

AGENDA

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

10:00 am Monday 21 May 2007

1. Apologies
2. Minutes of Previous Meeting p. 4
3. Matters arising
4. EMO 3rd Quarter Report 2006-2007
- for decision p. 16
5. Report Back: Group Strategic Workshop, Rolleston 19 March
- for decision p. 29
6. CDEM Group Budget 2007 - 2008
- for decision p. 33
7. Draft Service Level Agreement 2007 - 2008
- for decision p. 35
8. Update on Exercise Cruickshank: Influenza Pandemic Exercise
May 07. Verbal Report. - for information.
9. National CDEM Strategy and Plan, update. Verbal Report
- for information
- 10 Group Controller's Report
- for information p. 36
11. General Business
12. Next meeting: Monday 13 August 2007

COMPLIANCE WITH LOCAL GOVERNMENT ACT 2002 DECISION-MAKING REQUIREMENTS

Except as below, a statement of compliance and a completed decision checklist is required for any agenda item on a council committee or the council recommending that a decision be made. This will be the responsibility of the person signing off the agenda item.

The compliance statement and checklist will not be used for:

- Recommendations that information be received or that the Council make a decision.
- Decisions taken under the Resource Management Act 1991 or the Biosecurity Act 1993 in relation to resource consents, decisions required when following the procedures set out in Schedule 1 of the Resource Management Act 1991, other permissions, submissions on plans, or references to the Environment Court.
- Decisions taken to proceed with enforcement procedures under various primary or secondary legislation or regulations, including procedures under the Resource Management Act 1991, the Biosecurity Act 1993, the Local Government Act 2002, and Environment Canterbury Bylaws.
- Administrative and personnel decisions that are entirely internal to Environment Canterbury.
- Other decisions where the procedures to be followed are set out in Legislation.

COMPLIANCE STATEMENT

The council committee (or the council) must formally certify that:

- (a) It is satisfied that it has sufficient information about the options and their benefits and costs, in terms of the region's social, economic, environmental and cultural well-being and the effects on community outcomes, bearing in mind the significance of the decisions.
- (b) It is satisfied that it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decision.

INFORMATION CHECKLIST

(a)	A Statement of the Proposed Decision
(b)	A Statement of the Objective of the Proposed Decision and the Issue or Problem being addressed
(c)	A list of all reasonably practicable options, (including doing nothing).
(d)	For each option in (c): An evaluation of the Benefits and Costs, in terms of the region's social, economic, environmental and cultural well-being.
(e)	For each option in (c): A statement of the extent to which community outcomes would be promoted or achieved in an integrated and efficient manner.
(f)	For each option in (c): A statement of the Impact, if any, on Environment Canterbury's capacity to undertake its statutory responsibilities
(g)	If the Proposed Decision is a significant decision in relation to land or a body of water, a statement of how Maori values have been taken into account
(h)	A Statement of significant inconsistencies, if any, with any Existing Policy, Plan or Legislation arising from the Proposed Decision.
(i)	A statement how the views and preferences of affected or interested persons have been given adequate consideration during the definition of the problem or issue, the objective, the assessment of options and the development of the proposed decision, including the particular contribution of Maori to the decision-making process.

Notes:

The significance of proposals and decisions determines how much time, money and effort is put into exploring and evaluating options and obtaining the views of affected and interested parties. The significance of proposals and decisions is determined through reference to criteria contained in the policy on significance.

The policy on significance together with Section 76 of the Local Government Act 2002 set out the Council's requirements in relation to decisions. Some decisions can only be made through the Long-Term Council Community Plan, or after the Special Consultative Procedures set out in the Act have been used, (refer to the policy on significance and the Act).

All decisions of Environment Canterbury are subject to the decision-making requirements of section 76 of the Act unless inconsistent with specific requirements of other legislation.

CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT

GROUP JOINT COMMITTEE

**MINUTES OF MEETING HELD ON MONDAY, 12 FEBRUARY 2007
COMMENCING AT 10.00 A.M. IN THE COUNCIL CHAMBER,
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH**

PRESENT:

Joint Committee Members:

Cr Darryl Nelson
Cr Sue Wells (Chairperson)
Cr Angus McKay
Cr Judy Meikle
Mayor John O'Neill
Mayor Michael McEvedy
Mayor Jim Gerard
Cr Ann Townend

Ashburton District Council
Christchurch City Council
Environment Canterbury
Hurunui District Council
Mackenzie District Council
Selwyn District Council
Waimakariri District Council
Waimate District Council

CEG Members:

Bob Upton
Murray Sinclair
John Talbot (from 10.30 a.m.)
John Lovell

CDEM Group Controller
Christchurch City Council
Environment Canterbury
Ministry of Civil Defence and Emergency
Management
NZ Fire Service
NZ Police
Selwyn District Council

Mark Chubb
Peter Summerfield
Paul Davey

Others:

Sergeant Ray Blampied
Wilson Brown

NZ Police
Selwyn District Council

Canterbury Emergency Management

John Fisher
Jon Mitchell

Office Staff:

Regional Civil Defence Manager
Group Emergency Management Planner

Environment Canterbury Staff:

Robyn Pay

Administration Officer

1. APOLOGIES

Apologies were received from Cr Kerry Burke (Chairman, Environment Canterbury), Mayor Garry Jackson (Hurunui District Council), Mayor Kevin Heays (Kaikoura District Council), and Cr Richard Lyon (Timaru District Council).

Apologies were also received from CEG members Stuart Grant (Kaikoura District Council) Craig McKay (NZ Police) and Jim Palmer (Waimakariri District Council).

As it was the first meeting attended by Crs Meikle and Townend, introductions were made around the table.

2. MINUTES OF PREVIOUS MEETING

Resolved

That the minutes of the meeting held on 4 December 2006, as circulated, be confirmed as a true and correct record.

Mayor McEvedy – Mayor Gerard

3. MATTERS ARISING

- Paddy Clifford, Chair of CEG, referred to a previously-suggested need for a “stocktake” day – a time outside the normal meeting schedule to look at what the Group has achieved to date and where it is going in the future. He suggested that this day be held on 19 March. There was general support from the members for this date. The Joint Committee Chairperson said that items for the agenda would include the hazardscape, how well prepared Canterbury communities are to handle small events, and community preparedness and responsibility. It was noted that a wide range of agencies and partner organisations would be invited to attend. An agenda would be prepared for the day.
- The Chairperson referred to item 8 (Group Controller’s Report) and asked if the DHBs had been invited to attend these Joint Committee meetings. Staff confirmed that discussions have taken place, but there has been no response received back at this stage.
- Looking at the 2007 meeting dates (item 10), the Chairperson sought clarification on the status of this joint committee following the local body elections in October. It was confirmed that the committee stays in existence, but will need to be reformed with councils making new nominations for membership, and with a new Committee Chairperson and Deputy Chairperson needing to be elected.

MATTERS FOR DECISION

4. EMO SECOND QUARTER REPORT 2006-2007

John Fisher presented the report to the Committee, and sought questions. The following item (Item 5 CDEM Group Work Programme Report) was discussed in conjunction with this item, and it was agreed that in future it would be helpful if the two reports could be joined together as one.

