutes from the last meeting of the Civil Defence Emergency Management Joint Committee held on 25 August 2022, noting that in accordance with Environment Canterbury Standing Order 28.4 the minutes were confirmed at the end of the 2019-22 triennium.**

Attachments

1. 2022-08-25 Minutes Civil Defence Emergency Management Joint Committee 25 August 2022 [7.1.1 - 7 pages]

Minutes of the Canterbury Civil Defence Emergency Management Joint Committee (under COVID-19 Orange Traffic Light restrictions), held at 200 Tuam Street on 25 August at 2.07pm.

Present

Mayor Lianne Dalziel (CCC), Councillor John Sunckell (ECan), Mayor Neil Brown (Ashburton DC), Mayor Marie Black (Hurunui DC), Mayor Graham Smith (Mackenzie DC), Mayor Sam Broughton (Selwyn DC), Mayor Nigel Bowen (Timaru DC), Mayor Dan Gordon (Waimakariri DC), Mayor Craig Rowley (Waimate DC).

1. Mihi / Karakia Timatanga - Opening

Sean Poff opened the meeting with a mihi whakatau and karakia.

2. Apologies

Apologies for absence were received from Mayor Craig Mackle (Kaikoura DC), Elizabeth Cunningham (Te Rūnanga o Ngāi Tahu) and representatives from National Emergency Action Management (NEMA).

An apology for lateness was received from Mayor Marie Black (Hurunui DC) who joined the meeting at 2.26pm.

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.

Mayor Graham Smith joined the meeting at 2.10pm.

7. Minutes

7.1 Unconfirmed Minutes - Civil Defence Emergency Management Joint Committee - 26 May 2022

Resolved CDEMJC/2022/18

Staff recommendations adopted without change.

That the Civil Defence Emergency Management Joint Committee:

1. Confirms the minutes for the Civil Defence Emergency Management Joint Committee meeting held on 26 May 2022, with an amendment to remove Mayor Neil Brown from apologies.

Mayor Lianne Dalziel / Mayor Neil Brown
CARRIED

8. Report Items

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

This report includes all resolutions from the previous meeting, and any incomplete actions from previous meetings. Comments and progress updates on incomplete actions are provided where possible.

Staff recommendations adopted without change.

Resolved CDEMJC/2022/19

That the Civil Defence Emergency Management Joint Committee:

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

Mayor Sam Broughton / Councillor John Sunckell
CARRIED

8.2 COVID-19 Update - August 2022

Deborah Callahan, Manager Service Continuity at Te Whatu Ora (Health NZ) provided an update on the current Covid-19 situation in Canterbury. The number of cases is reducing consistently, with pressure on the health system easing. As of 25 August 2022, there were no Covid-19 patients in the Intensive Care Unit at Christchurch Hospital. Influenza cases appear to have 'peaked' early this winter, with no sign as yet of a second wave.

Michael Corson, Ministry of Social Development, joined the meeting in place of Dianne McDermott. Michael reported that welfare demand has reduced significantly.

Mayor Sam Broughton asked about whether closed hospitals can now be reopened. Deborah agreed to report back to the Committee with information.

Staff recommendations adopted without change.

Resolved CDEMJC/2022/20

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Receives the August 2022 update reports on COVID-19 preparedness and responses from representatives of Te Whatu Ora Health NZ and the Canterbury COVID-19 Regional Leadership Group (RLG).

Mayor Nigel Bowen / Councillor Sunckell
CARRIED

8.3 Update on Flood Working Groups - August 2022

Richard Ball, Group Recovery Manager (CDEM) spoke about the Transport, Rural and Impact and Needs Assessment working groups, followed by Sean Poff who is the sponsor for the Capability and Capacity working group. Next steps will be planning a workshop with stakeholders.

Mayor Marie Black joined the meeting at 2.26pm.

Staff recommendations adopted without change.

Resolved CDEMJC2022/21

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Notes the appointment of Mr Jeff Millward as Group champion for the Transport Working Group.
2. Receives the Flood Working Groups Update – August 2022 report and the updates from any of the lessons learnt working group champions.

Mayor Sam Broughton / Mayor Dan Gordon
CARRIED

8.4 Group Plan Update - August 2022

The draft Civil Defence Emergency Management Group Plan was open for public consultation from 23 June to 24 July 2022. The draft Group Plan will be presented to the Minister of Emergency Management for review and approval.

Staff recommendations adopted without change.

Resolved CDEMJC2022/22

That the Canterbury Civil Defence Emergency Management Joint Committee:

1. Approves the updated Civil Defence and Emergency Management Group Plan.
2. Delegate the Civil Defence Emergency Management Regional Manager to incorporate any minor changes requested by the Minister Emergency Management.

Mayor Craig Rowley / Councillor John Sunckell
CARRIED

8.5 Flood Impact Research

Sean Poff spoke about the benefits to this recently commissioned work, which will assess the costs of flooding for the Canterbury region to businesses and communities.

A request for information on catchments was added to the recommendation.

Staff Recommendation:

That the Civil Defence Emergency Management Joint Committee:

1. Receives the Flood Impact Research Report.

Resolved CDEMJC2022/23

That the Civil Defence Emergency Management Joint Committee:

1. Receives the Flood Impact Research Report.
2. Request Environment Canterbury (via Catchment Subcommittee) to provide a report on each catchment's state of play including their condition, flooding risks and consequences, and investment profile for the next triennium.

Mayor Graham Smith / Mayor Marie Black
CARRIED

8.6 Multi Agency Insights - August 2022

Karl Patterson, Planning and Performance Manager at Fire and Emergency NZ, spoke about the Multi Agency Insights August 2022 report. The multi-agency exercise has been working well, heightening awareness of what each agency's responsibilities and capabilities are and reducing duplication of tasks. They have been working together on Civil Defence scenarios, recently a gas station fire with a simulated evacuation of the area.

Resolved CDEMJC2022/24

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Joint Committee:

1. Receives the Multi Agency Insights August 2022 report.

Mayor Marie Black / Mayor Nigel Bowen
CARRIED

8.7 National Emergency Management Action Update - August 2022

As noted in the apologies of these minutes, there were no representations from National Emergency Management Action at this meeting to speak to the update report.

A request to prioritise attendance at Civil Defence Emergency Management Joint Committee meetings was added to the recommendations.

Staff recommendation:

1. Receives the National Emergency Management Agency August 2022 report.

Resolved CDEMJC2022/25

That the Civil Defence Emergency Management Joint Committee:

1. Receives the National Emergency Management Agency August 2022 report.
2. Request Dave Gawn (Chief Executive, National Emergency Management Action) to prioritise the attendance for National Emergency Management Action staff to attend Civil Defence Emergency Management Joint Committee meetings in person or online, to speak about their report.

Mayor Lianne Dalziel / Mayor Sam Broughton
CARRIED

8.8 End of Year Financial Report (2021/22)

Sean Poff presented the end of 2021/22 financial year report.

