

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

**MINUTES OF THE MEETING HELD ON MONDAY, 21 MAY 2007
COMMENCING AT 10.10 A.M. IN THE COUNCIL CHAMBER,
WAIMAKARIRI DISTRICT COUNCIL, HIGH STREET, RANGIORA**

PRESENT

Joint Committee Members:

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| Cr Darryl Nelson | Ashburton District Council |
| Cr Sue Wells (Chairperson) | Christchurch City Council |
| Cr Sir Kerry Burke | Environment Canterbury |
| Cr Kelvin Coe | Selwyn District Council |
| Cr Richard Lyon | Timaru District Council |

CEG Members:

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| Alastair Humphrey | Canterbury District Health Board |
| Bob Upton | CDEM Group Controller |
| Murray Sinclair | Christchurch City Council |
| Paddy Clifford | Hurunui District Council |
| John Lovell | Ministry of Civil Defence and Emergency Management |
| Mark Chubb | NZ Fire Service (<i>from 10.25 a.m. until 12 noon</i>) |
| Paul Davey | Selwyn District Council |
| Warwick Isaacs | Timaru District Council |
| Jim Palmer | Waimakariri District Council |

Others:

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| Wilson Brown | Selwyn District Council |
| Les Pester | Waimakariri District Council |

Canterbury Emergency Management Office Staff:

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| John Fisher | Regional Civil Defence Manager |
| Jon Mitchell | Group Emergency Planner |

Environment Canterbury Staff:

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| Helen Grant | Hazards Analyst |
| Robyn Pay | Administration Officer |

1. APOLOGIES

Apologies were received from Mayor Garry Jackson (Hurunui District Council), Mayor John O'Neill (Mackenzie District Council), Mayor Michael McEvedy (Selwyn District Council) and Mayor Jim Gerard (Waimakariri District Council).

An apology for lateness was also received from Paddy Clifford.

2. MINUTES OF PREVIOUS MEETING

That the minutes of the meeting held on 12 February 2007, as circulated, be confirmed as a true and correct record.

Cr Wells – Cr Nelson

3. MATTERS ARISING

- Referring to item 3 (Matters Arising), Dr Humphrey noted his presence at this meeting as a result of an invitation issued to DHBs.
- Referring to item 8, Jon Mitchell noted Helen Grant's attendance at the meeting to give a brief presentation under General Business on a tsunami booklet currently being prepared.

MATTERS FOR DECISION

4. EMO THIRD QUARTER REPORT 2006-2007

The Regional Civil Defence Manager presented the report, noting an underspend at the end of the quarter of approximately \$27,000. Staff anticipated that the position at the end of the year would be approximately square.

The committee perused the report by section, and the following two points were raised:

- The Pandemic Roadshow opened last week. Members were given the opportunity to go through the roadshow at the end of the Joint Committee meeting.
- Cr Burke referred to Public Education Public Information item 6.4 (page 25), and sought clarification of the quantity of resource material to be produced. Staff confirmed that there was a variety of resource material including posters, banners, booklets, and the "quakey house".

Resolved

That the EMO Third Quarter Report 2006-2007 be adopted.

Cr Wells – Cr Nelson

5. STRATEGY WORKSHOP – 19 MARCH 2007

Jon Mitchell presented this report summarising the strategy workshop day held in March. The report noted the five main subjects discussed at the workshop:

- What are the key issues facing us?
- Defining resilience
- Measuring what we do
- Future direction of the CDEM Group
- Where to from here

The report was discussed at length at the CEG meeting and the recommendations in the report were those of the CEG.

One of the main outcomes of the workshop was identification of the need to achieve a higher degree of shared understanding of the respective roles of the CDEM Group, Joint Committee, EMO, member authorities and other agencies. One way of achieving this was seen as identifying more meaningful outcomes for the CDEM Group within the LTCCPs of member authorities and the plans of partner agencies.

There was general support at the workshop for the CDEM Group's emphasis to move towards risk reduction and community resilience (and away from agency readiness and response as at present).

The workshop and the CEG supported Canterbury's involvement in the production of effective guidelines for the development of the next round of CDEM Group Plans. The guidelines are due to be completed by July, but the Ministry has indicated that this timeline may be optimistic. In answer to a question regarding effect of the delay in production of the guidelines, staff noted that the Ministry considers that plan reviews must be commenced (rather than completed) within five years. This relieves some of the urgency to complete the plan reviews, but means the review of Canterbury's plan needs to commence early in 2008.

It was however noted that the timing of the review of the plan and local arrangements could have budget implications and timing was therefore important. While it would seem sensible to wait for the guidelines (to avoid duplication in work for territorial authorities), it was thought that some preliminary work may be able to be commenced before receipt of the guidelines. The Committee requested that a further report on this be prepared for the next meeting, and that this report include details of timelines and processes.