Points and questions raised included:

Readiness/Response

- The Chairperson referred to the staffing levels for the ECCs (1.2) and sought confirmation that sufficient staff were available. The Regional Civil Defence Manager confirmed that there were sufficient staff in place for 2-3 shifts in the ECC, and training is being provided. He noted however that there is always room for more staff. He confirmed that the alternate ECC refers to the Christchurch Art Gallery, which would be used in the event that the Kilmore Street ECC was unable to be used for any reason (ie only one ECC would be used at any one time).
- Cr Townend sought clarification on the Notes to this section referring to the claim submitted to MCDEM following the June 2006 snow event. Staff explained that the claim is spread over two financial years (with the amount relating to 2005/06 being accrued to that year's accounts).
- Cr Nelson sought clarification on who pays for helicopter hire in events such as the June 2006 snowstorm. It was confirmed that there are very clear guidelines – if the helicopter is used to meet welfare requirements, then the total cost is recoverable. However it is used for other purposes (eg reconnaissance), then the cost is borne by the organisation concerned. It was stressed that the use must be very clear, and should be well documented at the time. Cr Nelson noted that in this particular event, the Prime Minister and Minister of CDEM flew around the region in a helicopter. Staff confirmed that the Crown would have paid for this.
- Referring to use of helicopters, Mayor O'Neill said that there was an expectation that the Council would pay for any helicopter use. He considered there needed to be stronger messages to the community regarding responsibility, so that people's expectations were more realistic in an emergency. The Chairperson said this matter would be discussed on 19 March.
- There was discussion on the time delays in having the claims paid out. Cr Nelson asked if interest would be payable on the amount owed. John Lovell said that interest would not be paid. He noted that councils were encouraged to get their claims in as soon as possible. Once received, claims have to go through an approval process involving the Ministry, the Department of Internal Affairs and Cabinet. Mayor McEvedy suggested that a future way around the delays might be to put in a series of claims (say, monthly) rather than waiting until all costs are to hand before submitting one large claim. Ministry staff and committee members supported this suggestion. The Chairperson asked for a report back from staff on why there have been delays with the claim (including the date the

claim was lodged and the reasons for the length of time before lodgement), and looking at options for the future, including lodging of monthly claims.

Training

- The Chairperson asked about the significance of 3.8 – which notes that it is unlikely that the Group EMO will conduct any training on behalf of the Ministry this year. Staff confirmed that the impact on the budget would be minimal.
- Project Rea 04/01 CDEM Training Development in the work programme was discussed. Jon Mitchell reported that negotiations with the Justice Institute of British Columbia for access to their training packages are now almost complete. A one-off lump sum payment has been agreed to, giving this Group open-ended and exclusive access to the packages in New Zealand. The EOC 2 package is being developed now, with other packages to follow.
- The Chairperson asked when the Joint Committee could receive a report on Pandora 2006. Staff confirmed that this exercise had been fully reported to the CEG's January meeting. The Chairperson said that it would be beneficial for the Joint Committee to receive a report at a higher (non-operational detail) level.

Engineering Lifelines

- The Chairperson referred to the comments for 7.6 Preparation of a Lifelines Inventory. Staff confirmed that more work would be undertaken on this project, including looking at the possibility of councils meeting the requirements collectively. Mayor O'Neill considered that it is hard to anticipate and be prepared for a major event (such as a major seismic event), and he noted that preparedness for the smaller events was of major concern to his council. Cr Townend said it is important that elected representatives are aware of their own council's situation. It was noted that the completed scoping report would be circulated within the next few weeks, and timelines going forward would then be identified.

During discussion on this report, the Chairperson expressed concern that the joint committee was being presented with too much detail, and it was becoming difficult to maintain the necessary higher level overview.

Resolved

That the quarterly report be received.

Cr Nelson – Mayor McEvedy

5. CDEM GROUP WORK PROGRAMME REPORT

Jon Mitchell presented this report, and several items from the report were discussed with the previous item. Additional matters raised included:

- Rea 04/02 – Jon Mitchell reported that Canterbury is well ahead of the rest of the country in this work. Mayor O'Neill considered that information management can be a burden during an event, noting that often there is no power or telephone available for use. The Group Controller reminded the meeting that radios invariably work when phones and cellphones do not. EMO staff emphasised the importance of managing the collection, analyses and dissemination of information during an emergency. Management of public information is also important.
- Mark Chubb reminded the meeting that emergency management should be comprehensive – including risk reduction, not just concentrating on response. Noting that not all councils are equal in terms of readiness etc, he said it is important that members have tolerance and patience to facilitate development across the whole region to meet community's varying needs and abilities.

Resolved

That the report be received.

Cr McKay – Cr Townend

6. DRAFT CDEM GROUP BUDGET 2007-2008

A replacement report was circulated to the meeting. In presenting the report, John Fisher noted that the replacement budget shows a \$30,000 reduction in overheads due to some work still being done on budget overheads by Environment Canterbury's finance section. There may still be some more small movements in overheads.

The report noted that detailed checking of the LTCCP figures revealed that two items (totalling \$15,000) added by the Joint Committee in March 2006 had not been included in the LTCCP figures. These have now been added in the LTCCP figures, resulting in an increase in gross budget compared with 2006-2007 of \$25,546.

The following points were raised:

- The Chairperson sought clarification on the notes to Public Education and Public Information (page 6 of the tabled document) regarding the provision of support by Environment Canterbury communications staff. John Fisher noted that the work referred to is in addition to the half time staff position in the budget. The funding has been transferred from Environment Canterbury labour to Goods and Services. This has been identified in discussions with the Communications Manager as an efficient and effective way of getting the precise skill sets required for various jobs.
- Cr Nelson sought details of the standby generator item on page 8 (Readiness Response). Staff confirmed that the Group charge relates to the use of the generator to power up the ECC and other space needed to support the ECC (Environment Canterbury pays for the rest). As

previously requested by the committee, it is listed as a separate line item rather than being included in rental,

- Mayor McEvedy referred to the note to Group Training (page 5) regarding the intention to split out the Private Training Establishment (PTE) costs as a separate project, but this is not possible at the moment because of issues with the new Environment Canterbury budget database. Staff confirmed these were “settling down” problems, and it will be possible to identify the PTE costs separately later on.

Resolved

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

Cr Nelson – Cr Meikle

7. CDEM GROUP LTCCP 2006-16 LEVELS OF SERVICE

John Fisher prepared this report that proposed measures and targets for the 3rd Level of Service in the Canterbury CDEM Group LTCCP 2006 -16. (Measures and targets already exist for Levels 1, 2 and 4.)

The proposed measures and targets were reviewed by a small working party late in 2006, and new measures and targets were agreed to:

Proposed Measures	Proposed Targets
1. Identified the hazards that affect their critical infrastructure.	100% by 2009
2. Determined the impacts of those relevant hazards on infrastructure and operations	100% by 2012
3. Have put in place a management programme to mitigate the unwanted effects of the hazards	100% by 2016

This report was discussed at the CEG meeting on 29 January and recommended to the Joint Committee for adoption.

Resolved

That the proposed measures and targets for the 3rd Level of Service in the Canterbury CDEM Group LTCCP 2006-16 be approved for inclusion in the Group section of the Environment Canterbury 2007/08 Draft Annual Plan.

Cr Wells – Mayor McEvedy

MATTERS FOR INFORMATION

8. WARNING SYSTEMS

Jon Mitchell summarised this information report with a Power Point presentation, outlining the current situation, gaps in current arrangements, community expectations, and options to improve the situation.

The decisions made by CEG at its 29 January meeting were noted:

- (a) That the Group Emergency Office and Environment Canterbury develop generic tsunami hazard, warning and evacuation information pamphlets and signage for adaptation and implementation by member authorities in at-risk communities.
- (b) That the CDEM Group project to develop a warning system model incorporate a wider range of means of communicating warnings.
- (c) That the CDEM Group encourages the Ministry of CDEM to include enhancements to local warning systems within projects to enhance the "National Warning System" and the National CDEM Plan, and to give a high priority to projects relating to warning systems.

Mark Chubb noted that there is widespread public perception that warning systems refer only to technological means. However he reiterated that literature and prototype systems around the world point to it being more than this; it is a mix of the environment, other people and technology. All three components are required for an effective response.

Resolved

That the report be received.

Cr Wells – Mayor McEvedy

9. CHRISTCHURCH CITY EVACUATION PLAN

Sergeant Ray Blampied (NZ Police) gave an oral presentation of this plan. NZ Police had prepared the plan in consultation with Christchurch City Council, and advice had been received from Civil Defence staff and University of Canterbury thesis students, and the Risks and Realities publication had been useful.

