

ISSUE: Confirmation of Minutes – 4 December 2012

ID: A299624

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date 25 February 2013

Summary: The purpose of this report is to present the draft minutes of the Northland CDEM Group meeting held on 4 December 2012. It concludes with the recommendation that the minutes are confirmed as a true and correct record.

Report:

The minutes are **attached**.

Compliance with decision making processes:

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

Recommendation:

1. That the minutes of the Northland CDEM Group meeting held on 4 December 2012 be confirmed as a true and correct record.
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Northland Civil Defence Emergency Management Group

Minutes of the Northland Civil Defence Emergency Management Group Meeting,
held in the Council Chamber, Northland Regional Council,
36 Water Street, Whāngārei, on
Tuesday, 4 December 2012 commencing at 11.00 am

File A270227

Present:

- Cr C Kitchen (FNDC), Chairman
- Cr J Carr (NRC)
- Cr M Williamson (WDC)
- Mr P Winder (KDC)
- Mr A Kerrisk, NZ Fire Service (on behalf)
- Insp M Hodson, NZ Police (on behalf)

In Attendance:

Full Meeting

- Mr T Phipps, NRC
- Mr D Alderton, NRC

Also Present:

- Mr S Weston, WDC
- Ms V Randall, WDC
- Mr J Burt, KDC
- Mr T Andrews, KDC
- Mr A Wells, FNDC
- Mr M Going, St John Ambulance
- Snr Sgt W Kelman, NZ Police
- Ms R McKenzie, Northland Health
- Mr J Field, Ministry of Social Development
- Mr G Gallop, MCDEM
- Mr B Scott, GNS
- Ms K Abbott, NRC
- Ms C Nyberg, NRC

Apologies

Moved (Kitchen/Kerrisk)

That apologies from Supt. R Le Prou, NZ Police and Mr B Butt, NZ Fire Service for non-attendance be received.

Carried

Declaration of Conflict of Interest

There were no declarations of conflicts of interest in any items of business.

1. Confirmation of Minutes – 4 September 2012

A269097

Moved (Kerrisk/Carr)

That the minutes of the Northland Civil Defence Emergency Management Group Meeting held on 4 September 2012 be confirmed.

Carried

2. GeoNet and Volcanic activity - presentation

File A269108

Mr Brad Scott, GNS Volcano Surveillance Coordinator provided a presentation on the GeoNet system and an overview of current volcanic activity. He also spoke about tsunami activity and earthquakes, including the plate deformation that took place in Christchurch during the three major events. Through the use of modern GPS equipment GNS was gaining a whole new understanding of land deformation and earthquake energy release. The new information showed that areas of New Zealand were experiencing 7.1 (Christchurch size) earthquakes at more frequent intervals, but they were occurring over 2-3 days rather than 2-3 seconds. This also completely changed the way calculations were made on energy released during earthquakes.

The group thanked Mr Scott for his very informative presentation.

3. Christchurch earthquake review outcomes

File: A269111

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012.

Mr Gallop gave a presentation on the Christchurch earthquake review. He outlined the six recommendations within the Corrective Action Plan (CAP) and said that there was a two year timeframe to implement what the government had agreed to. Two recommendations had been rejected by government; these were the removal of controllers at local authority level and transferring CDEM into the Department of the Prime Minister and Cabinet. He emphasized that the response had generally gone well, but that there are always areas where improvement can be made and that these were being addressed.

Moved (Carr/Kerrisk)

1. That the report, Christchurch earthquake review outcomes, from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012 be received.
2. That the presentation from Mr Greg Gallop on the Christchurch earthquake review outcomes be received.
3. That the contents and recommendations of the MCDEM report "Review of Civil Defence Emergency Management response to the 22 February Christchurch Earthquake" are noted.

Carried

4. Resilience Fund allocations 2012

File A269116

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 8 November 2012.