Resolved CDEMJC2022/26

Staff recommendations adopted without change.

That the Civil Defence Emergency Management Joint Committee:

1. Receives the end of year (2021/22) Civil Defence Emergency Management Group finance report.

Mayor Sam Broughton / Councillor John Sunckell

8.9 Group Controllers Report - August 2022

There was discussion about the work being done on AF8. Sean Poff confirmed that work is underway, and an event exercise is being planned for mid-2023. The members agreed it would be useful for Mayors to be taken through an AF8 scenario and the responsibilities and role they need to fill during an event such as this.

Resolved CDEMJC2022/27

Staff recommendations adopted without change.

That the Civil Defence Emergency Management Joint Committee:

1. Receives the Canterbury Civil Defence Emergency Management Group Controller's August 2022 report.

Mayor Lianne Dalziel / Councillor John Sunckell

CARRIED

ACKNOWLEDGEMENT OF MAYOR LIANNE DALZIEL

This being the last Civil Defence and Emergency Management Joint Committee meeting for Mayor Lianne Dalziel, Councillor John Sunckell, as Deputy Chair of the Committee, thanked Lianne for the passion, leadership and drive she has brought to the Committee, and for all she has given to Christchurch and Canterbury.

Mayor Sam Broughton also spoke, acknowledging Lianne's role in Civil Defence events such as the mosque attack, Port Hill fires, floods, and aftermath of the Christchurch Earthquakes. He also thanked her for her passion, commitment, and leadership.

Mayor Lianne Dalziel thanked all the members for being a part of the Civil Defence Emergency Management Committee and commented on the importance and value of having

Mayors to continue to represent their communities and regions as members of the Civil Defence Emergency Management Joint Committee. Mayor Lianne Dalziel concluded by wishing all the members well, and for continued community support.

9. Next Meeting

This is the last meeting of the Civil Defence Emergency Management Joint Committee for this triennium. The next meeting will be held on 24 November 2022 at 2.00pm.

10. Mihi / Karakia Whakamutunga – Closing

A karakia was provided by Mayor Sam Broughton.

Meeting concluded at 3.46pm.

In accordance with Standing Order 28.4 the Chairperson and Environment Canterbury Chief Executive confirm the minutes of the Civil Defence Emergency Management Joint Committee prior to the next election of members.

CONFIRMED:	_____	_____
	Chair Mayor Lianne Dalziel	Date

CONFIRMED:	_____	_____
	Chief Executive Stefanie Rixecker	Date

8. Report Items

8.1. Election of Chair and Deputy Chair

Date of meeting	Thursday, 24 November 2022
Author	Barbara Strang, Committee Advisor
Endorsed by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. To provide options for electing the Chairperson and Deputy Chairperson of the Civil Defence Emergency Management Joint Committee.

2. Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Chooses voting system A (election by the majority of members) or voting system B (election by the greatest number of votes) for the election of the Joint Committee Chairperson and Deputy Chairperson.**
2. **Agrees that, in the event of a tie under voting system A, the candidate to be excluded from the next round of voting shall be resolved by lot as described in section 7 of this report, and that in the event of a tie under voting system B, the candidate to be elected shall be resolved by lot as described in section 7 of this report.**

Background

3. Under Schedule 7 of the Local Government Act 2001 (LGA), the Joint Committee must elect the Chairperson and Deputy Chairperson at its first meeting following the triennial general elections.
4. For each election the Joint Committee must choose one of two voting systems, either election by the majority of members present and voting, or election by receiving a greater number of votes than any candidate.

Key Points

5. The Joint Committee can choose either of the two voting systems described below to elect the Chairperson and Deputy Chairperson. The Joint Committee is entitled to adopt different systems for the election of the Chairperson and Deputy Chairperson. However, for reasons of ease and practicality, it is suggested that it adopt the same procedure for the election of both the Chairperson and Deputy Chairperson.
6. If the Joint Committee wants to guarantee that the Chairperson and Deputy Chairperson receive the votes of a majority of its members, it should adopt voting system (A), i.e., election by majority. This is because the alternative voting procedure, where a candidate is elected by receiving the greatest number of votes, does not ensure that the winning candidate has the support of more than half of Joint Committee members in every instance.

Election by Majority (Voting System A)

7. The person who is elected receives the votes of a majority of the members of the Joint Committee.
 - There is a first round of voting for all candidates
 - If no candidate is elected in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
 - If no candidate is successful in the second round there is a third, and so on
 - Each time the candidate with the fewest votes in the previous round is excluded
 - If, in any round, two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot
 - Rounds of voting will only be required where there are more than two candidates

Election by Greatest Number of Votes (Voting System B)

8. A person is elected if they receive more votes than any other candidate.
 - There is only one round of voting
 - If two or more candidates tie for the most vote, the tie is resolved by lot

Determining by 'Lot' when there is a Tie

9. Both voting systems require a resolution by 'lot' if two candidates receive an equal number of votes and no one else is elected. The most common procedure is for the names of the candidates with the same number of votes to be placed in a container and the name of the person drawn out by an independent person is deemed the winner, i.e., elected or not excluded from the next round. It is recommended that this process be used in the event that there is a tie between candidates.

New Chairperson to take the Chair Before Deputy Chairperson is Elected

10. Once the voting procedure has been decided, Bede Carran, Chief Executive Officer of Timaru Council and Chairperson of the CDEM Coordinating Executive Group will call for nominations for the office of Joint Committee Chairperson. Once elected, the newly elected Chairperson shall take the chair for the rest of the meeting.

Cost, compliance and communication

11. Not applicable.

Financial implications

12. No financial implications

Risk assessment and legal compliance

13. There are no risks to legal compliance if, as recommended, the process under either option A or B is selected.

Engagement, Significance and Māori Participation

14. Not applicable to this report purpose.

Consistency with council policy

15. Not applicable.

Climate Change Impacts

16. Not applicable to this report purpose.

Communication

17. Not applicable.

8.2. Civil Defence Emergency Management Joint Committee Resolutions Status Report - November 2022

Date of meeting	Thursday, 24 November 2022
Author	Barbara Strang, Committee Advisor
Responsible Director	Giles Southwell, Director 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 Status of Civil Defence Emergency Management Joint Committee Resolutions report (month) 2022.**

Status Reporting

2. The status of resolutions is reported at each ordinary Committee meeting. The report includes all resolutions from the previous meeting plus any incomplete actions from prior meetings. Comments and progress updates on incomplete actions are provided where applicable.

Cost, compliance, and communication

Financial implications

3. The report was compiled using existing staff resources, therefore there were no additional financial implications.

Risk assessment and legal compliance

4. This gives visibility to the Committee 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 24 November 2022 meeting of the Civil Defence Emergency Management Joint Committee.

