

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

**MINUTES OF MEETING HELD ON MONDAY, 20 JUNE 2005
COMMENCING AT 10.00 A.M. IN THE COUNCIL CHAMBER,
ENVIRONMENT CANTERBURY, 58 KILMORE STREET, CHRISTCHURCH**

MEMBERS PRESENT:

Members	Representatives	Supporting Staff
Ashburton District Council	Cr Darryl Nelson	
Banks Peninsula District Council	Cr Kirsty Macnab	Chris Hopman
Christchurch City Council	Nil	Murray Sinclair
Environment Canterbury	Cr Sir Kerry Burke	John Talbot
Hurunui District Council	Nil	Paddy Clifford
Selwyn District Council	Mayor Michael McEvedy	Paul Davey
Waimakariri District Council	Mayor Jim Gerard	Les Pester
Waimate District Council	Mayor John Coles	

OTHERS PRESENT:

Group Controller	Bob Upton
NZ Police	Raynard Blampied

ENVIRONMENT CANTERBURY STAFF PRESENT:

John Fisher
Jon Mitchell
Robyn Pay

As the Chairperson Cr Wells was not present at the meeting due to illness, the Deputy Chairperson Mayor McEvedy presided over the meeting.

1. APOLOGIES

Apologies were received from Cr Sue Wells (Christchurch City Council – Chairperson), Mayor Garry Jackson (Hurunui District Council), Mayor John O'Neill (Mackenzie District Council), and Cr Richard Lyon (Timaru District Council).

Apologies were also received from Jane Parfitt (Christchurch City Council), Jim Palmer (Waimakariri District Council), and Inspector Craig McKay (Police).

2. MINUTES OF PREVIOUS MEETING

Resolved

That the minutes of the meeting held on 22 April 2005, as circulated, be confirmed as a true and correct record.

Mayor Gerard – Cr Nelson

3. MATTERS ARISING

John Talbot referred to the outstanding report on the responsibilities of the various organisations for hazard work. He noted this report was proving more complicated than first envisaged, and confirmed that the report should be with the Joint Committee soon.

MATTERS FOR DECISION

4. EMO THIRD QUARTER REPORT 2004-2005

John Fisher presented his report to the Joint Committee, outlining progress toward achievement of outputs and expenditure details for each section of the budget. It was noted that there was an overspend of \$24,820 for the quarter. Revenue from course fees etc is running \$7,569 behind budget for the period, giving a net overspend at the end of the third quarter of \$32,389.

It is expected that the budget will be on target by year's end, due to expected receipt of outstanding revenue invoices and fees.

Additional points raised included:

- Provision will be made in next year's budget to outfit the Christchurch Art Gallery with radios and aerials to make it suitable as an alternate headquarters for both the Group ECC and the Christchurch EOC.
- There was some discussion about the agreement between Tai Poutini Polytechnic in Greymouth and the Canterbury Regional Civil Defence Private Training Establishment regarding running CIMS 4 courses. It was noted that the various Polytechnics in the region specialise in different areas, and wherever possible the relevant expertise will be used.
- Mayor Gerard asked about the tsunami risk in Kaikoura. The Regional Civil Defence Manager confirmed there is a very real threat, and the mayor and council accept this. There have been public meetings in the area, and Kaikoura District Council is

identifying steps that need to be taken from here. It was noted that government funding has been provided for a national assessment of the tsunami risk in New Zealand. The initial results of this assessment should be available later in the year.

