

**CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP  
CO-ORDINATING EXECUTIVE GROUP**

MINUTES OF MEETING HELD IN THE COUNCIL CHAMBER,  
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH  
ON MONDAY, 5 MAY 2008 COMMENCING AT 10.00 A.M.

**PRESENT**

Canterbury Engineering Lifelines  
Canterbury Rural Fire Committee  
CDEM Group Controller  
Christchurch City Council

Environment Canterbury  
Hurunui District Council  
Ministry of Civil Defence & Emergency Management  
New Zealand Rural Fire Service  
New Zealand Police  
St John Ambulance  
Timaru District Council  
Waimakariri District Council

John Lamb  
Rob Hands  
Robert Upton  
Murray Sinclair  
Michael Aitken  
Ken Lawn  
Andrew Dalziel  
Peter Cameron  
Steve Barclay  
Craig McKay  
Craig Woodham  
Warwick Isaacs – Chair  
Les Pester

**IN ATTENDANCE**

CDEM Group Recovery Manager  
Canterbury Emergency Management Office

Environment Canterbury

Joe McCarthy  
John Fisher  
Jon Mitchell  
James Thompson  
Sara McBride-Steele (*item 11.3*)  
Robyn Pay

**1. APOLOGIES**

Apologies were received from Tony Alden (Waimate District Council), Adam Creed (Canterbury DHB), Brian Lester (Ashburton District Council), Jane Parfitt (Christchurch City Council), Jim Palmer (Waimakariri District Council), and Nathan Taylor (South Canterbury DHB).

*Bob Upton – Murray Sinclair*

**2. MINUTES OF PREVIOUS MEETING**

***Resolved***

*That the minutes of the meeting held on 11 February 2008, as circulated, be confirmed as a true and correct record.*

*Bob Upton – Ken Lawn*

**3. MATTERS ARISING**

There were no matters arising.

## MATTERS FOR DECISION

### 4. CANTERBURY CDEM GROUP RECOVERY PLAN

This report was prepared and presented by Joe McCarthy, Group Recovery Manager.

Section 9 of the CDEM Group Plan was approved at the February meeting of CEG, and extensive further work has been done on the Group Recovery Plan since that time, with members of the working party and others contributing to the draft plan presented to CEG.

Early consultation on preparation of the plan identified two main targets for the Plan:

- Ensure that the plan can be readily adapted for use in local recovery arrangements
- Format should be easy to use in a pressure situation

The Plan is in three parts:

- Recovery Management in Preparing for an Event
- Recovery Management During and After an Event
- Appendices (including background information and action templates that can be used at both Group and local levels)

Commenting on the amount of work that has gone into preparation of the Plan, Mr McCarthy said it was time now to adopt the plan for use. The plan should be reviewed in future years after it has been tested.

#### ***Resolved***

*That the draft Canterbury CDEM Group Recovery Plan be approved.*

*Andrew Dalziel – Les Pester*

### 5. CANTERBURY SOCIAL RESILIENCE PROJECT

Emergency Management Planner Jon Mitchell presented this report, noting that the establishment of this project was approved by the Joint Committee in May 2007. The proposal for the project has been prepared by Geological and Nuclear Sciences (GNS Science) in consultation with the Group EMO. The draft proposal was distributed with the meeting papers.

The project will look at opportunities to build resilience through community involvement, rather than taking the traditional community education approach. Surveys and interviews will be carried out to provide both quantitative and qualitative data, with a workshop to be held with the CDEM Group and other relevant stakeholders to discuss the results and provide recommendations for future education and intervention strategies.

The research is being undertaken with funding from the Foundation for Research Science and Technology, the Ministry of Civil Defence and Emergency Management, and the Canterbury CDEM Group. The total cost of the project is \$90,000 with the Group contributing \$20,000 (\$10,000 in both 2007-08 and 2008-09).

This project will be the first of its kind in New Zealand, but GNS staff have had involvement in similar projects overseas (particularly in the Pacific North-West).

Andrew Dalziel asked if similar overseas projects had resulted in increased resilience. Staff confirmed that this method has proven more effective than the traditional community education approach. The information gained from this project will provide clear baseline data on which to base future decisions.

Mr Dalziel sought assurance that the surveys would not duplicate in any way those customer satisfaction surveys carried out by territorial authorities, Environment Canterbury and the CDEM Group. Staff noted that the current emergency management questions in surveys were about individual preparedness; research has shown that the results from this type of survey may not be good indicators of the real position when an event actually occurs. The more comprehensive information gained from this project will be able to link into community wellbeing objectives in LTCCP's. The individual preparedness survey questions would need to be amended over time.

