

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

**MINUTES OF THE MEETING HELD ON MONDAY, 25 FEBRUARY 2008
COMMENCING AT 2.00 P.M. IN THE COUNCIL CHAMBER,
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH**

PRESENT

Joint Committee members:

Cr Ken Lowe	Ashburton District Council
Cr Bob Shearing	Christchurch City Council
Cr Rik Tindall	Environment Canterbury
Mayor Garry Jackson	Hurunui District Council
Mayor Kevin Heays	Kaikoura District Council
Mayor John O'Neill	Mackenzie 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
Glen Innes	Mackenzie District Council
Peter Cameron	Ministry of Civil Defence & Emergency Management
Peter Summerfield	NZ Police
Paul Davey	Selwyn District Council
Warwick Isaacs (CEG Chair)	Timaru District Council
Jim Palmer	Waimakariri District Council
Tony Alden	Waimate District Council

In attendance:

David Johnston	GNS Science Massey University
Mayor Bede O'Malley	Ashburton District Council
Cr Jane Demeter	Environment Canterbury
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:

Robyn Pay	Administration Officer
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CEG Chair Warwick Isaacs assumed the chair until a new chairperson of the Joint Committee was elected.

1. APOLOGIES

All members of the Joint Committee were present. An apology was received from CEG member Craig McKay (NZ Police).

2. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Warwick Isaacs called for nominations for the position of Chairperson of the Canterbury CDEM Group Joint Committee. Cr Bob Shearing (Christchurch City Council) was nominated by Mayor Jackson, seconded by Mayor Annear. There being no further nominations, Cr Shearing was declared elected to the position of Chairperson.

Cr Shearing assumed the chair and thanked members for their support. He welcomed members to this first meeting of the Committee following the local body elections, and introductions were made around the table.

The Chairperson then called for nominations for the position of Deputy Chairperson. Mayor Coe was nominated by Cr Shearing, seconded by Mayor Jackson. There being no further nominations, Mayor Coe was declared elected to the position of Deputy Chairperson.

3. RECORD OF MEETING SCHEDULED FOR 27 AUGUST 2007

This was noted.

4. MINUTES OF THE PREVIOUS MEETING

Resolved

That the minutes of the meeting held on 21 May 2007, as circulated, be confirmed as a true and correct record.

Mayor Coe – Mayor Annear

5. MATTERS ARISING

Nil.

MATTERS FOR DECISION

6. EMO QUARTERLY REPORT

John Fisher presented this report to the committee. The report reviewed the Group Emergency Management Office budget in regard to the Service Level Agreement between Environment Canterbury and the Canterbury CDEM Group for the delivery of civil defence functions for the period ending 31 December 2007.

(Corrections to figures in the Summary of Accounts were provided: Hazard Analysis budget to 31Dec07 should read \$32,236 and Spend to 31Dec07 should read \$29,404. These typing errors do not affect the totals.)

The net over-expenditure for the quarter of \$64,160 was made up of over-expenditure of \$27,081 (relating to Exercise Pandora in September 2007, purchase of training modules from JIBC, recoverable expenditure during Disaster Awareness week in October 2007, and phasing of Lifelines projects) and a reduction in revenue of \$37,079 (timing of invoicing for training). It is anticipated that the budget will be on target by the end of the financial year.

For the particular benefit of new members, verbal briefings were provided on several areas including the purchase of training packages from the Justice Institute of British Columbia, and funding of the budget by way of a separate rate collected on behalf of the Group by Environment Canterbury.

Resolved

That the EMO Second Quarter 2007-20087 Financial Report be adopted.