Major points in the plan included:

- The plan will be ongoing, and will be amended as further information comes to hand following exercises and events.
- The plan identified areas at risk on the coast, and these areas have been assigned into manageable sectors (19). It may be necessary to identify some secondary evacuation areas identified (eg Lyttelton Harbour and other Banks Peninsula bays).
- Seven of the sectors have been given high priority status.

- The plan assumes a declaration will be made, and a six-hour lead-in time.
- Resources required will be one “door knocker” per 50 houses.
- There is a one-hour mobilisation target for Coastal Evacuation Sector Teams to get to the high priority sectors (2832 households in the five high priority sectors in Christchurch City; 80 personnel required).
- 240 personnel required for all 19 sectors (8670 households, 22,500 people).
- The plan includes a sample sector evacuation plan including risk locations and egress route/s.
- The plan includes a coastal evacuation checklist.
- Warnings for public evacuation will be made by various means – door knocking, noise, visual alerts, alert messages, radio/television broadcasts, neighbourhood support, residents’ association.
- The plan includes standard warning for a tsunami.
- The traffic plan includes details of cordons and barriers.
- Further warnings will be required to the hill suburb residents.
- Special needs areas need to be identified.
- CCC CD welfare facilities will be used.
- Further work to be done on the plan includes public education, household posters, Community Board presentations, coastal flood and tsunami warning signs, visual indicators for evacuated households, assessment of risk/need for secondary evacuation zones, assessment of the risk/need for evacuation resources for other TA river mouth settlements (eg Waimakariri, Selwyn, Ashburton, Waimate).

Matters raised by committee members included:

- There was discussion about people being able to take pets with them. Sergeant Blampied and Murray Sinclair confirmed that animals would be able to be housed at the racecourse, and people were more likely to co-operate with an evacuation if they could take their pets with them. Discussions have been held with the SPCA and Christchurch City Council Animal Control.
- Cr Wells asked about the rationale of the warning not including an expected time of arrival of the wave, particularly when people would get such information from various media. Sergeant Blampied said that matter would be looked at further, but it was agreed that there were risks with both options – giving an expected time, or not.
- In view of the lack of commonality in any warning system, members were mindful of capturing all people in any particular area. This was seen as possibly more difficult in coastal holiday locations. The importance of having information (eg posters) widely distributed was stressed.
- Cr Wells noted that the report has assumed a six-hour lead-in time. She asked about the possibility of a near-field tsunami with a much shorter lead-in time. Various people noted that the risk of a near-field event in New Zealand was very small (except for Kaikoura, when any lead-in time

would be a matter of minutes) because of undersea geological conditions around New Zealand. An extensive coastal survey of New Zealand is currently being undertaken, which may provide more information.

- Several members expressed an interest in getting a copy of Sergeant Blampied's presentation for use by their council/communities. Sergeant Blampied said a version is being prepared for public consumption.

The Chairperson thanked Sergeant Blampied for his excellent presentation.

Resolved

That the information be received.

Cr Wells – Mayor McEvedy

10. GROUP CONTROLLER'S REPORT

Bob Upton presented his report that covered:

- ECC training
- Proposed visits to territorial authorities
- Welfare Advisory Group MOUs
- pandemic planning
- Exercise Pandora 2006 and 2007
- Preparation of Emergency Support Team Policy
- Preparation of Group Telecommunications Plan

In answer to a question, the Group Controller confirmed Exercise Pandora 2007 dates as 14/15 September.

Resolved

That the report be received.

Cr Wells – Mayor McEvedy

11. PANDEMIC EXERCISE: EXERCISE CRUICKSHANK

Jon Mitchell gave a Power Point presentation on this exercise that will consist of four phases to be held on 10 May, 16 May, 17 May and 23 May. In Canterbury the exercise will take a joint approach between the DHB and the CDEMG, with a Joint Co-ordination Centre located at the ECC.

Particular points raised included:

- The need for involvement of all partner organisations, with particular emphasis on the inclusion of PHO's.
- Government is hopeful that this will be the only major pandemic exercise.
- Importance of territorial authorities maintaining strong links and working relationships with PHO's in their districts.

- Inclusion of South Canterbury, as well as North Canterbury, District Health Board.
- Exercise to include national and local scenarios.
- The pandemic planning being carried out does not relate specifically to any short/medium-term threat from bird flu, but rather relates to an assumption that there will be a human pandemic of some sort within the next 30 years.

Mayor O'Neill asked about powers of the Police to prevent people moving from one district (or area) to another in the event of a real pandemic. It was confirmed that Police have powers at borders but do not have powers or resources to restrict movements within the country. Public advice would be given for people to stay where they are, but enforcement is another issue.

Resolved

That the information be received.

Cr Wells – Mayor McEvedy

12. LONG TERM COUNCIL COMMUNITY PLANS (LTCCPs)

The Chairperson considered it important that the Joint Committee has a good understanding of where each Council is at with their intentions in the CDEM area, with particular reference to proposed 2007-2008 Annual Plans. She asked if the CEG looks at these matters.

Paddy Clifford, Chairman of CEG, said that CEG does not specifically look at this issue in any organised way. However at the recent CEG meeting one authority had reported the intention of his Council to drastically reduce its funding in this area in this year's Annual Plan. Proposed funding levels would be insufficient to support any CDEM staff for the district.

The Chairperson suggested that each Council could provide the relative page/s from its Draft Annual Plan. There was some discussion on whether this was an issue for the Joint Committee or CEG, with the suggestion the Joint Committee was the right group as they could consider making submissions to Council's Annual Plans.

It was noted that local authorities are responsible to their ratepayers – ratepayers may support lowering the level of service in one area while increasing it in another. This would be identified in the annual plan public submission process. Another issue is the responsibility of member authorities to the CDEM Group. The meeting was reminded that, as a Joint Committee, the CDEM Group is a committee of each and all member authorities.

Mayor O'Neill cautioned against judging each authority by financial contribution only. A physical assessment of preparedness may be more appropriate. This suggestion was supported by Paddy Clifford, who favoured an assessment of what each local authority is providing/has planned for. John Lovell, MCDEM representative on the CEG, also supported some form of reporting.

The CEG Chairman noted concerns expressed at the recent CEG meeting about expectations placed on other Group members if one member did not meet its requirements. Mayor Gerard asked about powers available to the Group if one of its members did not meet its obligations. It was confirmed that the Group has no legal powers, but Section 75 of the CDEM Act does provide some powers to the Director.

It was confirmed that in the particular instance referred to, a meeting has been sought with the Ministry to work through the issues. Working collectively with neighbouring authorities may address some of the concerns. Attendance of other Group members at that meeting was seen as desirable.

It was agreed that this matter will be discussed further at the meeting proposed for 19 March. Mayor Gerard reminded the meeting that the opportunity for submitting to local authority annual plans must not be lost.

13. GENERAL BUSINESS

John Lovell reported on a meeting to take place between the Minister of CDEM and representatives from all South Island CDEM Groups. The date for this meeting has now been confirmed as 1 March (approximate timing 10am – 3pm). The Joint Committee Chairperson advised of her unavailability on this day because she has been appointed by the Christchurch City Council as one of its representatives on the UDS hearing panel. The Deputy Chairperson of the Joint Committee Mayor McEvedy will be available for part of this day. The CEG Chairman signalled his availability.