- There will be a change in the Yellow Pages advertising in the coming year. Previously the pages have been paid for by the Ministry and the EQC; however in the coming year there will be no contribution from the EQC. This will mean a different focus for the pages, and will result in one less page being required.
- Cr Nelson suggested that some of the Ministry's additional funds could be used for education of farmers – eg what to do if the power goes out on your dairy farm. Paddy Clifford noted that some of these sorts of issues were raised in the Piers Reid report "Review of the February 2002 Flood Event - Review Team Report" (Ministry of Civil Defence and Emergency Management, 23 November 2004), and they will be addressed by the Ministry.
- It was noted that the National PEPI Working Party would be reconstituted. A list of issues that the Group thinks should be considered by this working party will be compiled following discussion with the territorial authorities. Cr Nelson suggested that it is important that non-government organisations are represented on this working party, e.g. Federated Farmers.
- Referring to the meeting that identified a need to update the tsunami hazard investigation, it was suggested that this is an issue that affects all the districts in Canterbury with a coastline – not just Christchurch City. It was therefore viewed as a matter for the Group, and it was suggested that budgetary provision could be made for this in the future.
- It was reported that the Group website is now up and running. Feedback on the site was sought. Address: www.cdemcanterbury.govt.nz

Several times during discussion on this agenda item, the need for a means of engagement between CDEM Groups and the Ministry/Minister was identified. This matter had been raised previously. There was no doubt that many of the issues raised by this Group would also be faced by other Groups in the country, and a common voice to the Minister would be valuable. This matter will be followed up at the Local Government Conference at the end of July.

Resolved

That the Environment Canterbury Civil Defence Third Quarter Report 2004/2005 be approved.

Cr Burke – Cr Macnab

5. GROUP EMERGENCY RESPONSE INSURANCE REQUIREMENT

The Group received a report prepared by John Talbot, a member of the working group looking at this issue. He noted that the report was endorsed by the CEG meeting the previous week, and it forms a submission to the Environment Canterbury annual plan.

The report noted that the Group Plan provides that all costs will be apportioned to the district/s within which the emergency occurs, and recommends that district councils assess their individual levels of risk and appropriate mechanism to cover that risk. The insurance cover currently held for the Group by Environment Canterbury would not then be necessary, resulting in a saving to the Group of approximately \$40,000.

Regarding a financial drawdown facility, the report recommends that the Group approve such a facility to cover the costs of start-up and early stages of responding to an emergency. Any money obtained through use of this facility would ultimately be collected from the appropriate territorial authority, or rated through a targeted rate in ensuing years. The approximate cost of maintaining this drawdown facility is \$10,000. It was confirmed that this particular drawdown facility would be quite separate from similar arrangements already held by Environment Canterbury.

The third matter considered by the working group was the question of a financial reserve. The working group considered it prudent to maintain a financial reserve of \$100,000. It was noted that the Group Controller would have delegated authority in respect of any expenditure of this reserve. The meeting added some words to the resolution relating to delegated authority to clarify just when this financial reserve can be used.

There was support from the Joint Committee for the report and all its recommendations.

Resolved

(a) **Insurance Cover**

That the CDEM Group not take out any insurance cover for declared emergency events, relying instead on individual district councils to assess their level of risk and appropriate mechanism to cover that risk (as set out in the new CDEM Group Plan which provides that all costs will be apportioned to the district/s within which the emergency occurs).

That the CDEM Group inform Environment Canterbury that it will not be continuing any insurance cover, and that the CDEM Group budget for 2005/06 be adjusted to remove the provision of the insurance premium.

(b) **Financial Drawdown Facility**

That the CDEM Group approve a financial drawdown facility of \$2M to be available to cover the costs of start-up and early stages of responding to an emergency.

That the CDEM Group request Environment Canterbury to make provision for the financial drawdown facility, and that the CDEM Group budget for 2005/06 onwards be adjusted accordingly, noting that advice has indicated a cost of \$10,000 pa for such a facility.

(c) **Financial Reserve**

That the CDEM Group approve \$100,000 as the appropriate level of reserves towards covering unbudgeted expenditure incurred when activating the ECC prior to any potential emergency event and when monitoring/supporting such events by the Group Controller.

That the CDEM Group request Environment Canterbury to retain the financial reserve at this level in budgeting for 2005/06 and in subsequent years (subject to its availability), and to utilise any remaining reserves each year for the operational budget.

(d) **Delegation – Expenditure of Financial Reserve**

That the CDEM Group Joint Committee delegate to the Group Controller authority to use the \$100,000 financial reserve in the lead up to and during emergencies or potential emergencies.