Mayor Annear – Mayor Jackson

7. DRAFT CDEM GROUP BUDGET 2008-2009

John Fisher spoke to this report, and provided explanations of projects for the benefit of new members. Particular issues discussed included:

- Separation of budget for Group Training and the Private Training Establishment (PTE): It was explained that the Group's PTE is the only specialist Civil Defence private training establishment in New Zealand. NZQA credits are awarded by the PTE. There may be future opportunities to build on the fully cost-recoverable training already carried out in Otago by the PTE. It is hoped that in years to come the PTE will be self-funding.
- Electronic Information Management System: It is intended to use in-house Environment Canterbury IT packages such as Microsoft SharePoint rather than purchasing an expensive external system. One of the advantages of using an in-house system is that Environment Canterbury staff who would work in the ECC would be familiar with the packages from their day-to-day jobs.
- Reallocation of labour to Group Plans: because consultation on revision of the Group Plan will commence this year, labour has been transferred from other projects. There was some discussion on whether this was the right way to cater for this change in emphasis, or whether the five-year cycle of the Group Plan process should be provided for evenly across the entire five years.
- Hazards: It was noted that guidelines being prepared for review of Group Plans are likely to place more emphasis on basing reduction, readiness, response and recovery planning on more effective hazard analysis. A level of ongoing work is also required to take into account enhanced understanding of already identified hazards – while the actual hazard may not change, understanding of, and attitudes towards, hazards do change over time (eg attitudes towards tsunamis and snow events have changed following events in recent years) and developments do occur in areas that are exposed to hazards.

Resolved

That the Draft CDEM Group Budget 2008-2009, as amended, be adopted for inclusion in the Environment Canterbury Draft Annual Plan.

Mayor Jackson – Cr Tindall

MATTERS FOR INFORMATION

8. COMMUNITY RESILIENCE PROJECT

The report before the committee provided an update of progress on development of the Social Resilience Project. Mr David Johnston (GNS Science-Massey University) attended the meeting and made a presentation on the project "Building a resilient Canterbury". The presentation included sections on:

- Project objectives
- Definition of resilience/Adaptive Capacity
- Resilience to what?
- Community resilience model
- Case study: How resilient is Auckland at the present time?
- Intentions/Outcome Expectancies
- Traditional approaches
- Intervention levels

Mr Johnston concluded by saying that many of the skills and competencies needed for disaster preparedness were the same skills competencies needed for mainstream activities.

It was noted that the Group is currently committed to this project for an initial two-year period.

The Chairperson and Deputy Chairperson of the previous Joint Committee had provided political representation on the working party overseeing this project. The new Chairperson and Deputy Chairperson will discuss their future involvement. It was noted that the terms of reference for this project will be developed and presented to the next CEG meeting.

Resolved

That the report be received.

Mayor Jackson – Mayor Coles

9. CDEM GROUP PLAN AND LOCAL CDEM ARRANGEMENTS DEVELOPMENT

This report was presented by the Group Controller and the Group Emergency Management Planner. The Group Controller confirmed that each territorial authority has its own Local Arrangements and these all form part of the Group Plan. The individual local arrangements are available per perusal on the Group's website. The local arrangements are reviewed periodically and it is proposed that the current review be completed in November 2008.

The Group Emergency Management Planner provided a brief update on the review of the Group Plan.

Resolved

That the report be received.

Cr Tindall – Mayor Coe

10. GROUP CONTROLLER'S REPORT

The Group Controller presented his report, focussing particularly on the need to find new Alternate Controllers following recent resignations, and a Welfare Forum scheduled for 5 March.

Resolved

That the report be received.

Mayor Annear – Mayor Coles

11. GENERAL BUSINESS

11.1 Appointment of Local CDEM Controllers

Due to changed circumstances, this report was held over to a later date.

11.2 Agendas

The Chairperson asked for a list of acronyms be included in future agendas.

11.3 Exercises

The Regional Civil Defence Manager provided brief details on Exercise Ruamoko. Although a volcanic exercise centred in Auckland, other Groups will have some involvement on the main days of the exercise (13/14 March), with the Canterbury Group ECC supporting the National Crisis Management Centre. A seminar is being conducted on 12 March in conjunction with the Canterbury Employers Chamber of Commerce looking at the effects an event such as this would have on Canterbury. It has been estimated that if a large volcanic event occurred in Auckland, the effect on New Zealand's economy would be greater than that of the Great Depression.

A brief verbal report was provided on a successful avian influenza exercise held by Department of Conservation in the ECC on 20-21 February.

12. NEXT MEETING

The next meeting is scheduled for Monday, 19 May (in the afternoon, following the Canterbury Mayoral Forum meeting).

13. CLOSURE

The meeting concluded at 3.10 p.m.

CONFIRMED

Date _____

_____ Chairperson