Moved (Winder/Williamson)

1. That the report and attachments, Resilience Fund allocations 2012, from Graeme MacDonald, CDEM Senior Programme Manager, dated 8 November 2012 be received.

Carried

5. Electricity supply to Northland

File: A269120

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 23 November 2012.

Moved (Hodson/Carr)

1. That the report Electricity supply to Northland, from Graeme MacDonald, CDEM Senior Programme Manager, dated 23 November 2012 be received.

Carried

6. Coordinating Executive Group - Chair's Report

File A269153

Report from Tony Phipps, CEG Chair and Group Controller, dated 14 November 2012.

Moved (Hodson/Kerrisk)

1. That the report, Coordinating Executive Group – Chair's Report by Tony Phipps, CEG Chair and Group Controller, dated 22 November 2012 be received.

Carried

7. Work Programme update

File: A269173

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 14 November 2012.

Moved (Winder/Williamson)

1. That the Work Programme update, from Graeme MacDonald, CDEM Senior Programme Manager, dated 14 November 2012 be received.

2. That the CDEM Group acknowledges the progress made on the work programme.

Carried

8. Controllers appointments

File: A269175

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012.

Moved (Hodson/Williamson)

1. That the report, Controllers appointments, from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012 be received.
2. That Ms Claire Nyberg is appointed as a Group Controller in accordance with the provisions of s. 26, Civil Defence Emergency Management Act 2002.
3. That the following appointments are confirmed in accordance with the provisions of s. 26 and 27, Civil Defence Emergency Management Act 2002:

Group Controllers

Mr A Phipps

Mr G MacDonald

Local Controller Appointments

Far North District Council

Mr K Ross

Mr A Wells

Kaipara District Council

Mr J Burt

Mr M Vincent

Mr T Patterson

Whāngārei District Council

Mr M Simpson

Mr S Weston

Ms J Thompson

Mr A Venmore

Mr P Dell

Carried

Cr Carr requested that a review be undertaken regarding the potential appointment of a Group Controller living outside the Whāngārei district.

9. Calendar and meeting dates

File: A269178

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 8 November 2012.

Moved (Carr/Winder)

1. That the report Calendar and Meeting dates 2013, from Graeme MacDonald, CDEM Senior Programme Manager, dated 8 November 2012 be received.

Carried

10. Kaipara District Council representation on Northland CDEM Group

File: A269179

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 7 November 2012.

Moved (Carr/Williamson)

1. That the report Kaipara District Council representation on the Northland CDEM Group by Graeme MacDonald, CDEM Senior Programme Manager, dated 7 November 2012 be received.

Carried

11. Kaipara District Council shared services agreement

File: A269180

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 7 November 2012.

Moved (Carr/Williamson)

1. That the report, Kaipara District Council shared services from Graeme MacDonald, CDEM Senior Programme Manager, dated 7 November 2012 be received.

Carried

12. ShakeOut - outcomes

File: A269181

Report from Kim Abbott, CDEM Officer, dated 15 November 2012.

Moved (Hodson/Kerrisk)

1. That the report, ShakeOut - outcomes, from Kim Abbott, CDEM Officer, dated 15 November 2012 be received.

Carried

13. MCDEM work programme

File: A269182

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012.

Moved (Williamson/Winder)

1. That the report, MCDEM work programme, from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2012 be received.

Carried

14. Tsunami sirens - Far North District Council – update on progress

File: A269183

Report from Bill Hutchinson, FNDC Civil Defence Officer, dated 14 November 2012.

Moved (Kerrisk/Carr)

1. That the report, Tsunami sirens - Far North District Council – update on progress from Bill Hutchinson, Civil Defence Officer, dated 14 November 2012 be received.

Carried

15. Whāngārei District Council – update on activities

File: A269184

Report from Victoria Randall, CDEM Officer, Whāngārei District Council, dated 20 November 2012.

Moved (Hodson/Williamson)

1. That the report, Whāngārei District Council – update on activities, from Victoria Randall, Civil Defence Emergency Management Officer, dated 4 December 2012 be received.