Attachments

1. 2022 11 24 Resolution Status Report Attachment [8.2.1 - 3 pages]

RESOLUTIONS FROM PREVIOUS MEETING ON 25 AUGUST 2022:

Meeting	Report Title	Resolution Number	Resolution	Complete
CDEM Joint Committee 2022-08-25	7.1 Unconfirmed Minutes - Civil Defence Emergency Management Joint Committee - 26 May 2022	CDEMGC/2022/18	Confirms the minutes for the Civil Defence Emergency Management Joint Committee meeting held on 26 May 2022, with an amendment to remove Mayor Neil Brown from apologies.	Yes
CDEM Joint Committee 2022-08-25	8.1 Civil Defence Emergency Management Joint Committee Resolutions Status Report - August 2022	CDEMGC/2022/19	Notes the status of previous resolutions provided in the Status of Civil Defence Emergency Management Joint Committee Resolutions report August 2022.	Yes
CDEM Joint Committee 2022-08-25	8.2 COVID-19 Update - August 2022	CDEMGC/2022/20	Receives the August 2022 update reports on COVID-19 preparedness and responses from representatives of Te Whatu Ora Health NZ and the Canterbury COVID-19 Regional Leadership Group. CDHB to provide response on closed hospitals, and if they can now be reopened.	CDHB to provide an update at 24/11/22 meeting

CDEM Joint Committee 2022-08-25	8.3 Update on Flood Working Groups - August 2022	CDEMGC/2022/21	Notes the appointment of Mr Jeff Millward as Group champion for the Transport Working Group. Receives the Flood Working Groups Update - August 2022 report and the updates from any of the lessons learnt working group champions.	Yes
CDEM Joint Committee 2022-08-25	8.4 Group Plan Update - August 2022	CDEMGC/2022/22	Approves the updated Civil Defence and Emergency Management Group Plan. Delegate the Civil Defence Emergency Management Regional Manager to incorporate any minor changes requested by the Minister Emergency Management Receives the May 2022 National Emergency Management Agency Action Update Report. Sean Poff to provide an update to the Committee on feedback from the Minister regarding the Group Plan.	Update to be provided at 24/11 meeting
CDEM Joint Committee 2022-08-25	8.5 Flood Impact Research	CDEMGC/2022/23	Receives the Flood Impact Research Report. Request Environment Canterbury (via Catchment Subcommittee) to provide a report on each catchment's state of play including their condition, flooding risks and consequences, and investment profile for the next triennium.	In progress, report expected in early 2023.
CDEM Joint Committee 2022-08-25	8.6 Multi Agency Insights - August 2022	CDEMGC/2022/24	Receives the Multi Agency Insights August 2022 report.	Yes

CDEM Joint Committee 2022-08-25	8.7 National Emergency Management Action Update - August 2022	CDEMGC/2022/25	Receives the National Emergency Management Agency August 2022 report. Request Dave Gawn (Chief Executive, National Emergency Management Action) to prioritise the attendance for National Emergency Management Action staff to attend Civil Defence Emergency Management Joint Committee meetings in person or online, to speak about their report.	Yes
CDEM Joint Committee 2022-08-25	8.8 21/2022 End of Year Financial Report	CDEMGC/2022/26	Receives the end of year (2021/22) Civil Defence Emergency Management Group finance report.	Yes
CDEM Joint Committee 2022-08-25	8.9 Group Controllers Report - August 2022	CDEMGC/2022/27	Receives the Canterbury Civil Defence Emergency Management Group Controller's August 2022 report.	Yes

RESOLUTIONS OUTSTANDING AND IN PROGRESS FROM PREVIOUS MEETINGS:

CDEM Joint Committee 2022-05-26	2021/22 Third Quarter Civil Defence Emergency Management Group Finance Report	CDEMGC/2022/15	Note and follow up on the suggestion that a group approach is taken in relation to the funding for CDEM prior to next year's AP considerations and potential funding improvements.	In progress, due 2023.
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8.3. Civil Defence Emergency Management Joint Committee Induction

Date of meeting	24 November 2022
Author	James Thompson, Civil Defence Emergency Management Group Team Lead
Endorsed by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. To provide the Civil Defence Emergency Management (CDEM) Joint Committee with an induction to the role of the Elected Official across Civil Defence Emergency Management.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Receives the Civil Defence Emergency Management Joint Committee Elected Officials Induction.**

Report

2. Every three years, as a result of the local body elections, a new CDEM Joint Committee is formed. At the first meeting of the incoming CDEM Joint Committee the committee members receive a presentation on what CDEM is and its role in CDEM.

Presentation

3. Previous CDEM Joint Committee induction presentations have been the same presentation that is prepared for all Elected Officials across the region. This year the presentation has been enhanced to ensure that Mayors or their delegated Councillor understand the responsibilities of the CDEM Group and their Council across risk reduction, readiness, response and recovery. The presentation will cover:
 - Hazards and Emergencies
 - CDEM Integrated Planning Framework
 - Structure of CDEM
 - The CDEM Group Office and links with ECAN
 - The Four R's
 - Response Coordination
4. A shorter version of this presentation will be prepared for each Council to use for its own Elected Officials if it wishes to. The CDEM Group Office can support the delivery of these presentations and encourages this.

CDEM Joint Committee Resource Pack

5. A pack of information and resources is being prepared but will not be ready for this first meeting of the Joint Committee. The recourse pack will be provided once it is prepared.
 - The Canterbury CDEM Group Elected Officials Guide
 - The National Emergency Management Agency (NEMA) guidance and templates for Declaring a State of Emergency and Transition to Recovery
 - The CDEM Joint Committee presentation
 - A copy of the CDEM Act
 - A copy of the Canterbury CDEM Group Plan
 - NEMA Elected Official Guidance
6. A version of this pack could be made available to Councils for their Elected Officials should it be requested.

Attachments:

Nil

8.4. Action Working Groups November 2022 Update

Date of meeting	24 November 2022
Author	Richard Ball, Group Recovery Manager
Responsible Director	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. This report provides a short update on the four Lessons Learnt Working Groups.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Receive the Action Working Groups Update (November 2022) report.**
2. **Note that implementation of the road status system requires Road Controlling Authorities (Districts and Waka Kotahi) to agree:**
 - a. **a common schema for road status**
 - b. **to collect and maintain the primary data on road status**
 - c. **a process for establishing alternative routes.**

Background

2. At the 31 January 2022 meeting, the Civil Defence Emergency Management Coordinating Executive Group (CDEM CEG) established working groups to lead the implementation of the more complex and multi-party recommendations from the 2021 May / June Floods After Action Report. The issues for each working group are shown in Appendix One. CEG champions for each working group were appointed at the 2 May 2022 CEG meeting, with working group chairs and members subsequently confirmed. The four working groups and their respective Champions and Chairs are shown in the table below.