Mr Lovell asked for any agenda items to be notified to him by early next week. Three items had been identified in brief discussions with EMO staff:

- Tsunami
- Public education
- Pandemic planning

The meeting added the following additional items:

- Reimbursement of claims following emergency events
- Review of the National Plan
- Responsibilities of member authorities (reference discussion in item 12 above)

14. NEXT MEETING

Monday, 21 May 2007 (with an additional informal meeting scheduled for 19 March)

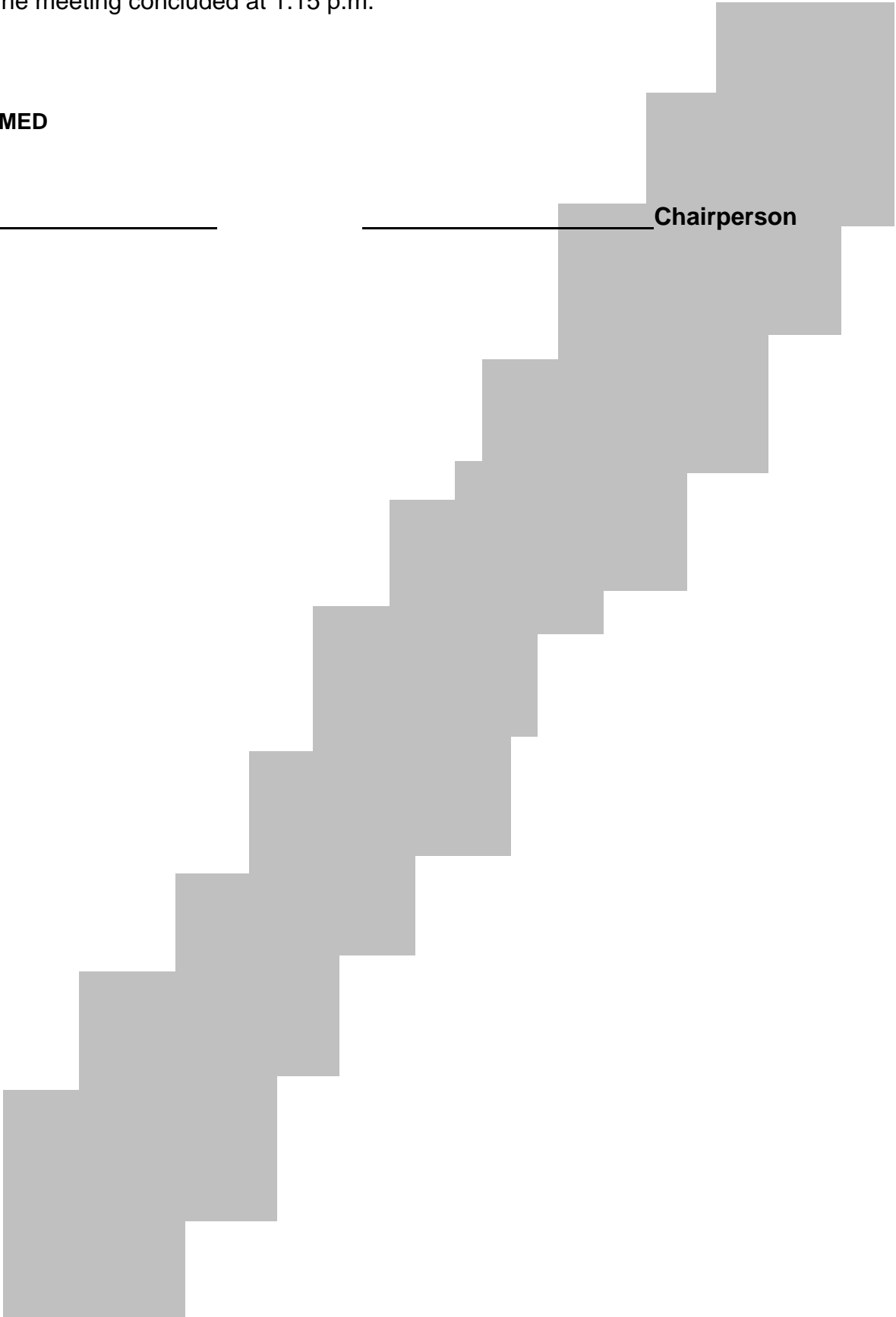
15. CLOSURE

The meeting concluded at 1.15 p.m.

CONFIRMED

Date: _____

_____ **Chairperson**



Agenda Item No: 4	Subject Matter: EMO First Quarter Report
Report To: Canterbury CDEM Group Joint Committee	Date Of Meeting: 21 May 2007
File Reference: CD2C/EMG/1	Endorsed By: Coordinating Executive Group
Report By: Regional Civil Defence Manager	Attachments:

Purpose

The purpose of this report is to review the performance and achievements of the Group Emergency Management Office (EMO) in regard to the Service Level Agreement between ECan and the Canterbury Civil Defence Emergency Management Group for the delivery of civil defence functions in the third quarter of the 2006-2007 financial year.

Recommendation

That the quarterly report be adopted.

ENVIRONMENT CANTERBURY

CIVIL DEFENCE

THIRD QUARTER REPORT TO

CANTERBURY CIVIL DEFENCE AND

EMERGENCY MANAGEMENT

GROUP

2006-2007

Report prepared by: John Fisher
Regional Civil Defence Manager

30 April 2007



READINESS RESPONSE

Key Mission Reference No:

- 3. Encourage our communities and emergency response agencies to be prepared for emergency events** (readiness)
- 4. Respond effectively to emergency events through co-operation and co-ordination** (response)
- 5. Enable our communities to rebuild and restore after emergencies** (recovery)

Objective

To maintain an effective Group readiness response organisation

	OUTPUT	TIMELINESS	QUANTITY	REPORT
1.1	An effective Group Emergency Coordination Centre (ECC) at Kilmore St, with the ability to activate an alternate ECC	24 hrs a day, 7 days a week	1 ECC + 1 Alternate ECC	ECC is being maintained and was practiced over one shift on Exercise PANDORA
1.2	ECan will provide the core Plans, Intelligence, Operations, Logistics and Communications staffing required to operate an effective Group ECC and the core recovery staffing post an event	24 hrs a day, 7 days a week	Core staffing for 1 ECC + 1 Alternate ECC	One shift of staff were practiced during Exercise PANDORA. Regular training is being provided and more staff are being recruited.
1.3	Liaison meetings are held for all Civil Defence Officers in the Group Area	Quarterly	At least 4 meetings	Quarterly meetings have been held
1.4	Contact and liaison is maintained with all Government Departments, SOEs, key agencies and organisations who are involved with the emergency response organisation	All year	At least one visit/contact annually	All contacted as part of process of setting up and running Exercise PANDORA. Pandemic planning work has led to an even greater degree of inter-agency co-operation than existed in the past.
1.5	Level 2 and above emergency events are supported	All year	As required	The EMO assisted ECan flood personnel during the November minor flooding event
1.6	CDEM Work Programme Rea.04/03. CDEM Group early warning systems are reviewed	31 Mar 07	One report	See Readiness Response Committee Report
1.7	CDEM Work Programme Rea.04/05. Mutual support arrangements are planned and resourced with Emergency Support Teams (ESTs) in place	1 Dec 06 Dec 06 – Dec 07	One EST Plan ESTs established	See Readiness Response Committee Report
1.8	CDEM Work Programme Res.04/03. Review of Canterbury CDEM facilities completed	Sep 06 Mar 07	One Inventory One analysis	See Readiness Response Committee Report
1.9	CDEM Work Programme Res.04/05. CDEM Group Communications Plan is reviewed and updated	Jun 07	One Plan	Plan completed and being updated quarterly
1.10	CDEM Work Programme Res.04/04. The CDEM Group Welfare Plan is maintained	All year	One Plan	Approved plan is in place and being maintained.

