

# **Minutes of the Canterbury Civil Defence Emergency Management Group Joint Committee held at Environment Canterbury, 200 Tuam Street, Christchurch on Thursday 24 August 2023 at 2.04pm.**

## **Present**

Committee Chair Mayor Neil Brown (Ashburton District Council), Committee Deputy Chair Councillor John Sunckell, Mayor Phil Mauger (Christchurch City Council), Mayor Marie Black (Hurunui District Council), Mayor Craig Mackle (Kaikōura District Council), Mayor Anne Munro (Mackenzie District Council), Mayor Sam Broughton (Selwyn District Council), Mayor Nigel Bowen (Timaru District Council), Mayor Dan Gordon (Waimakariri District Council), and Mayor Craig Rowley (Waimate District Council).

## **In attendance**

- Bede Carran, Chairperson of the Civil Defence Emergency Management Coordinating Executive Group and Chief Executive of Timaru District Council
- Jamie Ruwhiu, Te Rūnanga o Ngāi Tahu
- Hamish Riach Chief Executive, Ashburton District Council
- Angela Oosthuizen Chief Executive, MacKenzie District Council
- Hamish Dobbie\* Chief Executive, Hurunui District Council
- Gavin Treadgold\*, CDEM Canterbury
- Tarnia Jackson\* Te Rūnanga o Ngāi Tahu
- David Stackhouse\*, Fire and Emergency New Zealand
- Jeff Millward\*, Waimakariri District Council
- Andrea Williams\*, Te Rūnanga o Ngāi Tahu, from 2.04pm during item 8.5 to 2.47pm during item 8.6.
- Stuart Duncan\*, Chief Executive, Waimate District Council from 2.41pm during item 8.5.
- Councillor Joe Davies, Environment Canterbury from 2.04pm to 3.08pm prior to item 8.7, returning 3.14pm during discussion on item 8.8.

\*via audio/visual link.

## **1. Karakia/Mihi Timatanga - Opening**

Committee Chair, Mayor Brown opened the meeting with a karakia.

Committee Chair, Mayor Brown gave notice of an item requiring urgent attention, which would be discussed under item 5. Extraordinary and Urgent Business.

## **2. Apologies**

An apology for lateness was received from Mayor Nigel Bowen (Timaru District Council).

Apologies for absence were received from Chair Peter Scott (Environment Canterbury) and Elizabeth Cunningham (Te Rūnanga o Ngāi Tahu).

### **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**

The 2022/23 Civil Defence Emergency Management Finance report was tabled to be included as an item of urgent business.

- (a) The reason this report was not on the agenda was that the information was not available at the time the agenda was prepared.
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting was because the next meeting of the Committee will be 23 November 2023 and the information contained in the report relates to the fourth quarter of the 2022/23 financial year, which needed to be received by the Committee at this meeting.

#### **Resolved CDEMJC/2023/022**

That the Civil Defence Emergency Management Group Joint Committee:

- 1. Resolve to accept the urgent business '2022/23 Civil Defence Emergency Management Finance' .

Mayor Sam Broughton/Councillor John Sunckell

CARRIED

This report was taken after item 8.9.

### **6. Notices of Motion**

There were no notices of motion.

Mayor Nigel Bowen joined the meeting at 1.07pm during item 7.

## **7. Minutes**

### **7.1 Unconfirmed Minutes - Civil Defence Emergency Management Joint Committee - 1 June 2023**

Refer pages 11-22 of the agenda.

Secretarial Note: The Committee Chair requested that it be noted in the minutes that Cr Davies attendance at the previous meeting be recorded in the confirmed minutes dated 1 June 2023 and that he be an 'observer' for future meetings with his attendance being included for any future meetings.

That the Civil Defence Emergency Management Group Joint Committee:

1. Confirms the minutes from the Civil Defence Emergency Management Group Joint Committee meeting held on 1 June 2023, with the addition of Cr Davies being noted as 'in attendance'.

Mayor Sam Broughton/Mayor Marie Black

CARRIED

Committee Chair Mayor Neil Brown moved, seconded by Committee Deputy Chair Cr Sunckell that a second recommendation be added to the motion:

That the Civil Defence Emergency Management Group Joint Committee:

2. Agrees that Councillor Davies from Environment Canterbury be an observer for future meetings.

This was added to resolution 1. and became the substantive.