It was noted that work is continually being done on reviewing local arrangements. CDOs identify areas where there are gaps and work is done, eg Welfare. There was some thought that local arrangements would be more useful if they were reviewed more frequently than the current five years. The Ministry noted that activations and exercises provide good opportunities to analyse plans on an ongoing basis, but they supported a major review at five-yearly intervals. Another suggestion was that reviews would be timelier if linked into territorial authority LTCCPs.

Paddy Clifford, the Chairman of CEG, spoke about the first recommendation in the report. This recommendation referred to the establishment of a specific project in the work programme to look at building community resilience in risk communication and public education activities.

Mark Chubb pointed out that resilience was about leadership and facilitation, not about delivering. It would traverse many areas including building controls, the UDS, district plans, asset management plans etc. He considered it would be a two-way process, that it would be necessary to listen to the community to see what the risks are and how well prepared the community is. There would need to be good KPIs for both the community and the Group.

The wording of both the recommendations from CEG was amended and simplified by the Joint Committee.

Resolved

(a) *That a further report be prepared for the next meeting on the process for the review of the Canterbury CDEM Group Plan and local arrangements.*

Cr Wells – Cr Burke

(b) *That the Canterbury CDEM Group Joint Committee endorses the development of a social resilience/social lifelines project and ask CEG to report to the next meeting with terms of reference for the project.*

(c) *That the Canterbury CDEM Group Joint Committee be represented on the working party looking at the social resilience/social lifelines project by the Chairperson and the Deputy Chairperson*

Cr Burke – Cr Lyon

In concluding, the Chairperson said that the strategy workshop had been both helpful and frustrating. She congratulated staff on the work done since the workshop to produce the report and conclusions.

7. CDEM GROUP BUDGET 2007-2008

John Fisher presented this report. He noted that there were no submissions received on the Canterbury CDEM Group section of Environment Canterbury's Annual Plan. The budget before the committee for adoption was the same as that considered by the Joint Committee in February 2007.

The Manager reminded the committee of an earlier resolution to maintain the Group's reserve at approximately \$100,000.

Resolved

That the Canterbury CDEM Group Budget 2007-2008 be approved for inclusion in the Environment Canterbury Annual Plan.

Cr Wells – Cr Lyon

8. DRAFT SERVICE LEVEL AGREEMENT 2007-2008

The Draft Service Level Agreement (SLA) was presented to the committee by the Regional Civil Defence Manager. The proposed SLA continues with the same levels of service provided by the current agreement, but updated to reflect the completion of projects during the year and inclusion of new agreed projects that have been budgeted for in the coming year.

Two new outputs under Plans (4.6 and 4.7) and one under PEPI (6.2) have also been included in the SLA to reflect the resolution regarding the new social resilience/social lifelines project (item 6 above).

Points raised during discussion of this item included:

- The value in linking hazards in local arrangements with those in the Group Plan.
- The possibility of each territorial having a local hazards register. There was discussion about the differing requirements of the Resource Management Act (natural hazards) and the Civil Defence and Emergency Management Act (broader, all hazards) in regard to recording of hazards, and about the different methods currently used by various authorities (eg GIS, LIMs, spreadsheets). Mark Chubb referred to some disturbing research he had done that indicated that many territorial and regional authorities throughout the country do not know what a hazards register is; he suggested there is no uniformity in understanding or execution.
- Two amendments were made to the proposed SLA: under 4.7 (CDEM Group Plans) the timeliness was amended to read 30 June 2008, and the quantity of 6.4 (PEPI) was amended to read "At level agreed by Group".
- John Lovell reported that he had received several comments suggesting that the content of the SLA was too detailed, that most of the included detail can be found in other places (ie the budget and work programme), and that perhaps in future the SLA could be more specific and include costs. The CEG Chair said he had not received any such comments, and he considered the SLA was appropriate as it is. Murray Sinclair (Christchurch City Council CEG member) said he would like to see future SLAs cover three distinct areas: administration (as required by the Act), the cost of running the EMO, and the cost of running the PTE. The CEG Chair noted that detailed administration costs have been provided at an earlier meeting, and an indication had been received that PTE costs would be identified separately in future (when the accounting system allowed). It was suggested that these issues could be discussed further later this year prior to preparation of the next SLA.

Resolved

That the Service Level Agreement for 2007-2008 be adopted.

Cr Wells – Cr Lyon

MATTERS FOR INFORMATION

9. UPDATE ON EXERCISE CRUICKSHANK – INFLUENZA PANDEMIC EXERCISE 2007

The Group Controller and the Dr Alastair Humphrey provided updates on this exercise.

The exercise consists of four phases:

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|--------|---|
| 10 May | Keep it out – lead by CPH and Customs |
| 16 May | Stamp it out – lead by CPH, looking at procedures |
| 17 May | Managing it |
| 23 May | Recovery |

The first three phases had been completed at the time of this update.