***Resolved***

*That the "Proposal for measuring community resilience in the Canterbury CDEM Group area" be approved.*

*Andrew Dalziel – Murray Sinclair*

**MATTERS FOR RECOMMENDATION TO THE CDEM GROUP JOINT COMMITTEE**

**6. THIRD QUARTER 2007-2008 EMO FINANCIAL BUDGET**

This report was presented to the meeting by John Fisher, Regional Civil Defence Manager.

The budget to 31 March 2008 shows a net over-expenditure of \$62,917. This over-expenditure is due to budget phasing, cost recoverable expenditure, and the fact that revenue traditionally runs behind expenditure. It is anticipated that the budget will be on target at the end of the financial year.

In answer to a question from Murray Sinclair, Mr Fisher confirmed that the Group Reserve should be back to its recommended \$100,000 level by year end. It is less than that now because of the over-expenditure.

***Recommended***

*That the EMO Third Quarter 2007-2008 Financial Report be recommended to the CDEM Group Joint Committee.*

*Robert Upton – Murray Sinclair*

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

This report was presented by John Fisher, Regional Civil Defence Manager. He noted that the agreement is based on the work programme and the outline service level agreement presented to the CEG (and adopted by the Joint Committee) in November 2007 (for budget preparation purposes). It continues with the levels of service provided by the current agreement but has been updated to reflect the completion of projects in the past year and the addition of new projects approved and budgeted for in the coming year.

Warwick Isaacs asked if Environment Canterbury has received any submissions on the CDEM Group part of its Annual Plan. John Fisher confirmed that two submissions have been received, and these will be referred onto the Joint Committee. Neither submission impacts on the budget.

## **Recommended**

*That the Service Level Agreement 2008-2009 be recommended to the CDEM Group Joint Committee.*

*Ken Lawn – Andrew Dalziel*

### **8. AMENDMENT TO CDEM GROUP PLAN – APPOINTMENT OF LOCAL CONTROLLERS**

This report recommended an amendment to the Canterbury CDEM Group Plan to reflect the CDEM Act 2002 requirements for the appointment of Local Controllers. John Fisher presented the report and provided background information.

This matter has previously been debated by the CEG and the Joint Committee.

Under the 1983 Civil Defence Act local controllers were appointed by the Regional Civil Defence Committee (but were responsible to their own councils).

The role of Local Controllers changed with the introduction of the CDEM Act 2002, and section 27 provides *“A Civil Defence Emergency Management Group may appoint one or more persons to be a Local Controller and direct that person or persons to carry out any of the functions and duties of, or delegated to, that Group’s Group Controller and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94.”*

The Group Plan states in section 6.2a *“subject to ratification by CDEM Group Joint Committee, each member Local Authority of the CDEM Group shall appoint a suitably qualified and experienced person as Local Controller and at least two such persons as Alternate Local Controllers”*.

The Group Plan does not comply with the above requirements of the Act. Also there is inconsistency in the way that TA’s appoint their Local Controllers – some have delegated the authority to the Chief Executive, others propose appointments to their councils for approval, and there are other internal processes in place in some TA’s.

This whole issue was discussed at the CDEMO’s Forum on 4 March. The forum supported local controllers being recommended by CEO’s and approved by the Joint Committee.

Murray Sinclair referred to a legal opinion received from Buddle Finlay in 2005 which stated that the Joint Committee can delegate the appointment of Local Controllers to territorial authorities. There have been some issues raised about this legal opinion, but he considered that a decision needs to be made whether to have Local Controllers appointed by the Joint Committee or by territorial authorities, but not the two-pronged approach now happening.

There was wide discussion on this issue, with the following points being raised:

- Murray Sinclair noted that the position has become more convoluted by the fact that the CDEM Joint Committee is a committee of all councils. It could be argued that those councils who refer Local Controller appointments to their councils are in fact considering the same matter twice – once at their council and then again at the Joint Committee.
- There was some thought that as the territorial authority chief executive are the employers, they should therefore be able to approve appointment of local controllers. In this respect the CDEM Act was seen as being inconsistent with other legislation (eg the Local Government Act). Although some local controllers may not be paid, it was agreed that territorial authorities generally view volunteers as employees.

- The issue is further complicated by the fact that some local controllers are territorial authority chief executives. If appointments could be made by chief executives, some could be in a position of approving their own appointment.
- Michael Aitken raised the issue of council delegations and the need to be mindful that we should not be in a position of telling territorial authorities how to manage their delegations. If the CDEM Group Joint Committee delegates the matter to territorial authorities, then each council chooses what they delegate to their chief executive.
- Disadvantages in delegating the matter to territorial authorities were identified as being the Joint Committee cannot discuss issues such as confidence in a local controller, or debate the issue of a suitable skill set for local controllers (an issue which has never been debated and satisfactorily resolved – current EOC2 and Controller training has identified the clear need for controllers without a CDEM background to receive training in the background and legal history of CDEM etc).

