

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

**MINUTES OF THE MEETING HELD ON MONDAY, 19 MAY 2008  
COMMENCING AT 2.00 P.M. IN THE COUNCIL CHAMBER,  
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH**

**PRESENT**

**Joint Committee members:**

Cr Bob Shearing	Christchurch City Council (Chair)
Cr Ken Lowe	Ashburton District Council
Cr Rik Tindall	Environment Canterbury
Mayor Garry Jackson	Hurunui District Council
Mayor Kevin Heays	Kaikoura District Council
Mayor Kelvin Coe	Selwyn District Council
Mayor Janie Annear	Timaru District Council
Cr Neil Cruickshank	Waimakariri District Council
Mayor John Coles	Waimate District Council

**CEG members:**

Robert Upton	CDEM Group Controller
Murray Sinclair	Christchurch City Council
Ken Lawn	Environment Canterbury
Andrew Dalziel	Hurunui District Council
Peter Cameron	Ministry of Civil Defence & Emergency Management
Sgt Tony Tully	NZ Police
Paul Davey	Selwyn District Council
Warwick Isaacs (CEG Chair)	Timaru District Council
Tony Alden	Waimate District Council

**In attendance:**

Mayor Ron Keating	Waimakariri District Council
Les Pester	Waimakariri District Council

**Canterbury Emergency Management Office staff:**

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

**Environment Canterbury staff:**

Louise McDonald	Administration Officer
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**1. APOLOGIES**

Mayor Garry Jackson	Hurunui District Council
Mayor John O'Neill	Mackenzie District Council

## **2. MINUTES OF THE PREVIOUS MEETING**

### ***Resolved***

*That the minutes of the meeting held on 25 February 2008, as circulated, be confirmed as a true and correct record.*

*Mayor Coe – Cr Tindall*

## **3. MATTERS ARISING**

There were no matters arising from the minutes.

## **MATTERS FOR DECISION**

## **4. EMO QUARTERLY REPORT**

John Fisher presented this report to the committee.

### ***Resolved***

*That the EMO Third Quarter 2007-2008 Financial Report be adopted.*

*Cr Tindall – Mayor Coe*

## **5. SUBMISSIONS ON THE DRAFT 2008-2009 ANNUAL PLAN**

John Fisher spoke to this report, describing the two submissions to the Civil Defence Emergency Management Group Draft Annual Plan from the Ruhua Marae and Christchurch City Council.

The report recommended noting the supportive submission from the Ruhua Marae and to accept the submission from Christchurch City Council to amend the wording of activity 1 and activity 2 to provide clarity.

Mr Fisher noted that Environment Canterbury's role was as a member of the Group and the only additional role was the statutory responsibility as the administering authority to arrange the Group's meetings

### ***Resolved***

*That the recommendations on the submissions on the Draft Annual Plan be approved...*

*Mayor Annear– Cr Tindall*

## **6. CDEM GROUP BUDGET 2008-2009**

John Fisher presented this report and confirmed that no submissions to the Annual Plan had implications for the budget.

### ***Resolved***

*That the Canterbury CDEM Group Budget 2008-2009 be approved for inclusion in the Environment Canterbury Annual Plan.*

*Mayor Coe – Mayor Coles*

## **7. SERVICE LEVEL AGREEMENT 2008- 2009**

John Fisher presented this report and the Committee considered the draft Service Level Agreement that was based on the draft agreement that was recommended by the Co-Ordination Executive Group (CEG) and approved by the Group Joint Committee in November 2007.

### ***Resolved***

*That the Service Level Agreement 2008-2009 be adopted.*

*Cr Cruickshank – Mayor Lowe*

## **8. ADMENDMENT TO CDEM GROUP PLAN - APPOINTMENT OF LOCAL CONTROLLERS**

John Fisher presented this report that recommended an amendment to the Canterbury CDEM Group Plan to clarify the appointment of Local Controllers. Mr Fisher explained that there was some confusion around the current wording of the Plan which referred to Local Authorities who “appoint” and the Group Join Committee that “ratifies” appointments.