Canterbury CDEM Group Joint Committee 21 May 2007

1.11	Rescue Registered Response Team registrations are maintained	All year	5 Teams	All registrations remain current.
1.12	CDEM Work Programme Rea. 06/03. Rescue Review	Dec 06 March 07	Draft Report Final Report	See Note 2

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Readiness Response	\$ 510,988	\$ 358,191	\$ 528,294	\$ 170,103 (see Note 3)

Notes:

1. Murray Sinclair from Christchurch City is representing the Group on a National Tsunami Working Group that has been established to consider a range of issues around developing a public alerting system for tsunami in New Zealand. The Working Group has met twice to date.
2. Work on this project has been delayed pending the results of a National review of USAR and where that is going. The results of the review are expected to be confirmed within the next two months. Following that review, MCDEM is leading a review of emergency response requirements nationally. That ties in very well with Canterbury's proposed project and the Group has indicated to MCDEM a wish to be the "trial" Group for that review.
3. Additional to the individual Territorial Authority claims, the Government has now paid out a Group claim of \$167,187 for expenses incurred during the Jun 06 snow event.

CDEM GROUP INFORMATION SYSTEMS

Key Mission Reference No:

- 3. Encourage our communities and emergency response agencies to be prepared for emergency events** (readiness)
- 4. Respond effectively to emergency events through co-operation and co-ordination** (response)

Objective:

To maintain an effective CDEM Group emergency communications system.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
2.1	Civil Defence Emergency Management Group Civil Defence Emergency communications systems are kept operational	All year	100%	System has remained operational throughout period
2.2	CDEM Work Programmes Res.04/01 & Res 04/02. An EOC/ECC electronic information management system, including emergency management GIS is developed	E-systems Project plan developed 28 Feb 07	One Project Plan	See Readiness Response Committee Report
2.3	Participate in development of National Crisis Management System	All year	As required	See Note 1.

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Information Systems	\$ 107,988	\$ 73,797	\$ 77,604	\$ 3,807

Notes:

1. No progress has been made at MCDEM level but the Ministry of Health intend to use Web EOC, an American electronic information system that is used by some other agencies in NZ, during Exercise Cruickshank, the National Influenza Pandemic Exercise that is being held in May. It is planned that the Group ECC participate in that.

CDEM GROUP TRAINING**Key Mission Reference No:**

- 3. Encourage our communities and emergency response agencies to be prepared for emergency events** (readiness)
- 4. Respond effectively to emergency events through co-operation and co-ordination** (response)

Objective

To provide or arrange for the training courses and exercises necessary to attain and then maintain an effective Group EOC and CDEM organisation within the Group area.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
3.1	CDEM Work Programme Rea.04/01. The Group Training Plan is implemented	All year	One programme	See Training Committee report.
3.2	The Canterbury Regional Civil Defence Private Training Establishment registration is maintained with the NZ Qualifications Authority*	All year	Registration maintained	Registration remains current
3.3	NZ Qualification Authority, Local Government Industry Training Organisation and Fire and Rescue Services Training Organisation training accreditations are maintained*	All year	All accreditations	Current accreditations are being maintained.
3.4	The Annual PANDORA exercise is undertaken (including post exercise evaluation)	31 Oct 06	1 series of exercises conducted, debriefs conducted and disseminated	The annual exercise was held and was separately reported on.
3.5	CDEM Work Programme Rec04/03. Scoping report completed for conduct of recovery exercise in 07-08 to test recovery organisations relationships and arrangements	Nov 06	One scoping report	See separate Group Work Programme report.
3.6	CDEM training for Group Emergency Coordination Centre staff is provided	3 times per year	A minimum of 3 training sessions per unit	A series of training sessions held leading up to Exercise PANDORA
3.7	Emergency Management Office coordinates EMO staff and other Canterbury TAs and emergency response agencies participation in Ministry of Civil Defence Emergency Management and Local Government Industry Training Organisation training committees	All year	As requested	Representation on LGITO CD advisory Committee maintained and Group Training Coordinator is also MCDEM representative on FRSITO committee.
3.8	National training courses are conducted on behalf of the Ministry of Civil Defence and Emergency Management	All year	As agreed	Following the Ministry's restructuring and almost total change in training staff it now seems unlikely that the Group EMO will conduct any training for the Ministry this financial year.
3.9	A Group rescue exercise is conducted (including post exercise	30 Nov 06	1 exercise, debrief and	After consultation with affected TAs, the

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	evaluation)		follow up	exercise will now be held in conjunction with Exercise PANDORA in September. EMO staff have assisted with the conduct of two Christchurch exercises that have also involved outside teams.
3.10	Joint training is conducted with the Canterbury based Urban Search and Rescue (USAR) Task Force 2.	All year	1 programme	Seer note 1

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Training	\$ 331,474	\$ 233,661	\$ 230,787	(\$ 2,875)

Notes:

1. A planned exercise in September did not eventuate and no joint training is anticipated this FY. The Christchurch based USAR Task Force 2 has been invited to participate in Exercise PANDORA 2007. Proposals being made under the current USAR review, if accepted, should lead to a more constructive working relationship between the Task Force and local rescue teams in the future.

CDEM GROUP PLANS

Key Mission Reference No: All

Objective:

To maintain CDEM Plans and progress the development of a Canterbury CDEM Group Plan, involving all stakeholders, in accordance with the agreed Group timelines.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
4.1	Amendments to the Group Plan are approved.	Within 3 months of a request, identified need, or emergency event (results of debrief)	<i>Agreed amendments actioned</i>	Nil in period
4.2	CDEM Work Programme Rec.04/01 Sustainable Group-level Recovery arrangements and structures are in place	Draft Plan Jul 06 Plan Dec 06	One CDEM Group Recovery Plan	Amendments to the Recovery Section of the Group Plan have been proposed. The draft Group Recovery Plan will be finalised once the amendments are approved
4.3	CDEM Work Programme Rec.04/04. Feasibility of Group-wide disaster relief fund is investigated	31 Mar 07	One report (following Group Recovery Plan)	Awaiting finalisation of Group Recovery Plan
4.4	CDEM Group meetings and Group working parties projects are administratively supported	All year	As required	Ongoing
4.6	CDEM Work Programme Rea.04/04. Waitaki Valley cross-boundary CDEM arrangements are reviewed	Table top Exercise Aug 06 Nov 06	One report	The August tabletop exercise was conducted and followed by very successful visit to the Meridian control centre and alternate. Further work has been delayed, as there has been no one in The Otago CDEM Group EMO. An appointment has been recently made and a follow up will occur later this year.

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Plans	\$ 81,005	\$ 58,002	\$ 64,315	\$ 6,313

Notes:

1. Overspend relates to a far busier training period than originally forecast, particularly in Influenza Pandemic planning where the EMO continues to be actively involved with the DHBs and other agencies.

HAZARD ANALYSIS AND REDUCTION

Key Mission Reference No:

1. **Identify and understand the hazards that our communities face** (hazard analysis)
2. **Reduce the impact and likelihood of emergency events** (reduction)

Objective:

To provide an "all hazards" risk analysis foundation for civil defence emergency management reduction, readiness, response and recovery planning.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
5.1	Maintain and progress risk treatment options and priorities	All year	1 report	No workshops in this quarter
5.2	CDEM Work Programme Red.04/01 Review of organisational and regulatory hazard reduction measures is carried out (Linked to Red.04/05)	All year	Progress Reports	Initial report completed. Follow up in proposed budget for 07/08 year.
5.3	CDEM Work Programme Red.04/05. Summaries of Hazards to reflect contemporary research and experience are enhanced. (Linked to Red 04/01)	All year All Year	Updated Summary Hazard Register Minimum of two workshops on specific hazards	Two workshops post the June snow event have enhanced understanding of snow, electricity and telecommunications failure hazards. GNS are currently conducting a "Snow Impact Assessment" study. The results of this are expected to better inform future CDEM planning in relation to that hazard. It is intended to hold at least two workshops in relation to the Influenza Pandemic hazard in conjunction with Exercise Cruickshank in May.