***Recommended***

*That the CDEM Group delegates to territorial authorities the power to appoint suitably qualified persons to act as local controllers.*

*Murray Sinclair – Andrew Dalziel*

The above recommendation was passed on a show of hands 5 – 2, with an agreement that the CEG supports the view that local controllers should be suitably trained and qualified.

**MATTERS FOR INFORMATION**

**9. CDEM GROUP CONTROLLER’S REPORT**

Robert Upton presented his report to the committee. Highlights of the report included:

- Meetings held with emergency services partner representatives to further develop working relationships
- Completion of annual territorial authority visits
- Feedback on JIBC training programmes
- Progress on identification of an Alternate Group Controller
- A Local CDEM Welfare Managers’ forum held in March to share information about provision of welfare support in an emergency
- Exercise Ruaumoko held in March
- Annual Controllers’ Forum held in mid-April

***Resolved***

*That the CDEM Group Controller’s Report be received.*

*Robert Upton – Warwick Isaacs*

**10. MARAE EMERGENCY MANAGEMENT**

Jon Mitchell presented this report, noting that the issue was first raised during pandemic planning in 2006. A workshop held on 15 April 2008 provided opportunities for local authority CDEM staff to get to know marae managers, marae managers to discuss emergency management issues, and for marae and emergency managers to become familiar with the process to develop marae emergency management plans.

A commitment has been made by the marae managers to work with their respective local authority CDEM staff to conduct local Marae Emergency Management Plan development workshops and to further develop key relationships.

***Resolved***

*That member local authorities become actively involved in the development of marae emergency management plans as part of their community-based emergency management planning activities.*

*Ken Lawn – Les Pester*

## **11. CEG COMMITTEE REPORTS**

### **11.1 Readiness Response Committee Report**

Robert Upton presented this report which covered progress on various committee projects, multi agency planning, Red Cross National Emergency Management Policy, and rescue co-ordination.

***Resolved***

*That the report of the Readiness Response Committee be received.*

*Robert Upton – Andrew Dalziel*

### **11.2 Training**

James Thompson provided a verbal report on training. Highlights included:

- Training courses have been delivered including EOC and ECC Introductory courses and three initial Operations Courses (north, south and central clusters).
- Mr Thompson noted that all operations course attendees so far have come from local government; he encouraged emergency services partners to take part in this training.
- The Planning and Intelligence training is being rolled out, with the first course being conducted in the last week. In future, participation in this course will be dependent on prior completion of introductory training.
- There has been a good update of the EOC training from most districts. Non-participation by some districts is disappointing as it will lead to inconsistency throughout the region and the inability to share resources and work together effectively in the event of an emergency.
- There have been inquiries from other groups regarding sharing resources, licensing and delivery of training.
- It is proposed to develop elected officials training in the future, concentrating particularly on the declaration process and the roles and responsibilities of elected officials once a declaration has been made.
- Dates for Exercise Pandora 2008 were advised as 29 August (north) and 10 September (south). Planning and writing for the exercise is to start next week.

Joe McCarthy advised that he had recently attended a recovery managers' course in Wellington. He said the course was very worthwhile.

Les Pester complimented the training team on delivery of training programmes. He said the programmes are practical and user friendly, and well worth the time spent. The course content had generated healthy debate and input. He encouraged others to attend the training being offered.

***Resolved***

*That the verbal report on training be received.*

*Andrew Dalziel – John Lamb*

**11.3 Public Information and Public Education Report**

Sara McBride-Steele presented this report to the meeting. The report outlined current PEPI Committee projects, training (noting particularly that there are still three places available in the Media Training taking place on 16 May), the bi-annual survey, and National Disaster Awareness Week from 6-12 October (initial thoughts are for a similar approach to that taken in 2007).

It was reported that Wilma Falconer has resigned from the position of Chair of the PEPI Committee, but has indicated a desire to continue as a member of the committee in her new role at Ngai Tahu. A new chair will be nominated when the new Environment Canterbury Director of External Relations has been appointed. It is expected that this nomination will come to the August CEG meeting.

***Resolved***

*That the Public Information and Public Education Committee Report be received.*

*Robert Upton – Andrew Dalziel*

**12. GENERAL BUSINESS**

There were no items of general business.

**13. NEXT MEETING – 11 AUGUST 2008**

**14. CLOSURE**

The meeting concluded at 11.05 a.m.