The Group Controller reported that Group involvement had included operation of the EOC with the Canterbury District Health Board. The Chief Medical Officers of Health were the incident controllers in North and South Canterbury. Joint intelligence and joint public information organisations were in place.

The EM Team (team heads) was brought together during phase 2, and the WAG worked with government departments and agencies. The EM Team was brought together again during phase 3, and two useful workshops were conducted as part of this phase: public information, and death management. The National Controller held a conference call with all Group Controllers during phase 3.

The two areas of concern identified by the Group Controller were:

- Fast moving commodity group (ie supermarkets)
- Fuel

He has sought some national guidelines/agreement on these two issues.

Dr Humphrey said the most important lesson learnt was the value of working together in a joint EOC during all three phases. He noted that most DHBs did not do this and they did not do so well. He recommended that border control should have representation in the joint EOC. He noted that CPH border and cluster control is working well, and he identified the main gap in the Health area as the issue of communication with primary care.

Others reported on the involvement of their various authorities:

- Selwyn District Council had a big involvement practising their business continuity plan on 10 May; involvement of the emergency management organisation and Pandemic Planning Committee on the 16th; and setting up of a CBAC (community based assessment centre) at Rolleston on the 17th.
- Paddy Clifford reported on Hurunui District Council's involvement. Their main office was closed on the morning of the 17th (which prior advice to the public), with essential business arrangements put in place. The Crisis Management Team was brought together, and internal staff communications practised. It was noted that remote business operation by staff from their homes is likely to overload the telecommunications system. In an attempt to circumvent this possibility, satellite

communication facilities have been installed in the home of Hurunui's wastewater systems manager so he can still operate if normal lines of telecommunications are unavailable.

- Christchurch City Council (CCC) had involvement through a CBAC, and some staff management teams at the EOC. CCC was also represented at some of the discussions and workshops.
- Les Pester reported that Waimakariri District Council took the opportunity to carry out some forward planning. A valuable meeting was held with neighbouring Hurunui and Kaikoura District Councils. Also on the 17th CD and welfare personnel were taken to the CBAC at Rolleston.
- Jon Mitchell reported that Environment Canterbury workshopped its business continuity plan, and identified some changes required to the plan. The two key issues he identified were in the area of reactivity management – fuel (eg priority on supply) and death management. He noted that the national approach is to wait until there is a problem and then respond. However he felt it was important to manage it early so that it becomes less of a problem.

10. GROUP CONTROLLER'S REPORT

Bob Upton spoke to his report relating to training, MOUs with WAG members, a Controllers' workshop, pandemic planning, and the Recovery Subcommittee.

Resolved

That the information in items 9 and 10 be received.

Cr Burke – Cr Nelson

11. GENERAL BUSINESS

11.1 Hazard Analysis Work at Environment Canterbury

Helen Grant, Environment Canterbury's recently-appointed Hazards Analyst, presented an outline of a public education booklet being produced on tsunamis. It is the most recent in a series of booklets being produced by Environment Canterbury on hazards. Further booklets on flooding and landslides may follow. She sought feedback on the tsunami booklet.

She also advised that Environment Canterbury is reviewing its work on natural hazards investigation, looking at what has been done in the past and where it might go in the future. There is a focus on working partnerships with territorial authorities looking at more local hazards (eg work is being done with Christchurch City Council on Akaroa Harbour Basin Settlement Study) There is a move to make more information available to the public and consultants, and to get more hazard information onto Environment Canterbury's website. Ms Grant said she is hoping to visit all territorial authorities to have discussions with appropriate staff about their needs and how authorities can work together.

Helen Grant also referred to a workshop she had attended recently in Wellington which had touched on hazards registers. She reported that Ministry for the Environment had commissioned consultants to put together some guidelines on risk reduction measures for territorial authority planners.

She concluded by saying that she is keen to integrate Environment Canterbury's hazard reduction role with territorial authorities and the CDEM Group.

11.2 Training Organisation

Paddy Clifford reported briefly on a presentation at the recent CEG meeting on the rebranding of the PTE. It will now be known as EMTEC (Emergency Management Training Centre). Mr Clifford noted that the first JBIC-based training is to be conducted in approximately 4-6 weeks.

11.3 Ministry of Civil Defence and Emergency Management

John Lovell reported that a representative from the Ministry will be presenting its submission to Waimate District Council's LTCCP this week. The Ministry's submission focuses on the proposed reduction in levels of service rather than the actual reduction in budget allocation. He noted that the council had received submissions both for and against the planned reduction in its CDEM budget.

12. NEXT MEETING

The next meeting of the Canterbury CDEM Group Joint Committee is scheduled for Monday, 13 August 2007.

13. CLOSURE

The meeting concluded at 12.30 p.m. In closing the meeting, the Chairperson thanked those present for their attendance, and invited everyone to go through the pandemic roadshow after lunch.

CONFIRMED

Date _____ **Chairperson**