#### **Substantive motion**

#### **Resolved CDEMJC/2023/023**

That the Civil Defence Emergency Management Group Joint Committee:

1. Confirms the minutes from the Civil Defence Emergency Management Group Joint Committee meeting held on 1 June 2023, with the addition of Cr Davies being noted as 'in attendance'.
2. Agrees that Councillor Davies from Environment Canterbury be an observer for future meetings.

Mayor Nigel Bowen/Mayor Craig Rowley

CARRIED

## 8. Report Items

Refer pages 23-106 of the agenda.

### 8.1 Civil Defence Emergency Management Joint Committee Resolutions Status Report - August 2023

Refer pages 23-27 of the agenda.

Staff provided visibility on the status of resolutions made by the Civil Defence Emergency Management Joint Committee.

#### **Resolved CDEMJC/2023/024**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Notes the status of previous resolutions provided in the Status of Civil Defence Emergency Management Group Joint Committee Resolutions report August 2023.

Mayor Sam Broughton/Mayor Marie Black  
CARRIED

### 8.2. Learnings from North Island Severe Weather

Refer pages 28-35 of the agenda.

Staff provided the Committee with a report on the Canterbury Learnings from the North Island weather events and provided eleven recommendations for the Committee to approve.

#### **Resolved CDEMJC/2023/025**

Updated staff recommendations adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the report on the Canterbury Learnings from the North Island Weather Events.
2. Approves the eleven recommendations, being;
  - Recommendation 1 - maintain, practice, exercise and build on the strong relationships between executives, councillors and emergency management staff that already exist in Canterbury to ensure that there are open communication lines between each other before and during emergencies. The Group Office should ensure the membership lists of the CEG and Joint Committee are available to emergency management staff.

- Recommendation 2 - Continue to build and develop on the 2021 Flood Recommendations tools<sup>1</sup> that help in creating a Common Operating Picture during an emergency. For CEG and Joint Committee ensure agencies and councils are resourced to continue to support these initiatives.
- Recommendation 3 - Councils should consider sharing, or partially sharing<sup>2</sup>, their Common Operating Picture internally in their council to ensure all staff are aware of the impact of the emergency.
- Recommendation 4 - Staff Managers need to ensure that staff are describing their capabilities accurately when filling out a deployment nomination form.
- Recommendation 5 - That the CDEM Group establish a staff training and experience database that will help with credentialling for national deployments noting that this will require resourcing to do so.
- Recommendation 6 - Each Coordination Centre should ensure that it can put in place a dedicated resource to brief and induct incoming surge support staff (Some Coordination Centres in the Region already have these procedures in place and will be asked to share them).
- Recommendation 7 - Coordination Centres need to pre-plan for and then establish their rhythm and shift periods as quickly as possible to minimize staff working for excessive periods of time.
- Recommendation 8 - A reminder to consider catering response staff with nutritious food.
- Recommendation 9 - Coordination Centres adopt an 'ongoing learnings' collection system that is readily available to all staff working in the Coordination Centre. This can be copied over from the NEMA system. A system for the actioning of those relevant learnings is in place. (A change management system).
- Recommendation 10 - That consideration is given to what it might take to support community participation at an appropriate level and an acknowledgement of the opportunity it presents to strengthen response, recovery and build resilience.
- Recommendation 11 - That the Canterbury Recovery Plan<sup>3</sup>, clearly outlining recovery arrangements for Canterbury, is completed, adopted, and exercised.

3. Note that a plan for implementation of the accepted recommendations, including time frames and costs, will be provided to the next Coordinating Executive Group and Joint Committee meetings.

Mayor Dan Gordon/Mayor Marie Black  
CARRIED

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<sup>1</sup> This includes the Initial Impact Assessment, Emergency Road Closures, Welfare Needs Assessment, and Rural Impact Assessment tools.

<sup>2</sup> Some information may need to be restricted for privacy or other reasons.

<sup>3</sup> Being discussed separately as an agenda item in the 31 July 2023 CEG Meeting.

### **8.3. Independent Review of the Civil Defence Emergency Management Group**

Refer pages 36-41 of the agenda.

Staff provided the Committee with an update on the review of the Canterbury Civil Defence Emergency Management (CDEM) Group.

#### **Resolved CDEMJC/2023/026**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the update on the review of the Canterbury CDEM Group.

Mayor Nigel Bowen/Mayor Phil Mauger

CARRIED

### **8.4 C10 Policy Update**

Refer pages 42-57 of the agenda.

Staff provided the Committee with the updated Canterbury 10 (C10) Policy.