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Hazard Analysis	\$ 59,431	\$ 42,568	\$ 47,262	(\$ 4,394)

PUBLIC EDUCATION PUBLIC INFORMATION

Key Mission Reference No:

3. encourage our communities and emergency response agencies to be prepared for emergency events (readiness)
4. respond effectively to emergency events through co-operation and co-ordination (response)
6. Educate our communities in preparation for emergencies and inform our communities during emergencies (public education/public information)

Objectives:

- To develop a satisfactory working relationship between Group public information and public education stakeholder agencies and the Group
- To establish a sound region-wide research base to use for planning public information and public education activities.
- To identify opportunities for integrating public information and public education between the Group and stakeholder agencies.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
6.1	CDEM Work Programme Rea.04/02. Integrated Public Information relationships are in place.	Sep 06 Dec 06	Initial report. One CDEM Group Public Information Plan	A Public Information Section Guideline is now in place, along with an "activation tree".
6.2	CDEM Work Programme Red.04/02. A community-based hazard reduction/awareness. programme is put in place. Earth's Fury Roadshow completed. Ongoing programme established working in with MCDEM awareness programme	Ongoing	One programme	Earth's Fury Road show was completed as scheduled and has been separately reported on. The production of an Influenza Pandemic Road show is well in hand. See PEPI Committee report.
6.3	Market research into civil defence preparedness and perceptions in the Group area is undertaken	30 June 07	1 research programme and report	Ongoing
6.4	Resource material is maintained for CDEM promotion activities	All year	Qty	A good range of material is now available for use across the Group area and in consultation with partner agencies has been further extended.
6.5	A trained Public Information team is available to the Group EOC to provide an effective public information service in emergency events.	All year	3 shifts	Team exercised during Exercise PANDORA.
6.6	Public Information Managers training is conducted	30 June 07	1 training day	A training day was conducted in March for 15 personnel
6.7	Spokesperson training is conducted	30 June 07	2 sessions	There has been no demand for this training and it will not be conducted.
6.8	A Group newsletter is sent out to stakeholders	30 June 07	At least 3 newsletters	4 newsletters have been sent out to date
6.9	Level 2 and above emergency events are supported	All year	As required	Staff were actively involved during the November minor flooding event.

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
PEPI	\$ 115,100	\$ 79,615	\$ 85,436	\$ 5,821

CDEM GROUP ENGINEERING LIFELINES

KEY MISSION REFERENCE NO:

1. Identify and understand the hazards and risks that our communities face (hazard analysis)
2. Reduce the impact and likelihood of emergency events (reduction)
3. Encourage our communities and emergency response agencies to be prepared for emergency events (readiness)
4. Respond effectively to emergency events through co-operation and co-ordination (response)
5. Enable our communities to rebuild and recover after emergencies (recovery)

Objectives:

- To identify the impact of earthquakes, tsunamis, slope stability and meteorological hazard on engineering lifelines in Canterbury to assist those agencies responsible for the provision of lifeline utilities (critical infrastructure). This will enable them to meet the requirements of the CDEM Act 2002 in being able to function to the fullest possible extent during and after an emergency.
- To extend the work of the Christchurch Engineering Lifelines Project to assist National Utilities and Territorial Local Authorities to undertake Engineering Lifelines work for the services under their control.
- To develop a satisfactory working relationship between Engineering Lifelines organisations and the CDEM Group.

	OUTPUT	TIMELINESS	QUANTITY	REPORT
7.1	The Engineering Lifelines Group maintains a link with the CDEM Group in accordance with its terms of reference	All Year	Regular reports (minimum of quarterly) on past and intended activities.	Regular contact is being maintained for current projects with support being provided where required. A Pandemic and Disaster Resilience Workshop was held for South Canterbury in Timaru on Dec 14
7.2	Maintain current Engineering Lifelines work within the Group area	30 June 07	As required	Engineering Lifelines continues to act as a conduit for forwarding information to utilities.
7.3	Encourage the extension of Engineering Lifelines to other Territorial Authorities in the Group area	30 June 07	As required	Regular contact continues
7.4	CDEM Work Programme Red.04/04. Fuel Supply Hazard Project continued	Jun 07	Final Report	Stage 1 of project is complete and work has commenced on Stage 2, which focuses on the hazards associated with petroleum transportation and the effect on supply within the Canterbury Region. Overall recommendations will be made in the Stage 2 report, which is expected in June.
7.5	CDEM Work Programme Red.04/07. Canterbury Lifeline Utility disaster resilience summaries are collected and analysed.	Dec 06 Jun 07	One draft statement Final statement	Following the Waimate workshop in October and the wider South Canterbury workshop in Timaru in December it is intended that workshops be held in other TAs. These will not be completed in the 06/07 year. Until these are held it will not be possible to produce the draft statement.
7.6	CDEM Work Programme	Sep 06	Scoping	See note 1.

	Red.06/01. Lifelines Inventory. Critical gaps in inventory level are identified along with options to redress these for utilities to action. (Year 1 of 3 year project)	Dec 06 Mar 07	Report Project Plan approved Project underway	
7.7	CDEM Work Programme Red.06/02. Priority sites for recovery. A Canterbury wide priority route network is determined for access to important sites in the event of disaster. (Year 1 of 3 year project)	Sep 06 Dec 06 Mar 07	Scoping Report Project Plan approved Project underway	A project plan has been approved and stage one of the project began in late January 07. Following discussions with MCDEM, MCDEM is providing some additional finance this FY and work has been accelerated.
7.8	Participate in National Engineering Lifelines work	30 June 07	As required	John Lamb is regularly in contact with the National Lifelines Coordinator and other Lifeline Groups.

PROJECT	Total Budget	Budget To 31 March 07	Spent to 31 March 07	Difference
Engineering Lifelines	\$ 116,180	\$ 78,994	\$ 61,202	(\$ 17,792)

Notes:

1. A draft report has been prepared and is currently being finalised. The report on a high level survey across a number of utility functions shows there is some cause to be concerned about the level of spare parts carried by or available to Territorial Authorities. It is intended to follow up this initial report by having a workshop concentrating on just one utility function. Potable water supply has been selected, as it is the top priority in an emergency to get reinstated in some form.
2. Professor Tom O'Rourke, Mr Lifelines USA, has been in New Zealand recently and has been working with the Department of Prime Minister and Cabinet (DPMC) on National Utility Resilience issues. During his visit to Christchurch, jointly sponsored by Engineering Lifelines and CAE NZ, a meeting was held with him to discuss resilience issues and CAE NZ have now produced a draft project proposal for a resilience project in Canterbury that would inform the National work being conducted by DPMC, from a regional perspective. There are close links between the proposed Group "Lifelines Interdependencies" and "Cultural, Environmental and Economic Impacts" projects with the CAE NZ proposal. It is possible that those two projects will be progressed as components of the wider resilience project.
3. The under spend relates to the phasing of accounts. It is all committed.