Group	Champion	Chair
Transport	Mr Jeff Millward	Mr Brennan Wiremu
Rural	Mr Hamish Dobbie	Mr Phill Mackay
Impact and needs assessment	Mr David Ward	Mr Mat Clark
Capability and Capacity	Mr Sean Poff	Mr Al Lawn

Progress Update

3. It has taken some time for the working groups to establish themselves, scope and prioritise the issues identified, and agree on the approach to be taken. They are now making slow but steady progress. In general, reasons for the slow progress include:
 - The nature of the issues to be addressed. These are issues that have persisted through many years of emergency response. By their nature they are complex and involve multiple parties. Addressing them is not simple and requires collaborative effort to unpick and define the underlying issues and agree the way forward.
 - They are being addressed within existing resources and budgets. The staff involved are fitting this around other commitments.
 - During this winter an extended period of weather related events in Canterbury, West Coast, Nelson and Marlborough drew staff away.
4. Updates on individual working groups are provided below.

Transport

5. The transport working group is focusing on the development of a GIS based system to visually display road status across all roads in Canterbury. It is intended that this available in an emergency event and may also be used during business as usual, with a stretch goal of having this linking to on-line navigational tools such as Google Maps. In addition to displaying whether the road is open or closed, it will capture information on whether access is controlled or restricted, and the reasons for closure or restriction.
6. Achieving this requires the collaboration of roading staff from all Road Controlling Authority (RCA), i.e., District Councils and Waka Kotahi. A discussion with the Canterbury Region's Transport Officers Group (TOG), is scheduled for the 27th of October 2022. Key points for TOG and for CEG are:
 - A regional view requires a common schema to allow for federation of data from each RCA. Currently, this does not exist: Districts and Waka Kotahi use a variety

of definitions and standards. Agreeing and adhering to a common schema is required.

- The primary data on road status is collected and owned by each RCA. Combining the data into a federated view is not technically difficult but relies on the data being collected and maintained by each RCA. The systems and processes used by each RCA vary. Importantly, the information must be maintained if it is to provide a reliable, accurate and timely picture of road status during an emergency, or during business as usual.
- Displaying alternative routes is critical for emergency responders, logistics companies and the public. There needs to be a process for agreeing alternative routes, particularly when these cross-District boundaries. In some instances, this can be ad hoc.

7. A verbal report will be provided to CEG on the outcome of the TOG discussion.

Rural

8. Since the initial Rural Working Group meeting on 7 July 2022, a sub-group has met twice to look in greater detail around roles and responsibilities. This is a complex task given the range organisations involved across the various industry groups within the rural sector. A matrix has been developed to gather and record this information which will be discussed at the Rural Advisory Group meeting on 26 October 2022, before reporting back to the wider rural working group on 17 November 2022.
9. A verbal update can be provided to CEG on the feedback from the Rural Advisory Group.

Impact and needs assessment

10. The impact and needs assessment group is the largest working group and arguably addressing the most complex issues. Things to note regarding the approach being taken by this working group are:
 - Mr Mat Clark has recently been appointed to replace Dr Matthew Hughes as the Working Group Chair.
 - Impact and needs assessment are related but different. To make progress, these are being separated out to enable greater focus on how each can be enhanced. The working group and an overlap of staff working on both components will ensure the processes are integrated to the extent required.
 - Both impact and needs assessment are looking at existing solutions and tools being used elsewhere. The immediate focus is on defining the requirements for each system and then evaluating these against options available. Particularly for needs assessment, there are a variety of systems either currently in use or being developed. An assessment of options is expected to occur in the current calendar year.
 - Regardless of the system adopted, embedding the system into practice will be a significant task in the future, requiring testing, training, and exercising.

Capability and Capacity

11. Data is being collected on the current levels of resource capacity and capability across the Region, covering all Districts and the Group Office, as well as looking at elsewhere in New Zealand and overseas. This will feed into a more comprehensive review, taking account of other factors, such as the Government's Trifecta and possible structural changes in the way emergency management is delivered in Canterbury.
12. It is likely the outcomes of the review will be presented to CEG at its meeting on 30 January 2023.

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.

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.

- Impact and needs assessment processes are included in exercises.
- Privacy requirements are clarified for local emergencies and if needed a data sharing consent form included as part of collection process.

Rural Working Group

- 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.
- Put formal arrangements in place to support and resource the RAG so that it can provide effective coordination during and following emergency events.
- Rural focused agencies need to continue to share information and fill the response and recovery gaps for lifestyle blocks.
- 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.

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.

Capacity and Workload Working Group

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.

- All Councils invest in growing community-based networks, including basic training and resources, to enhance local preparedness, response, and recovery capacity.
- 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.

Comment: Implementation requires capacity issues be addressed so there are trained staff to take over.

- Ensure debriefs include discussion of the cumulative impacts on response and recovery staff from multiple events within Canterbury.

Comment: Implementation requires not just inclusion in debriefs but addressing the issue when it arises.

- 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.

Comment: Work is already being done to enhance deployment processes and the proposed solution may not be a Teams channel.

- 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.

- Continue to develop and grow recovery capability as part of the overall CDEM functions and preparedness.

- Adjust business-as-usual workloads following an event to take account of recovery demands on staff.

- Maintain a programme of scenario exercises, of varying scales and complexity.

- Include targeted exercises in the exercise programme to test new processes and systems.

8.5. Recovery Process Overview

Date of meeting	24 November 2022
Author	Richard Ball, Group Recovery Manger
Endorsed by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. The purpose of this report is to enhance understanding of the Civil Defence Emergency Management (CDEM) Group role in recovery, and to make the Joint Committee aware of the current state of recovery readiness, and to obtain feedback on the proposed actions to enhance recovery preparedness.
2. The impetus for this report is the currently low level of preparedness for recovery in Canterbury. Examples of this are given in the report, along with recommended actions to enhance recovery outcomes.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Notes that the current level of preparedness for recovery is low and may not meet legislative requirements.**
2. **Endorses the programme outlined in this report to enhance recovery preparedness across the Canterbury Civil Defence Emergency Management Group.**
3. **That the Joint Committee members consider what further actions may be taken within their respective organisations to support and enhance recovery preparedness.**

Background

3. The Civil Defence Emergency Management Act 2002 (the CDEM Act) defines recovery as: “the coordinated efforts and processes used to bring about the immediate, medium and long-term holistic regeneration and enhancement of a community following an emergency”. Like the response, this extends beyond normal local authority functions.

4. The Canterbury CDEM Group Plan outlines four recovery environments: social, economic, natural, and built, each with several task groups underneath these headings. These highlight the breadth of recovery and the number and range of organisations that may be involved.
5. The recovery role of the CDEM Group and individual Councils is to manage, co-ordinate and, if necessary, direct recovery efforts across the community. This means the Recovery Manager provides leadership across the recovery activities of any organisation or individual to the extent required for an effective recovery. If necessary, a formal transition to recovery notice can be issued to give the Recovery Manager special powers under the CDEM Act, similar to those held by a controller in the response phase.
6. In smaller events, CDEM may have little or no role in recovery. Instead, it may be sufficient for individual local authority functions and other organisations to implement and coordinate the delivery of their own recovery plans.
7. In a larger event, however, the recovery may last many months or years. The recovery will be multi-faceted and long running, involving many more agencies and participants than the response phase. It will be costlier in terms of resources, and it will be subject to scrutiny from the community and the media. This does not mean councils, or the recovery manager are responsible for delivery of every aspect of recovery, but they do have a key role the coordination and management of it, especially in the early stages.
8. The CDEM role is led by an appointed Recovery Manager, supported by a recovery team if necessary. This should continue until needs are met or the on-going processes needed to support community recovery are established and embedded within other organisations or council function. In addition to developing and action plan for recovery, an exit plan is also required. The recovery efforts may continue within other council functions or organisations as enhanced or modified business as usual well beyond the time when CDEM coordination or direction has passed.