#### **Resolved CDEMJC/2023/027**

Staff recommendations adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the updated C10 Policy.
2. Notes the role of the CDEM Joint Committee as Champions for the C10 Programme.

Mayor Nigel Bowen/Councillor John Sunckell

CARRIED

## 8.5 Introducing the Draft CDEM Group Recovery Plan

Refer pages 58-91 of the agenda.

Staff requested approval from the Committee of the Draft Canterbury CDEM Group Recovery Plan (the Plan) as a basis for engagement with key recovery partner organisations. The Plan is a key part of creating a shared understanding of the nature of disaster recovery and outlines Group level structures and arrangements for recovery from a large or catastrophic event. It is intended as a basis for discussion with recovery partners so there is something for them to respond to during engagement over coming months.

### **Resolved CDEMJC/2023/028**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Approves the attached Draft Canterbury CDEM Group Recovery Plan for engagement and discussion with Canterbury recovery partners.

Mayor Anne Munro/Mayor Craig Rowley

CARRIED

## 8.6 NEMA Report

Refer pages 92-95 of the agenda.

Staff provided the Committee with an update on the National Emergency Management Agency (NEMA).

### **Resolved CDEMJC/2023/029**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the National Emergency Management Agency update.

Mayor Dan Gordon/Mayor Phil Mauger

CARRIED

## 8.7 Controller and Recovery Manager Appointments

Refer pages 96-100 of the agenda.

Staff requested the Committee approve the Civil Defence Emergency Management (CDEM) Controller and Recovery Manager appointments.

### **Resolved CDEMJC/2023/030**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Appoints the following as Local Controllers:
  - Peter Kearney
  - Kelly La Valley
  - Sam Salthouse
  - Peter Daly
  - Mark Maxwell
  - Mark Buckley
  - Shirin Khosraviani.
2. Appoints the following as Local Recovery Managers:
  - Shirin Khosraviani
  - Jim Henderson.

Mayor Craig Rowley/Mayor Phil Mauger  
CARRIED

## 8.8 2021 Flood Recovery Update

Refer pages 101-103 of the agenda.

Staff updated the Committee on the progress of the four working groups addressing matters arising from the May/June 2021 flood event.

### **Resolved CDEMJC/2023/031**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives this report.

Mayor Sam Broughton/Mayor Nigel Bowen  
CARRIED



## **8.9 Group Controllers Report**

Refer pages 104-106 of the agenda.

Staff provided the Civil Defence Emergency Management (CDEM) Group Controller's report.

### **Resolved CDEMJC/2023/032**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the Civil Defence Emergency Management (CDEM) Group Controller's Report.

Councillor John Sunckell/Mayor Nigel Bowen  
CARRIED

## **5. Extraordinary and Urgent Business Continued (2022/23 CDEM Finance Report)**

This report was tabled at the meeting, see Attachment 5.1.

### **Resolved CDEMJC/2023/033**

Staff recommendation adopted without change.

That the Civil Defence Emergency Management Group Joint Committee:

1. Receives the 2022/23 fourth quarter Civil Defence Emergency Management Group (CDEM) financial report.

Mayor Craig Rowley/Mayor Craig Mackle  
CARRIED

## **9. Next Meeting**

The next meeting will be held on 23 November 2023 at 2.00pm.

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

A karakia was provided by Jamie Ruwhiu.

Meeting concluded at 3.24pm.

CONFIRMED 23 NOVEMBER 2023

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Chair, Mayor Neil Brown  
Ashburton District Council

## **5. Extraordinary and Urgent Business - 2022/23 CDEM Finance**

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

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<b>Date of meeting</b>	Thursday, 24 August 2023
<b>Author</b>	James Thompson, Regional Manager/Group Controller - Regional Emergency Management
<b>Endorsed By</b>	Neil Brown, Chairperson, Canterbury Civil Defence Emergency Management Group Joint Committee.

### **Purpose**

1. To receive the 2022/23 fourth quarter Civil Defence Emergency Management Group finances.

### **Recommendations**

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

1. **Receives the 2022/23 fourth quarter Civil Defence Emergency Management Group (CDEM) financial report.**

### **2022/23 Fourth Quarter Financial Report**

2. The attached 2022/23 fourth quarter financial dashboard shows the current finances for the CDEM Group.
3. The end of financial year report (not available at the time this paper was written) will show the surplus matching the current graphed reserved of approximately \$1,000k as well as other minor adjustments.
4. There have been additional expenses to meet the learnings of the 2021 Flood Review, Capacity and Capability Review, and to support the North Island Flood response. These have been managed with in the budget and will result in a reserve surplus above the agreed reserve policy.