SUMMARY OF ACCOUNTS

REVENUE	Total Budget	Budget to 31 March 07	Received to 31 March 07	Difference
MCDEM SUBSIDY	(\$ 17,000)	(\$ 11,984)	(\$ 54,876)	(\$ 42,892)
Fees etc	(\$ 110,125)	(\$ 77,561)	(\$ 64,712)	(\$ 12,849)
Interest	(\$ 9,000)	(\$ 6,309)	(\$ 6,397)	(\$ 88)
Separate Rate	(\$ 1,186,041)	(\$ 829,274)	(\$ 829,274)	\$ 0
Snow Claim	\$ 0	\$ 0	(\$ 167,187)	(\$ 167,187)
Sub-Total	(\$ 1,322,166)	(\$ 923,672)	(\$ 1,122,446)	(\$ 197,318)
PROJECTS	Total Budget	Budget to 31 March 07	Spent to 31 March 07	Difference
Readiness Response	\$ 510,988	\$ 358,191	\$ 528,294	(\$ 170,103)
Information systems	\$ 107,988	\$ 73,797	\$ 77,604	(\$ 3,807)
Training	\$ 331,474	\$ 233,661	\$ 230,787	(\$ 2,875)
Plans	\$ 81,005	\$ 58,002	\$ 64,315	(\$ 6,313)
Hazard Analysis	\$ 59,431	\$ 42,868	\$ 47,262	(\$ 4,394)
PEPI	\$ 115,100	\$ 79,615	\$ 85,436	(\$ 5,821)
Engineering Lifelines	\$ 116,180	\$ 78,994	\$ 61,202	\$ 17,792
SUB-TOTAL	\$ 1,322,166	\$ 925,127	\$ 1,094,899	(\$ 169,771)
NET EXPENDITURE				(\$ 27,547)
GROUP RESERVE	The Group Reserve stands at \$117,884			

There was an over spend of \$169,771 in the budget for the quarter (\$192,484 at end 2nd quarter, \$220,540 at end 1st quarter). Revenue from course fees and interest is running behind budget for the period but the MCDEM subsidy is ahead of budget. After including the snow event claim as revenue, there is a net under spend at the end of the third quarter of \$ 27,547. (Overspends of \$35,896 at end 2nd quarter and \$65,752 at end of 1st quarter).

Assets

The CDEM Group owns no assets as such but is paying interest and depreciation on the following:

	ACQUISITION COST	BOOK VALUE AT 31 MARCH 2007
Communications Equipment	\$120,792	\$ 63,687
PEPI Display Material	\$ 12,832	\$ 8,877
Group ECC	\$ 8,050	\$ 6,271
PTE	\$ 24,176	\$ 17,674
Rescue	\$ 18,324	\$ 7,991
TOTAL	\$184,174	\$104,500

Agenda Item No: 5	Subject Matter: Strategy Workshop – 19 March
Report To: Canterbury CDEM Group Joint Committee	Date Of Meeting: 21 May 2007
File Reference: CD2C/EMG/8	Endorsed By: Coordinating Executive Group
Report By: Emergency Management Planner	Attachments:

Background

A desire to review and refocus the direction of the CDEM Group was expressed at several recent meetings of the CDEM Group Joint Committee. To that end a workshop, that included elected members and staff of member authorities, as well as representatives of partner organisations was held at the Rolleston Community Centre on 19 March 2007. The workshop was attended by a broad cross-section of elected members, CEOs, senior agency representatives and emergency management officer.

The subjects discussed at the workshop were:

1. What are the key issues facing us?
2. Defining resilience?
3. Measuring what we do?
4. Future Direction of the CDEM Group?
5. Where to from here?

Outcomes

1. What are the key issues facing us?

Participants broke into six syndicates to identify, discuss and report back on key issues.

The following encapsulates the results of that session:

- a. More innovative and inclusive approaches are required to build preparedness - incentives or rewards for preparedness should be considered.
- b. A more effective means of assessing and communicating hazards at local and regional-level is required.
- c. Agencies and organisations within Canterbury, and the risk-reduction/management functions they are responsible for, could be more effectively joined up.
- d. There is still too much reliance on Response as a means of achieving resilience, as apposed to measuring against all 4-Rs.
- e. More emphasis should be put on the consequences of hazards, rather than their causes.
- f. The current approach to hazard analysis, with its emphasis on “maximum credible events”, may be too extreme for the public to engage with.
- g. Business continuity planning is generally not well developed or actively encouraged.

2. Defining Resilience

This session was had all participants together.

- a. Is the community’s expectation/understanding of Resilience the same as ours?
- b. How does Resilience relate to:
 - Vulnerability?
 - Adaptive capacity?
 - Awareness
- c. How can we measure resilience?
- d. The ability of the community to cope is paramount.
- e. What we understand of “Resilience” v “Preparedness”:

Preparedness	Resilience
<p>Preparedness is about being ready in advance for an emergency event.</p> <p>Could mean different things for individuals, organisations or the community as a whole.</p>	<p>Ability to:</p> <ul style="list-style-type: none"> • absorb impact and recover from it. • a material or system to absorb change whilst retaining core properties or functions. • get through without help. • maintain sense of direction and/or find stability after considerable change. <p>Resilience is about communities, not individuals, so social networks are key.</p>

- f. Characteristics of a resilient community:
 - Redundancy
 - Diversity
 - Efficiency
 - Autonomy
 - Strength
 - Interdependence
 - Adaptability
 - Collaboration

3. Measuring what we do?

About measuring?

- Why? What are we going to do with the data anyway?
- We must always attempt to do better, but we can’t achieve or demonstrate that if we don’t measure our performance.
- Requirement in CDEM Act to monitor and review Group and members against all 4-Rs.
- Must be able to report to community on progress, barriers, costs and opportunities.

What we measure?

- Do we have a clear understanding of what we do/achieve?
- Are we doing the right things?
- There is a wide range of inter-connected indicators and range of agencies with similar objectives.
- More collaboration between agencies is required.
- Some participants emphasised measuring outputs and outcomes of Group EMO, while more expressed the view that the outcomes of all partner organisations had to be taken into account.
- More effective measuring of media responses to activities and outcomes would help.

How do we measure?

- Current surveys are very limited in scope, focusing on individual/ household preparedness.
- Share information amongst organisations.
- Post-event and post-exercise reporting.
- Should identify desired outcomes and base measurement on those.

Effective tools for indicating preparedness/resilience?

- Surveys: must ask appropriate questions.
- Market research.
- Key indicators of resilience.
- Audit.

Role of the Local Authority EMO/CDO?

- There is no common documented description of the role.
- Should we aim toward a standard approach?
- We need to share workload and knowledge effectively.
- Important for Group EMO to disseminate information of common interest.
- A wider variety of Group representatives should attend national events and report back to the Group.

4. Future Direction of the CDEM Group

Full group-discussion that raised more questions than answers.

- Are we here to response to emergencies, or are we more about preparedness and risk-reduction?
- Is the current focus too wide?
- Is the current structure driving what we're doing, is there a need to review it?
- Do we have realistic expectations of organisations outside our influence?
- Who/which other organisations ought to become part of CEG, or at least become more involved in communications and influence?
- Is there a need for an additional layer to interface with the community?
- We need to define desired outcomes first.
- Many links form local authorities to various communities already exist, and could be more effectively integrated.

5. Where to from here?

Participants again split into three groups and reported back the three most important areas of future activity focus. Points made by more than one group are noted.

- Community CDEM awareness / public communication. (All 3 groups)
- Determine gaps, desired outcomes and objectives. (2 groups)
- Reduction.
- Recovery.
- "Community Lifelines" should be identified, included and supported.
- Joint Committee should review its agenda to be more focused on outcomes.

Conclusions

It is quite apparent from the results of the workshop, particularly in the results from topic 4, "The future direction of the CDEM Group", that there is a 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 in the CDEM context in Canterbury. Identifying more meaningful community outcomes for the CDEM Group itself, within the Long-Term Council Community Plans of member authorities, and within the plans of partner agencies, would help to clarify the various roles.

The workshop did, however, indicate a general consensus that the emphasis of the CDEM Group should shift more toward risk reduction and community resilience, and less to agency readiness and response, than it has tended to until now.

The risk analysis work carried out within the development of the Group's first Plan, adopted in April 2005, was relatively rudimentary and did not include the degree of community involvement that the workshop thought necessary for future resilience-building. The process to engaging more effectively with the community identifying local and regional scale risks and 4-Rs responses to them could commence in the very near future, rather than waiting for the statutory review period to commence in 2010.

In the meantime, it would be in the interests of the CDEM Group, its member and partner agencies, and, most importantly, the communities of Canterbury, that the Group become actively involved in ensuring that more effective guidelines are produced for the development of the next round of CDEM Groups.