Current state of recovery preparedness in Canterbury

9. The current level of preparedness for recovery in Canterbury is poor and does not meet legislated requirements. Canterbury is not unique in this and there is widespread recognition that recovery is often overlooked in emergency management. Across Aotearoa / New Zealand, some regions are even less prepared, while others are far more advanced.
10. In 2016, the legislative framework for recovery was strengthened by adding provisions to the CDEM Act 2002. These include issuing a notice of a transition period giving recovery managers special powers for to manage, coordinate and direct recovery efforts.

11. However, recovery planning and preparedness at the Group and local levels has not changed significantly. Discussions with a range of emergency managers and related agencies, both locally and elsewhere in Aotearoa / New Zealand, have identified numerous barriers to recovery preparedness and effective recovery outcomes. These are outlined below, and all are relevant to Canterbury.
- a. **Varying levels of understanding of the role of local government in recovery.** Some leaders understand councils' role well, while others do not. Among some leaders there is an erroneous belief that the role of local government in recovery is to restore council services, rather than lead recovery across the affected community. This leads to confusion regarding roles, responsibilities, and expectations in recovery.
 - b. **Lack of recovery planning.** The Canterbury Group Recovery Plan, which is referenced in the Group CDEM Plan, was last updated in 2008. An updated plan is a priority.
 - c. **Local recovery managers usually have busy day jobs.** This limits the capacity of local recovery managers to prepare for recovery. In some instances, the usual role of the designated recovery manager may be critical to a council's response, further limiting their capacity to lead any wider recovery activities in an event.
 - d. **Lack of formal training opportunities for recovery managers.** This has been raised across several regions and is an opportunity to be looked at nationally.
 - e. **Recovery is rarely included in exercises.** Exercises usually focus on response, rather than recovery.
 - f. **Low level of awareness of prepared recovery materials or resources.** Even where recovery resources and templates do exist, relatively few recovery managers or emergency management staff are aware of them.
 - g. **The importance of relationships.** Effective recovery is built on trust and effective working relationships. Wherever possible it is important to identify potential recovery partner functions and organisations ahead of an event and establish relationships with them. This takes time and effort.
 - h. **Lack of resources and staff for recovery.** For a large event, a recovery office may be required, including staff for information gathering and analysis, planning, legal, science and technical expertise, as well as leaders and supporting staff for each of the four recovery environments. These are likely to be staff drawn out of existing positions within organisations and are separate from the resources and funding needed to deliver recovery activities on the ground. Staffing may be compounded when the same staff are heavily involved in the adrenaline fuelled response phases.

- i. **Recovery expectations are often unrealistic.** Recovery has a very long tail and expectations on the resources available and the timeframes for recovery need to be managed with both community leaders and the public. Public information management (PIM) is an input to recovery but rarely engaged ahead of emergency events.
- j. **Recovery gets political.** To operate effectively, recovery managers need the trust, confidence and support of senior management and political leaders. Confirming recovery governance arrangements, roles, and responsibilities is important when an event occurs, particularly in the context of confusion over the role of local government.

Enhancing recovery preparedness

- 12. Table 1 outlines proposed actions to start building recovery preparedness in Canterbury. It is proposed that these form the focus for Group recovery activities in the current financial year.
- 13. A key theme underpinning these actions is that effective recovery preparedness is founded on a shared understanding of what CDEM recovery involves, and the structures, processes and resources required. This paper is a starting point for that. The proposed review of the Group recovery plan will build on this. The intention is to make the plan brief, with operation guidelines developed over time to the extent needed.

Table 1: Proposed actions to enhance recovery preparedness

Action	Timeframe	Responsibility
Monthly on-line meetings for Canterbury recovery managers	Already underway.	Convened by Group Recovery Manager.
All day training events or exercises	Starting Jan/Feb 2023, two or three per year.	Group Office.
Review Group recovery plan	By 30 June 2023	Group Office
Structured training for recovery managers	To be determined.	Ideally undertaken nationally
Local recovery plans	To be determined.	Local recovery managers, supported by local emergency management staff and Group Office.

Development and sharing of recovery materials / templates / guidelines, etc	Starting November 2022. On-going.	Group office, utilizing resources from elsewhere where possible.
Engagement with others inter-regionally and nationally to share expertise and resources.	On-going.	Group Recovery Manager and Group Manager / Controller.

14. The above table is not a comprehensive list. For example, the successful delivery of outcomes from the working groups established to implement recommendations from the 2021 flood events will support recovery.
15. It is also recommended that Joint Committee members consider other actions to support recovery preparedness within their own organisations. These could include, for example, the appointment of a second recovery manager to provide depth and backup to the current recovery manager.

Next steps

16. Some of the actions outlined above are already underway and others will be commenced shortly. It is proposed that updates on these actions, what is being done nationally or in other regions, and actions proposed for the subsequent financial years be provided to CDEM Coordinating Executive Group (CEG) and the Joint Committee on a more regular basis.

8.6. National Emergency Management Agency November 2022 Update

Date of meeting	24 November 2022
Author	Rochelle Faimalo, Senior Advisor, National Emergency Management Agency
Endorsed by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. To provide the Canterbury Civil Defence Emergency Management Joint Committee with an update from the National Emergency Management Agency (NEMA).

Recommendations

That the Civil Defence and Emergency Management Joint Committee:

1. **Receive the November 2022 National Emergency Management Agency Report.**

Key points

2. Roger Ball, NEMA Director (acting) and National Controller, along with Rochelle Faimalo, NEMA Regional Emergency Management Advisor, will provide an update.

Attachments

1. NEMA Update Canterbury JC November 2022 (1) [8.6.1 - 3 pages]



National Emergency Management Update

November 2022

Canterbury Civil Defence Emergency Management Group

Trifecta Programme

The final Emergency Management System Reform Cabinet paper is due to be proactively released. We will share this with you as soon as it is publicly available.

Drafting of the Emergency Management Bill is underway with the intention to introduce it to the House of Representatives in late November, early December or early 2023. There will be an opportunity to provide feedback via the Select Committee process. This will occur following the introduction of the Bill to the House.