Mayor Gerard – Cr

Nelson

6. DRAFT CDEM GROUP BUDGET 2005-2006

It was reported that there had been no submissions received to the Canterbury CDEM Group draft annual plan, apart from a staff submission which reflects a decision made at the previous Joint Committee meeting relating to an additional \$25,000 for a Group public education programme.

The draft budget before the meeting reflected the changes in insurance arrangements as discussed in an earlier item (including establishment of a financial reserve), as well as a small change to the Group Training section to reflect changed staff time in the project.

Resolved

That the CDEM Group Budget 2005-2006, as amended, be approved for inclusion in the Environment Canterbury Annual Plan.

Mayor Gerard – Cr Burke

[Note: Discussion on the following item, Service Level Agreement, resulted in a change to the budget. See recommendation 7(a) below.]

7. PROPOSED ECAN-CDEM GROUP EMERGENCY MANAGEMENT SERVICE LEVEL AGREEMENT

The proposed Service Level Agreement was discussed at the CEG meeting and recommended to the Joint Committee for approval.

John Fisher presented the report and service level agreement, pointing out the changes that have been made to the agreement compared to the previous one. The agreement has been amended to reflect approved Group Plan, the 2005-2006 budget approved (refer item 6 above), and also the changed requirements for insurance (refer item 5 above).

While speaking about Group Training, the Group Controller provided details of dates of this year's Exercise Pandora. He noted that from now on Exercise Pandora will be run on a three-year cycle, with individual headquarters exercising in the first year, clusters in the second year, and the third year will be a full-scale exercise for everyone. The details for 2005 (year one in the cycle) are:

3 September	ECC exercise
10 September	Northern councils plus CCC and BPDC
16 September	Southern councils

There was some discussion about possible conflict of Pandora dates with the general election (date yet to be announced). This would be addressed as appropriate when final dates are confirmed.

Michael McEvedy referred to project 5.4 in Group Plans, which is a report looking at the feasibility of Group-wide disaster relief funds. He said he believed that Local Government NZ had done some work on this. He undertook to follow this up.

Under Hazard Analysis/Reduction, it was noted that the Reduction Committee has not met for some time. Steps will be taken to investigate ways to ensure that this committee works effectively in the future.

Referring to Public Education/Public Information, Paddy Clifford reported that there were ongoing discussions between himself as Chairperson of CEG, Cr Wells (Chairperson of the Joint Committee) and Environment Canterbury on clarification of respective communication roles.

There was discussion under Engineering Lifelines about the inclusion of project 8.5 (CDEM Work Programme Red 04/03) Selwyn District Meteorological Hazards Project. Several members of the Joint Committee believed this item had been removed from the work programme earlier in the process. Minutes of earlier meetings revealed that this matter was going to be revisited following receipt of the outstanding report on the responsibilities of the various organisations for hazard work. As reported earlier in the meeting, this report was proving more complicated than first envisaged, and was yet to be presented to the Joint Committee. As there was still not a good understanding of the lines of responsibility, it was agreed by the Joint Committee that this project be removed from the current year's service level agreement and budget.

Resolved

- (a) *That project 9.5 (CDEM Work Programme Red 04/03) Selwyn District Meteorological Hazards Project be removed from the 2005-2006 service level agreement and budget.*

Mayor McEvedy – Mayor

Gerard

- (b) *That the proposed EMO Service Level Agreement 2005-2006, as amended, be approved.*

Mayor Gerard – Cr Burke

Mayor McEvedy congratulated staff on the presentation of this year's budget. He considered it to be well set out and easy to follow.

8. GENERAL BUSINESS

Nil.

9. NEXT MEETING

5 September 2005

10. CLOSURE

In closing the meeting, Mayor McEvedy congratulated staff on the high standard of documents presented to the meeting, and congratulated members on their level of preparation and understanding of the issues before them. Cr Nelson appreciated receiving the minutes of the CEG meeting prior to the Joint Committee meeting; he said they were useful to assist understanding of the issues on the agenda. Other members agreed with this comment.

The meeting concluded at 12.05 p.m.

CONFIRMED

Date
Chairperson