### **Attachments**

1. Canterbury Civil Defence and Emergency Management Group financial performance to 30 June 2023 [8.10.1 - 2 pages]



Reporting Period

01/07/2022

30/06/2023

Operating Revenue

3,706K

Budget: 3,525K

(+180.29K +5.11%)

Operating Expenditure

3,268K

Budget: 2,775K

(+492.41K +17.74%)

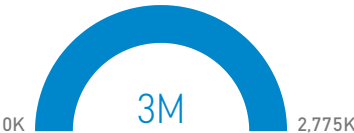
Surplus/(Deficit)

438K

Budget: 750K

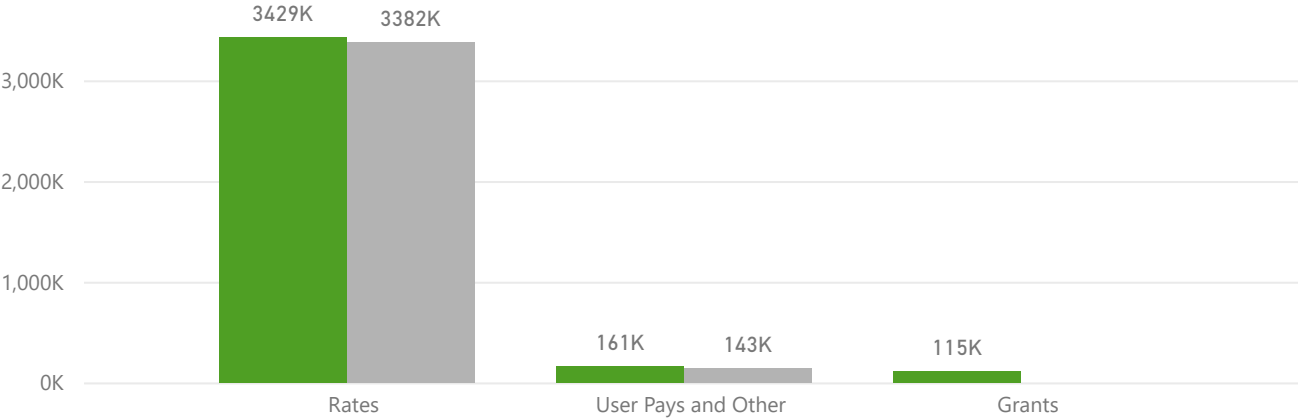
(-312.12K)