The review of the National Civil Defence and Emergency Management Plan and accompanying Guide is happening alongside the development of the new Emergency Management Bill to ensure alignment. The first phase of targeted engagement for the review of the National CDEM Plan (the Plan) has been completed. An early draft of the new Plan is being prepared to share as a basis for collaboration for the next round of engagement.

The timeframe for engagement has been extended. Engagement will occur over approximately six months, with most of it occurring in 2023 to take account of the current reform pressures on local government.

Catastrophic Planning

Over the coming months, NEMA is running a series of workshops to increase our collective readiness for a catastrophic event. Known as CATPLAN (Catastrophic Planning), the workshop series is focusing on how NEMA and national agencies will deliver critical response tasks following a catastrophic event.

In the week of 14 November we are hosting the first five day CATPLAN workshop involving national agencies and with presentation from a selection of CDEM Groups. This first workshop focuses on a Hikurangi subduction event. Next year we plan to run a further CATPLAN workshop focused on Alipine Fault.

This work is being done with urgency as the likelihood and risk exposure to a catastrophic event for New Zealand is not currently reflected in the readiness of our emergency management system to respond to such an event. New Zealand has not seen a catastrophic level event which exceeds our capacity on a large scale.

NEMA will keep the CDEM sector updated as this work takes shape, particularly how this planning will be regionalised going forwards. We are conscious that this is a new piece of work for the wider CDEM sector, and will work with the Groups to ensure that the various workstreams are aligned.



Director of Civil Defence Emergency Management

Gary Knowles has retired. Roger Ball is Acting Director of Civil Defence Emergency Management. Charlie Blanch is Acting National Controller and Manager National Operations. Recruitment is underway for the role of Director of Civil Defence Emergency Management.

Te Kotahitanga o Ngā Tai – the joining of the tides

On 13 and 14 September, NEMA, with Wellington CDEM Group and the Group Manager for Tairāwhiti supported a wānanga hosted by Ngāti Toa Rangatira and Te Āti Awa. The wānanga, Te Kotahitanga o Ngā Tai (the joining of the tides), was for mana whenua, Māori, NEMA and CDEM to progress meaningful change in the emergency management sector through an inclusive, aspirational and relationships-based approach.

Attendees heard about some of the experiences of Māori in emergency events like the Pigeon Valley fires and severe weather and flooding in Kawatiri (Buller), Te Taihu (Nelson-Tasman) and Te Tairāwhiti. Learnings from the wānanga will be included in our work for the Trifecta Programme, including ways of better engaging with Māori as we continue this work.

The wānanga is part of a continuing conversation and ongoing relationship building with Māori since the National Emergency Management Conference 2021. At that conference, three wero were laid down: tukua, turi and tikanga. Acknowledging and learning from the past to look to a collaborative future, removing barriers to tangata whenua and reflecting Mātauranga Māori in emergency management.

NEMA's involvement in the wānanga is part of the response to these three wero and part of our commitment to ensuring Māori participation in the emergency management system is recognised, enabled, and valued.

Monitoring, Alerting and Reporting Centre

The MAR Centre has been operating on a 24/7 basis since the end of June, providing NEMA with situational awareness and early warning of emerging risks. The team have responded to several smaller domestic and distant earthquakes during that time, assessing the risk and sharing information through the National Warning System and our own social media channels. Their largest

contribution though has been during the recent spate of weather events where they worked alongside the NEMA National Coordination Centre to gather and share information across the affected CDEM Groups, facilitate hazard-based inter-agency meetings and provide updates to the Minister.

As the MAR team has settled into the role, they have begun to expand the intelligence gathering side of the business, linking in with, and sharing information with New Zealand government agencies and with counterparts in Australia and the United States. One of the products of this increased capability is the release of a Daily Intelligence Bulletin which is now being shared with CDEM Groups. The MAR Centre has commenced engagement with CDEM Groups via a series of 'meet and greets' with the Groups to discuss future collaborations, and areas where the MAR Centre's intelligence gathering function can add value to CDEM operations.



Disaster/Mayoral Relief Funds

During or after an emergency event the government may contribute to a Disaster Relief Fund (often referred to as mayoral relief fund (MRF)). We have recently made changes to the administration of GST for government financial contributions to MRFs. Government contributions to MRF will now be stated in GST exclusive amounts. For example, if the government contributes \$100,000 to a Mayoral Relief fund, this contribution will be GST exclusive. This means that local authorities will now be able to spend the full amount stated when a government contribution to a MRF is announced.

Foot and mouth disease

Foot and Mouth Disease has been found in Indonesia and other Southeast Asian countries. Given the importance of the Agricultural sector for New Zealand's economy and communities, Foot and Mouth disease is considered a major risk. If an outbreak were to occur in New Zealand it would halt trade in animal products, and it would severely impact exports of dairy, red meat and pork products as we would no longer be regarded as Foot and Mouth Disease-free by trading countries.

The Ministry for Primary Industries is the lead agency for biosecurity, and holds the responsibility to plan for and respond to the risks and impacts of Foot and Mouth Disease. NEMA is participating in All of Government planning, and further activity is programmed in coming weeks. We have arranged briefings for the CDEM Groups from MPI on the planning that is underway. We will keep you briefed as details emerge of national planning and what expectations there might be NEMA and the CDEM sector.

Rochelle Faimalo | Senior Regional Emergency Management Advisor
National Emergency Management Agency Te Rākau Whakamarumaru
E: Rochelle.Faimalo@nema.govt.nz
P: 027 4432856

8.7. Financial Report November 2022

Date of meeting	24 November 2022
Author	Sean Poff, CDEM Group Controller / Regional Manager
Responsible Director	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. To provide the Civil Defence Emergency Management (CDEM) Joint Committee with the CDEM Group financial report for the first quarter of 2022/23.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Receives the Civil Defence Emergency Management Group finance report for the first quarter of 2022/23.**

Key points:

2. The attached dashboard highlights an underspend of \$37,000 for this quarter. The underspend is due to delays in the review of the CDEM Group Plan, and initiation of two contractor supported projects.
3. There were increases in revenue from the CDEM Resilience Fund for the Lifeline Resilience project.