Carried

16. Far North District Council – update on activities

File: A269185

Report from Bill Hutchinson, FNDC Civil Defence Officer, dated 14 November 2012.

Moved (Hodson/Winder)

1. That the report, Far North District Council – update on activities, from Bill Hutchinson, Civil Defence Officer, dated 14 November 2012 be received.

Carried

Next Meeting

The next meeting of the Northland Civil Defence Emergency Management Group is to be held at the Northland Regional Council, 36 Water Street, Whāngārei on Tuesday 5 March 2013 commencing at 11.00am.

Conclusion

The meeting closed at 12.35pm.

ISSUE: Typhoon Pablo, Philippines 2012 - presentation

ID: A299473

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

Presentation:

Mr Graeme MacDonald, United Nations Disaster Assessment and Coordination team member will provide a presentation on UNDAC Mission to the Philippines in December 2012 in response to Typhoon Pablo.

ISSUE: Resilience fund applications 2013

ID: A299630

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

Summary The purpose of this report is to provide details of the applications to the 2013 Ministry of Civil Defence Emergency Management Resilience Fund.

Report:

CEG Chairs Meeting

The Chairs of the Coordinating Executive Groups meet with MCDEM officials in Wellington on Friday 30 November 2012 to discuss the priorities for the management of the Resilience Fund bids for expenditure in 2013-14, to discuss options for the use of uncommitted funds, and the role of the CEG Forum in managing the Resilience Fund in the future.

The outcomes and decisions of the meeting are provided in the attached letter from the Director. The priorities for the coming year, criteria for applications and the timeline are outlined.

The Northland CDEM Group has made a number of applications to the National Resilience fund over the past three years. Funding has been made available for various projects that may not otherwise have been able to be contemplated. To date a total of \$240,000 has been sourced from the fund to support eight projects.

Details of the proposed projects for the 2013 year are briefly as follows -

Community response plans – \$40,000

Development of Community Response plans has been a key priority. A number of communities have now engaged in ensuring that response arrangements are in place. There is now an opportunity to add value and build on the existing response orientated arrangements to include mechanisms to recover from emergencies more quickly and for communities to better understand risk and thereby develop mechanisms to reduce risk within their communities. This work can be directly linked to recommendations made in the Christchurch review (Minister's Cabinet Paper, page 4 14D). The report recommended "that a systematic approach to using volunteers, particularly for gathering information about the needs of individuals in affect areas and to ensure communities receive needed information".

Business Continuity Planning - \$40,000

The current programme and resources have been targeted at the smaller (less than three employees) businesses. Scope exists to build on the existing programme and target medium and larger sized businesses and organisations. Again, there is the ability to directly link this piece of work to recommendations made in the Christchurch report, particularly involving businesses in response and giving businesses and jobs priority in recovery.

Vulnerable Groups and Strengthening Relationships - \$25,000

The Welfare Advisory Group has formed a working party which has been developing a guideline for Northland to focus on the readiness and response arrangements in place for high risk vulnerable groups. The working party has identified that there is currently a gap in the links between the civil defence network and the various organisations that support high risk groups. Currently there is little knowledge or awareness of the extent of the high risk groups and who actually provides services and support. The purpose of this project is to complete a benchmark study to identify the various agencies and organisations, establish what level of preparedness exists and where gaps exist, develop and implement a readiness and response programme. This is also an opportunity to strengthen relationships.

As a result of the criteria agreed at the CEG Chairs Forum, an additional application has been developed and submitted.

Kaipara District Resilience and Capability - \$60,000

A recent gap analysis at Kaipara has identified a number of areas that would benefit from an increase in resources. The outcome of the assessment indicates that Kaipara would benefit from an increased level of resourcing to support the ongoing development of capability and preparedness across a range of activities: the Emergency Operations Centre, welfare, response arrangements, and community response planning. Funding to support these priority areas is not available at a local level and not likely to be available as priority in the near future.