This matter has been discussed by the CEG and it is recommended that the Territorial Authorities should have the responsibility to appoint the Local Controllers, who should be suitably experience and trained. Mr Fisher advised that training is available from the Group Emergency Management Office or from the Ministry.

Cr Cruickshank expressed support for the proposed amendment and suggested that, for the avoidance of doubt, it should also be noted that present appointments are confirmed.

The following amendment proposed by Cr Cruickshank, seconded by Mayor Heays was put and carried:

*That the following wording be added “and also be authorised to confirm all present appointments”.*

This amendment became part of the substantive motion which was then put and carried.

### ***Resolved***

*That the Joint Committee approve that section 6.2a of the CDEM Group Plan 2005- 2010, and related footnotes, be amended to read:*

*Each Local Authority of the CDEM Group is delegated the authority to appoint a suitably qualified<sup>1</sup> and trained<sup>2</sup> person as Local Controller and at least two such persons as Alternate Local Controllers, and also be authorised to confirm all present appointments.*

*<sup>1</sup> Consideration of qualification for Controller appointments will include a comparison of the attributes of prospective Controllers with the Position Description and Competencies contained in Appendix 1, Controllers Manual (Ministry of CDEM).*

*<sup>2</sup> The minimum level of training required for a Local Controller within the Canterbury CDEM Group is successful completion of Introduction to EOC (EOC2) and a Controllers Initial course. Ideally this training should be completed before an appointment occurs, and, where that is not possible, within 12 months of the appointment being made.*

*Mayor Coles - Mayor Coe*

## **MATTERS FOR INFORMATION**

### **10. GROUP CONTROLLER'S REPORT**

Bob Upton, Group Controller, presented his report. He advised that he was still seeking replacements for two Alternative Controllers and would run some briefings for potential candidates.

#### ***Resolved***

*That the report be received.*

*Cr Tindall – Mayor Coles*

### **11. CANTERBURY SOCIAL RESILIENCE PROJECT**

Jon Mitchell presented this report with an attached draft "Proposal For Measuring Community Resilience In The Canterbury CDEM Group Area". He explained that this was using a holistic approach and the project was being undertaken with Auckland CDEM Group and the Institute of Geological and Nuclear Sciences.

Mr Mitchell confirmed that this report was mainly concerned with social resilience as the Lifeline Groups covered infrastructure resilience.

In response to a question from Mayor Heays regarding survey results being available by district, Mr Mitchell explained that the first round the results would be identified by three areas: the Greater Christchurch Urban Development Strategy area; South Canterbury; and the remaining rural area. South Canterbury would be separately identified to get insight into that community's view following the recent snow event. This could be reviewed for subsequent surveys, cost permitting.

#### ***Resolved***

*That the report on the Canterbury Social Resilience Project be received.*

*Cr Tindall – Mayor Coe*

### **11. MARAE EMERGENCY MANAGEMENT**

Jon Mitchell presented this report regarding the involvement of Marae in CDEM activities working with Te Puni Kokori and the Christchurch City Council.

**Resolved**

*That the report on Marae Emergency Management be received.*

*Mayor Annear – Mayor Heays*

**12. PLANNING UPDATE**

Jon Mitchell spoke to a powerpoint presentation (notes circulated to the Committee) “National CDEM Update” that included information on the following activities:

- Tsunami Working Party
- Tsunami Signage
- Mass Evacuation Guideline
- Controllers Manual review
- Guide to CDEM Group Plan Review
- NZ CIMS review
- Competencies Framework Project

Peter Cameron advised that the Ministry would be holding a workshop on 9 July to provide a national update for Group and CEG members and other stakeholders.

In response to a question regarding information regarding risk areas, Jon Mitchell provided the following pamphlets:

**13. GENERAL BUSINESS**

There was no general business.

**14. NEXT MEETING**

The next meeting is scheduled for Monday, 25 August 2008 (in the afternoon, following the Canterbury Mayoral Forum meeting).

**15. CLOSURE**

The meeting concluded at 3.15 p.m.

**CONFIRMED**

Date \_\_\_\_\_

\_\_\_\_\_ Chairperson