

SUPPLEMENTARY AGENDA

Civil Defence Emergency Management Group Joint Committee

Monday, 27 November 2023

**Council Chamber
Environment Canterbury
200 Tuam Street, Christchurch**

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8. Supplementary Agenda Report Items

8.10. Resolution to Include Supplementary Reports

Civil Defence Emergency Management Group Joint Committee report

Date of meeting	Monday, 27 November 2023
Author	Petrea Downey, Team Leader Governance
Endorsed by	Dr Stefanie Rixecker, Chief Executive

Purpose

1. Approval is sought to submit the following reports to Civil Defence Emergency Management Group Joint Committee on Monday, 27 November 2023:

8.11 Controller and Recovery Manager Appointments
2. The reason, in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987, why the reports were not included on the main agenda is that they were not available at the time the agenda was prepared.
3. It is appropriate that the Civil Defence Emergency Management Group Joint Committee receive the reports at the current meeting.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

1. **Receive the following report to be considered at the Civil Defence Emergency Management Group Joint Committee on Monday, 27 November 2023:**
 - 1.1. **Controller and Recovery Manager Appointments**

Attachments

Nil

8.11. Controller and Recovery Manager Appointments

Civil Defence Emergency Management Group Joint Committee report

Date of meeting	Monday, 27 November 2023
Author	Petrea Downey, Team Leader Governance
Endorsed By	Neil Brown, Chairperson, Canterbury Civil Defence Emergency Management Joint Committee

Purpose

1. For the Civil Defence Emergency Management Group Joint Committee to appoint Controller and Recovery Manager positions.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

1. **Appoints the following as Local Controllers for Canterbury:**
 - **Stephen Doran, and**
 - **Grant Finlayson**
2. **Appoints Paul Cooper as a Local Recovery Manager for Timaru District Council.**
3. **Notes that Peter Daly (Waimakariri) is no longer a Local Controller.**

Appointments

2. Civil Defence Emergency Management (CDEM) Groups under section 27 and section 30 of the CDEM Act, may appoint persons to the role of Local CDEM Controller and Local Recovery Manager respectively. Local CDEM Controllers must follow the direction of the Group Controller during a declared state of emergency.
3. Timaru District Council requests that the following be appointed as Local Controllers:
 - Stephen Doran, and
 - Grant Finlayson
4. **Stephen Doran** is the Communications & Engagement Manager for Timaru District Council.
5. He has undertaken (Emergency Operations Centre) EOC II training and (Public Information Management) PIM training, as well as attending the EMPA (Emergency Media and Public Affairs) Emergency Communications Conference.

6. Stephen has been a PIM Manager within the Timaru District Council for seven years and has experience working in several significant events over this period, including:
 - July 2022 Rain Event
 - May/June 2021 Canterbury Floods
 - December 2019 Rangitata Floods
 - February 2018 Cyclone Gita
7. Stephen was part of the NEMA Deployment to Auckland CDEM as part of the Cyclone Gabrielle response, acting within the PIM team.
8. As Communications Manager for the Timaru District Council, he has a good working knowledge of the community and their needs, understanding of local risks, a 'whole of organisation' view of council infrastructure, services and facilities and a good working relationship with local media and stakeholders.
9. **Grant Finlayson** (Surveyor/ Director of Marine Focus) will be a contractor to Council during any emergencies that require a coordinated response or while undertaking training or exercises. His operational experience aligns well with the prerequisites to be a good controller. Our preference will be to use internal controllers where possible, however Grant Finlayson's availability together with his experience will provide improved resilience for the organisation during longer activations.
 - a. Professional Memberships
 - Member International Institute of Marine Surveyors
 - Member NZCE (Electro technology)
 - b. Qualifications
 - Diploma MTA Marine Insurance Claims
 - NZ Certificate of Engineering (Electro technology)
 - NZ Certificate of Quality Assurance
 - Higher Nation Certificate (Engineering) - UK qualification
 - Bachelor of Business Studies (Management)
 - Graduated from the NZ Defence Force Senior Command and Staff College.
 - c. Experience
 - Disaster relief training and a number of frigate workup exercises in Australia.
 - Operations Manager for oil spill response to Rena incident.
 - UNMO Operations Officer and then Senior Military Observer in Bosnia 93-94.
 - Advisor to Fire Service during Dong Won in Prime Port
10. Timaru District Council Request that Paul Cooper is appointed as a Local Recovery Manager

11. **Paul Cooper** has a diverse career that brings particular skillsets to this role, 9 years' service in the Royal Navy Submarine Service, 14 years' service in the NZ Police along with 10 years within Local Government.
 - a. Qualifications
 - MCDEM Controller course 2016
 - CIMS 4 2017
 - Associated EOC training and exercises over the last 7 years
 - b. Experience
 - As a Local Controller Paul Cooper has led numerous responses over the last 6 years to declared and undeclared events ranging from low level flood events through to significant floods resulting in damage to infrastructure and requiring evacuations. He also led the COVID response for the Waimate District.
12. Note Paul is also a Local Controller for Timaru District Council.
13. Waimakariri District Council have requested that Peter Daly is removed as a Local Controller.