Attachments

1. CDEM Financials - September 2022 (YTD) [8.7.1 - 2 pages]

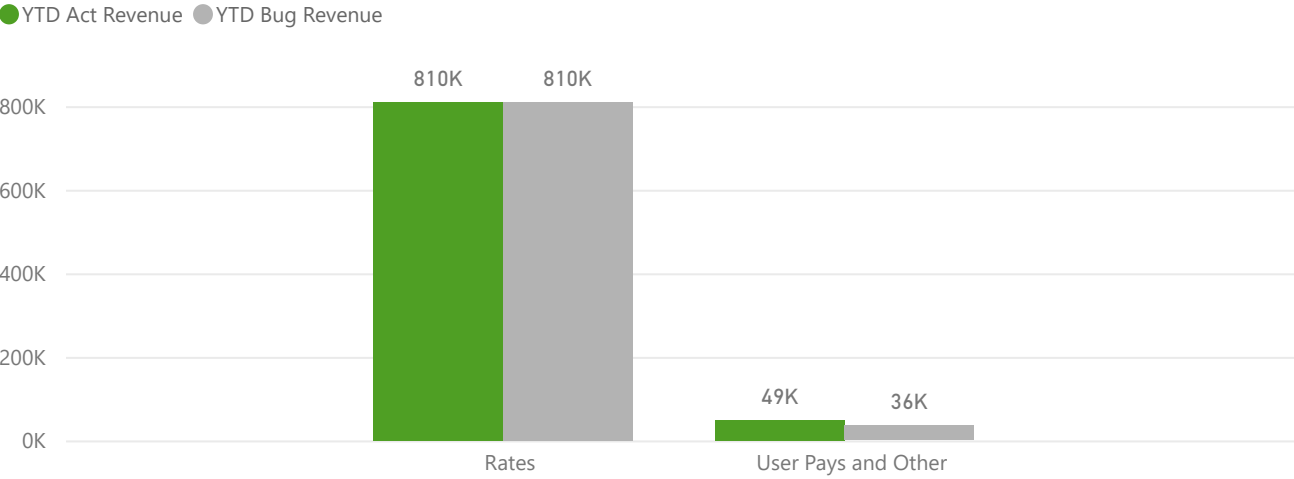
Operating Revenue	Operating Expenditure	Surplus/(Deficit)	Actual Expenditure vs Full Year Budget
859K Budget: 846K (+13.52K +1.6%)	634K Budget: 658K (-24.39K -3.7%)	225K Budget: 188K (+37.91K)	<div><div></div><div>0K634K2,775K</div></div>