Actual Expenditure vs Full Year Budget



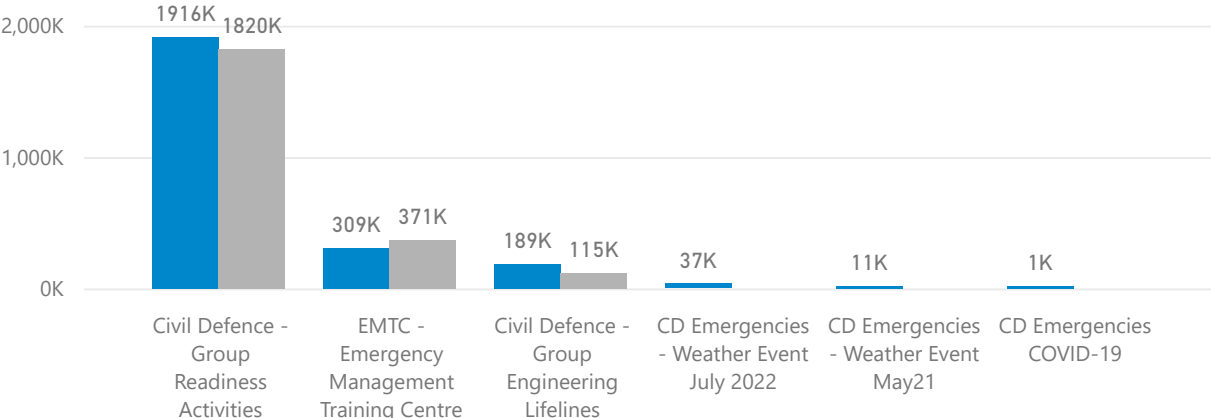
Actual Revenue vs Budget

● YTD Act Revenue ● YTD Bug Revenue

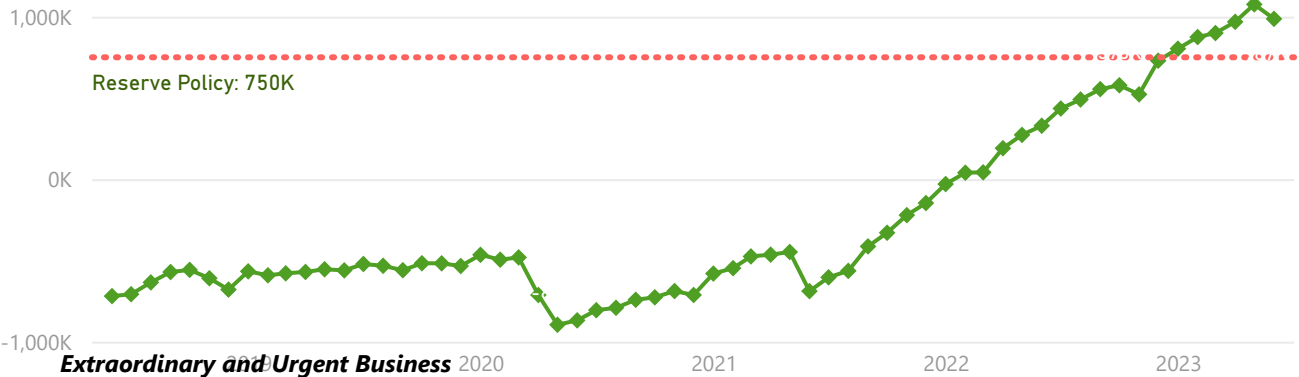


Actual Expenditure vs Budget

● YTD Act Op Expenditure ● YTD Bud Op Expenditure

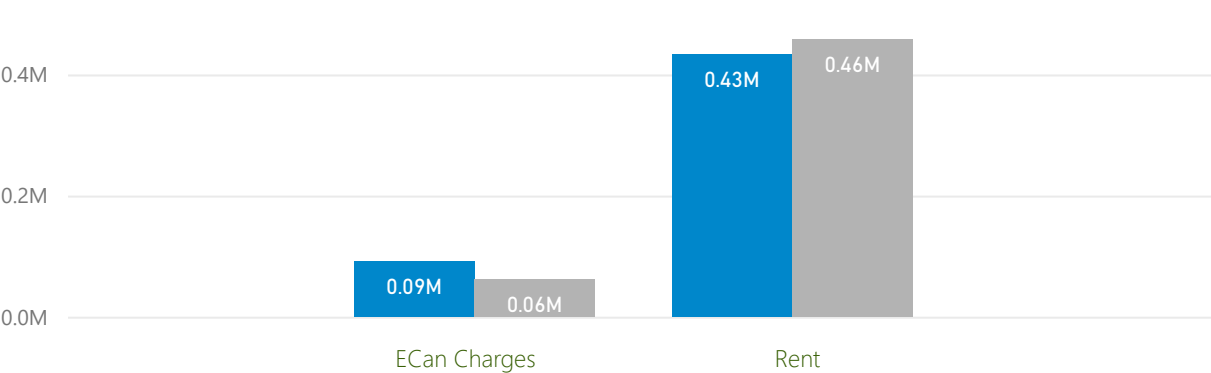


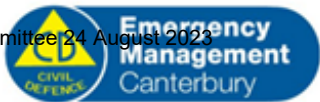
Reserve Balance



Actual Rent & ECan Charges vs Budget

● Actual Charges and Rent ● Budget Charges and Rent





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				60		60	-60		-60		
CD Emergencies - Weather Event May21				24		24	-24		-24		
CD Emergencies COVID-19				1		1	-1		-1		
Civil Defence - Group Engineering Lifelines	233	118	115	189	118	71	44	0	44	118	118
Civil Defence - Group Readiness Activities	2,959	2,917	42	2517	2,167	350	442	750	-308	2917	2,167
EMTC - Emergency Management Training Centre	514	490	24	476	490	-14	38	0	38	490	490
Total	3,706	3,525	181	3268	2,775	493	438	750	-312	3525	2,775

Revenue Note:

CD Emergencies

YTD revenue is in line with budgeted expectation.

Lifelines

Additional revenue from the NEMA Resilience Fund for project work.

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 a weather event.

Lifelines

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

CDEM Group Readiness Activities

Additional expenditure due to unbudgeted contract work relating to the 2021 Flood Review Capacity and Capability review, and a project to 'Cost Emergencies'. There are also additional costs related to supporting the flooding in the North Island.

EMTC

YTD revenue is in line with budgeted expectation.