A review of Local CDEM Arrangements was about to occur as part of the CDEM Group Work Programme, but it would be unfortunate if that review occurred in the near future and a different approach was introduced shortly after in a revised Group Plan guideline. The Canterbury CDEM Group could offer to act as a pilot for a revised Group Plan guideline, which would enable more resources to be applied to that process than would be the case if all Group plans were reviewed concurrently.

The Coordinating Executive Group discussed a version of this report and agreed the following recommendations.

Recommendations

It is recommended that:

1. *That more emphasis be put on building community resilience in risk communication and public education activities undertaken by the CDEM Group Emergency Management Office and CDEM Group partner organisations by establishing a social resilience/social lifelines project.*
2. *That the Canterbury CDEM Group engage with MCDEM's CDEM Group Plan guideline review process to bring about future group plans that are:*
 - *Based on a risk analysis process that is relevant to communities.*
 - *Inclusive of the roles and responsibilities of local authority members of CDEM Groups.*
 - *Able to clarify the respective roles of CDEM Group member and partner organisations.*
 - *Informed by an independent review of the respective Group's Emergency Management Office functions and structures.*

Agenda Item No: 6	Subject Matter: CDEM GROUP BUDGET 2007-2008
Report To: Canterbury CDEM Group Joint-Committee	Date Of Meeting: 21 May 2007
File Reference: CD2C/EMG/1	Endorsed By: Coordinating Executive Group
Report By: Regional Civil Defence Manager	Attachments:

CDEM GROUP BUDGET 2007 - 2008

Introduction

At its meeting on 12 February the Group Joint-Committee approved a draft 2007 – 2008 budget of \$1,347,712 to go out for consultation in the 2007 – 2008 Environment Canterbury Draft Annual Plan.

No submissions were received on the Canterbury CDEM Group section of the Annual Plan

CDEM GROUP BUDGET 2007 – 2008 - BUDGET SUMMARY

PROJECT	2006 – 2007 BUDGET			PROPOSED 2007 – 2008 BUDGET			CHANGE IN SEPARATE RATE FROM 2006 - 2007
	GROSS BUDGET	REVENUE LESS RATES	NET BUDGET/ SEPARATE RATE	GROSS BUDGET	REVENUE	NET BUDGET/ SEPARATE RATE	
READINESS RESPONSE	\$510,988	(\$9,000)	\$501,988	\$486,636	(\$ 7,500)	\$479,136	(\$ 22,852)
INFORMATION SYSTEMS	\$ 107,988	NIL	\$107,988	\$147,691	NIL	\$147,691	\$ 39,703
GROUP TRAINING	\$331,474	(\$ 122,000)	\$209,474	\$355,919	(\$117,000)	\$218,919	\$ 9,445
GROUP PLANS	\$ 81,005	NIL	\$ 81,005	\$ 82,367	NIL	\$ 82,367	\$ 1,362
HAZARD ANALYSIS AND REDUCTION	\$ 59,431	NIL	\$ 59,431	\$ 64,702	NIL	\$ 64,702	\$ 5,271
PUBLIC EDUCATION & PUBLIC INFORMATION	\$115,100	(\$ 5,125)	\$109,975	\$116,774	NIL	\$116,774	\$ 6,799
ENGINEERING LIFELINES	\$ 116,180	NIL	\$ 116 ,180	\$113,623	NIL	\$113,623	(\$ 2,557)
TOTALS	\$1,322,166	(\$136,125)	\$1,186,041	\$1,347,712	(\$124,500)	\$1,223,212	\$ 37,171

SUMMARY

YEAR	GROSS BUDGET	REVENUE	NET BUDGET/ SEPARATE RATE
2006 - 2007	\$ 1,322,166	(\$ 136,125)	\$ 1,186,041
2006- 2007 PROPOSED	\$ 1,347,712	(\$ 124,500)	\$1,223,212
CHANGE FROM 05-06	\$ 25,546	\$ 11,625	\$ 37,171
% CHANGE FROM 05-06	1.93%	8.54%	3.13%**

** If no use of reserves.

Group Reserve

The Group reserve currently stands at \$117,884. The anticipated end of year outcome is \$100,000

Separate Rate

Environment Canterbury has moved back to an equalized rate. The average separate rate for 2006 – 2007 is \$1.67 per \$100,000 c.v. The final 2007 – 2008 rating figures have yet to be finalised but, at this stage, the proposed budget for 2007 – 2008 would have an average separate rate of \$1.54 per \$100,000 c.v.

Recommendation

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

Agenda Item No: 7	Subject Matter: Draft Service Level Agreement 2007-2008
Report To: Canterbury CDEM Group Joint Committee	Date Of Meeting: 21 May 2007
File Reference: CD2C/EMG/1	Endorsed By: Coordinating Executive Group
Report By: Regional Civil Defence Manager	Attachments: Draft Service Level Agreement circulated as a separate document.

Purpose

This report provides the CEG and CDEM Group Joint Committee with a draft service level agreement for the provision of Emergency Management Office services to the CDEM Group for the year 2007-2008.

Background

The proposed service level agreement continues with the levels of service provided by the current agreement but updated to reflect the completion of projects in the past year and commencement of new agreed projects that have been budgeted for in the coming year.

Following the results Group's Workshop in Rolleston in March and the recommendation of CEG to establish a Social Resilience/Social Lifelines project to progress these (Item 4 of the agenda) two new outputs, 4.6 and 4.7 have been included under Plans to meet those requirements. Additionally, output 6.2 under PEPI has been expanded to include "building community resilience".

Recommendation

That the Service Level Agreement be adopted

Agenda Item No: 10	Subject Matter: CDEM Group Controller's Report
Report To: Canterbury CDEM Group Joint Committee	Date Of Meeting: 21 May 2007
File Reference: CD2C/EMG/1	Endorsed By: Coordinating Executive Group
Report By: CDEM Group Controller	Attachments:

The 2007 training programme for all Sections of the ECC plus the Group Emergency Management Team is on going and will continue until Exercise Pandora.

The Group Training Coordinator and I have, with the exception of Kaikoura, completed our annual visit programme to all the Territorial Authorities to discuss matters of mutual interest and concern with the Mayor, CEO and Local Controllers. While nothing of major significance has come out of the visits I believe it has been a worthwhile undertaking.

Finally, after 12 plus months, all the MOUs (Appendices 2 to the Group Welfare Plan) between the members of the Welfare Advisory Group (WAG) and the CDEM Group have been approved by CEG.

A Workshop for all Controllers in the Group Area was held on 18 April. There was a good turnout of 31. The major agenda items covered were the 'new' National Hazardscape Report and Pandemic planning including a small workshop. The MCDEM Director (John Hamilton) addressed the gathering and then stayed on for about 4 hours. His openness and willingness to acknowledge that MCDEM has not performed well in a number of areas in recent years was refreshing. Overall, the feedback I have received on the workshop has been positive. The 2008 Workshop will be held on Wednesday 16 April. John Hamilton indicated that he would like to attend so I have already extended an invite

Pandemic planning continues with the District Health Boards and other sector groups. As already mentioned it was on the agenda of the recent Controllers Workshop and the bulk of the WAG meeting on 20 April was devoted to this issue. A General Instruction detailing the CDEM Group level of involvement in the Ministry of Health lead exercise called Cruickshank has been issued. The major activities will be a series of short Table Top Exercises/Workshops on 10 May, 16/17 May and 23 May.

A meeting of the Recovery Sub Committee was held on 1 March to discuss the Group Recovery Plan (GRP). As a consequence of that and other meetings the GRP was further refined and Section 9 (Recovery) of the CDEM Group Plan was rewritten. The rewritten Section 9 (Recovery) of the CDEM Group Plan was discussed by CEG on 7 May 2007. As a consequence, CEG have formed a small working group to finalise Section 9. Hopefully Section 9 and the GRP will be tabled for endorsement/approval at the July CEG meeting.

Recommendation

It is recommended that this Report be received.