Reporting Period

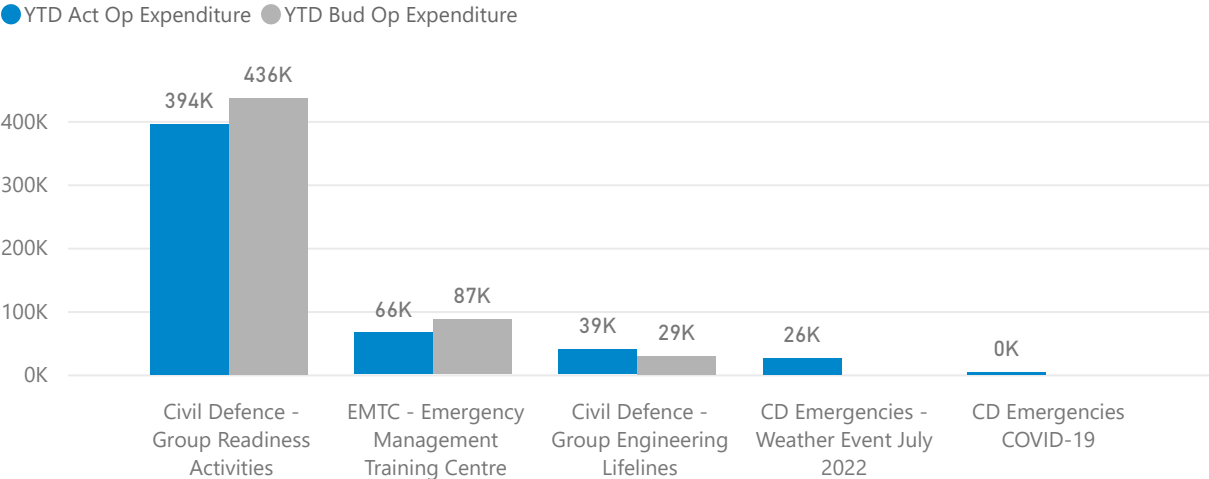
01/07/2022

30/09/2022

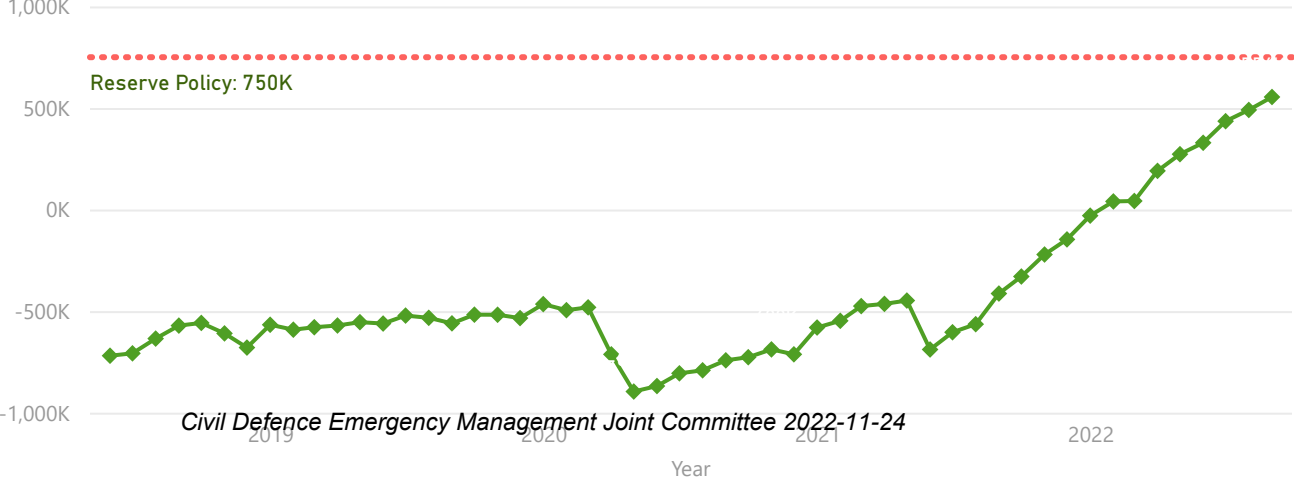
Actual Revenue vs Budget



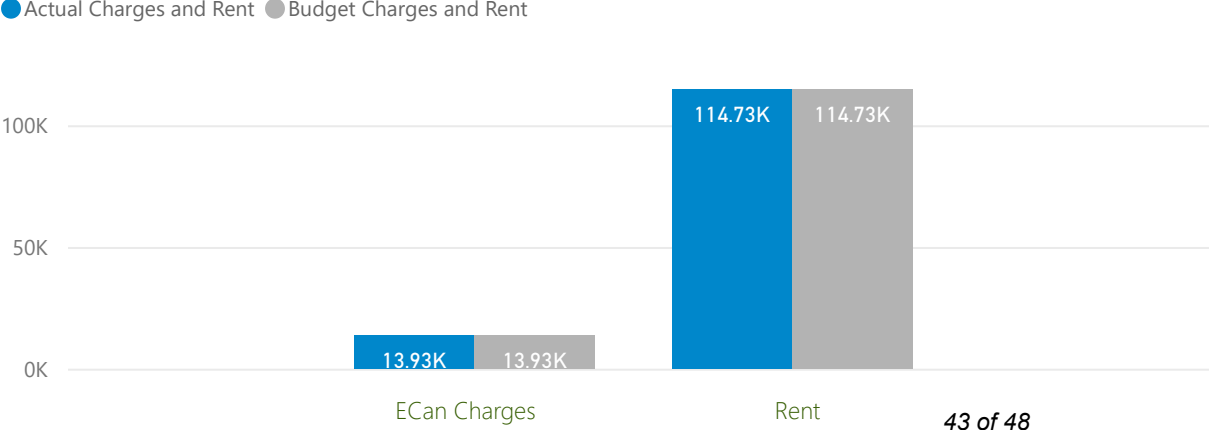
Actual Expenditure vs Budget



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 July 2022				26		26	-26		-26		
CD Emergencies COVID-19				0		0	0		0		
Civil Defence - Group Engineering Lifelines	29	29	0	40	29	11	-11	0	-11	118	118
Civil Defence - Group Readiness Activities	701	703	-2	474	515	-41	227	188	39	2917	2,167
EMTC - Emergency Management Training Centre	129	114	15	93	114	-21	36	0	36	490	490
Total	859	846	13	634	658	-24	225	188	37	3525	2,775

Revenue Note:

CD Emergencies

YTD revenue is in line with budgeted expectation.

Lifelines

YTD revenue is in line with budgeted expectation.

CDEM Group Readiness Activities

YTD revenue is in line with budgeted expectation.

EMTC

Additional revenue has been received via the National Training Fund.

Expenditure Note:

CD Emergencies

Expenditure relates to external staff support (travel & accommodation), catering support plus Lifelines contractor support as part of the ECC's response to the recent weather event.

Lifelines

Increased expenditure relates a project being undertaken via the NEMA Resilience Fund (this will be reimbursable from NEMA).

CDEM Group Readiness Activities

Lower expenditure primarily relates to contractor support. This will realign when the two external contractor led projects commence.

EMTC

Lower expenditure is likely to flow into 2023 as the number of training activities/courses tend to reduce towards the end of the calendar year as organisations move into the summer holiday period.

8.8. Group Controllers Report

Date of meeting	24 November 2022
Author	Sean Poff, CDEM Regional Manager
Endorsed by	Bede Carran, Chairperson, Canterbury Civil Defence Emergency Management Coordinating Executive Group

Purpose

1. To provide the Canterbury Civil Defence Emergency Management Joint Committee with Group Controllers' update.

Recommendations

That the Civil Defence Emergency Management Joint Committee:

1. **Receives the November 2022 Canterbury Civil Defence Emergency Management Group Controller's report.**

Key Updates

South Island Group Managers

2. The South Island Civil Defence Emergency Management GMs convened in Christchurch over the period of 14/15 October. With Groups across the country operating in a siloed manner to date, frustrations around interoperability are increasing. As such, the SI GMs have agreed to drive a range of initiatives together, to increase consistencies and common standards across the South Island. Some of the initiatives include (and include a shared funding model):
 - a. Shared training packages / delivery mechanisms
 - b. Shared Geospatial platform and process
 - c. Joint alternate communications plan
3. This is an exciting initiative, one that Canterbury should be placed to play a leading role. The SI GM cohort is set to meet quarterly, with an action-oriented focus on driving capability in the same direction.

Increase in Capability

4. The regional office has been deliberate about delaying resource related requests to the Coordinating Executive Group and Joint Committee, until completion of the regional capability review. Once this review is completed it is expected that there will

be a request for an increase in resourcing to support the increases in both business-as-usual activity and response activations.

Canterbury 10 (C10) Course

5. The fourth C10 course was held at Glentui Lodge 17 to 21 October 2022. There were 22 participants on the course including four people from outside of the Canterbury Region (One South Island and three North Island). There was a core group of seven instructing staff including an observer from the Capability Development Unit at NEMA. This course will bring the required number of C10 members back to agreed levels.
6. A special thanks to Andrew Howe and Janelle Mackie from the Group Office for the hard mahi they both put into preparing for and supporting the delivery of the course.
7. The C10 Policy document requires an update to move it from an implementation document to an ongoing operational document. This update will be presented at a future Coordination Executive Group Meeting and following Joint Committee meeting.

Tsunami Evacuation Zone Review for Mid and South Canterbury

8. Ashburton, Timaru and Waimate District Councils are released revised tsunami evacuation zones on Monday 7 November, as part of a wider programme of tsunami modelling and tsunami evacuation zone reviews in Canterbury. The revised tsunami evacuation zones are remaining much the same as the current zones in Ashburton District and are either staying the same or being reduced in Waimate District. The revised tsunami evacuation zones in Timaru District are either staying the same as the current zones or in some places are having to be increased. In these areas we have moved from a two-zone approach (red and orange) to a three-zone approach (red, orange and yellow).
9. The revised tsunami evacuation zones will be available on district council websites, on the Canterbury CDEM Group and Canterbury Maps websites, and on the National Emergency Management Agency's national tsunami evacuation zone map from Monday 7 November. The underpinning GNS Science modelling report, as well as a report outlining the process of revising the tsunami evacuation zones, will also be available on the Environment Canterbury website on 7 November. The Chief executives of the three impacted Districts received this report, along with a covering memo from the Chief Executive of Environment Canterbury the week prior to the 7 November release.
10. Communications plans have been developed by each district council and the release of the tsunami evacuation zones will be followed up with community engagement including media releases, letters to affected people, community meetings, Council presentations, radio and print advertising, social media, and new tsunami information boards. This engagement will be led by district council staff with support from Environment Canterbury and Canterbury CDEM Group staff.

2022 Group Plan Update

11. The process to update the Group Plan has now concluded, with the Minister for Emergency Management approving the document during the last reporting period. With our statutory obligations now met, the full review of the Canterbury Group Plan can be delayed until NEMAs Trifecta reforms are complete.
12. We are in the process of printing paper copies, and these will be distributed once done.

Flood Research Update Report

13. The extreme rainfall, observed during the May 2021 flooding event, resulted in the highest flows on record in the Upper Hinds and Ashburton/Hakaterere river catchments, causing extensive stop bank/berm, farmland, and bridge damage. While we intuitively know the socio-economic consequences of these events last longer than the event itself, empirical evidence that effectively identifies the total costs to communities is limited.
14. As such, we have commissioned Market Economics, in conjunction with the Resilience National Science Challenge Multi hazard Risk model (MRm), to develop an evaluation framework and toolkit which enables the socio-economic implications (covering capital, operational and disruptive impacts) to be comprehensively evaluated across space, through time, for multiple stakeholders (farmers, communities, businesses, infrastructure providers etc).
15. Market Economics is now progressing with the project and there will be an update at the next Joint Committee meeting.

9. Next Meeting

The next meeting of the Civil Defence Emergency Management Joint Committee is scheduled to be held on (date/time, ie. Wednesday, 13 April 2022 at 11.00am). 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.