Due to the timeframes outlined by MCDEM these four applications have now been submitted.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report, Resilience Fund applications 2013, from Graeme MacDonald, CDEM Senior Programme Manager, dated 21 February 2013 be received.
 2. That the Resilience Fund applications for 2013 be noted and endorsed.
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Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

Level 9, 22 The Terrace | PO Box 5010 | Wellington 6145 | NEW ZEALAND
Tel: +64 4 473 7363 | Fax: +64 4 473 7369 | emergency.management@dia.govt.nz | www.civildefence.govt.nz

12 December 2012

Chairs

CDEM Group Co-ordinating Executive Groups

RESILIENCE FUND: PRIORITIES 2013-14

Thank you for attending the forum of Chairs of CDEM Co-ordinating Executive Groups (CEG) or providing a representative at the meeting held in Wellington on Friday 30 November 2012. The meeting was to discuss the priorities for the management of Resilience Fund bids for expenditure in 2013-2014, the options for the use of uncommitted 2012-13 funds, and the role of the CEG forum in managing the Resilience Fund in the future. This letter records the decisions reached by the CEG forum.

Allocation of remaining 2012/13 funds

The purpose of the Resilience Fund is to generate resilience through building capability at the local level. The Fund has an annual allocation of \$1 million per year (about \$0.870 million excluding GST). For the 2012/13 year, 30 applications were received and 18 were approved for an expenditure totalling \$0.720 million. Following legal advice, two projects have since been removed from receiving Resilience Fund allocations, the MCDEM website redevelopment project and the Lyttelton case studies on community engagement. Indications have also been received that the Taranaki projects currently allocated \$0.040 million are no longer being undertaken. Therefore approximately \$0.190 million is still available for allocation in the 2012/13 year. This funding has to be committed in the current financial year.

The forum discussed progress on the currently approved projects and whether any of these will need more funding to be successfully completed.

- The joint Nelson-Tasman/Marlborough/West Coast EMIS trainer project is now involving a lot of travel. Marlborough and Nelson-Tasman are each providing an additional \$15,000 to support this, but the West Coast has no spare funding. An additional \$45,000 to support the travel costs associated with this project was requested.
- The Chatham Islands LIDAR imaging project needs further funding to undertake the second stage of the project and the modelling now that the imaging has been completed. Additional funds of \$25,000 were requested. It was noted this could also be a bid for next year's fund if no additional funding was available in 2012/13.
- A research stocktake could be undertaken to ascertain what each Group is doing for training and what resources are being used for training. It was agreed that further definition of CDEM roles (in addition to Controller other functional roles such as the manager intel/planning, logistics) and the competencies required in each role should be completed first, and this may a project for next year.

- There was a suggestion from Hawke's Bay to extend the Auckland-developed iPhone app for local alerts to a nationwide application. The system provides a public alerting system based on location and can link to social media contacts. Alerts can also be received by text. Currently the text alerting function is ready to go and could be rolled out nationally for approx \$85,000. The location based alerting app needs development onto the android and Windows systems and could then be rolled out. Concerns were raised about the procurement processes around this project but the Auckland Group assured the meeting the companies involved so far are aware they would be expected to tender for the work as per normal.
- The meeting agreed that a key area for support was the enhancement of the nationally supported EMIS training and the opportunity to build on the current regional EMIS projects. The meeting suggested this might also be a key theme for the allocation of the 2013/14 fund. The purpose of the programme would be to bring all Groups up to a level where EMIS is integrated and fully used in operational activities. It was proposed to hire two people (one for the North Island and one for the South Island) to deliver and support CDEM Groups in providing EMIS training. The rest of 2012/13 year could be used for the recruitment process and bringing the people hired up to speed with EMIS, with a full rollout of the project in 2013/14. It was also noted that the contracts for the people currently working with the Waikato/Bay of Plenty and West Coast/Marlborough/Nelson-Tasman Groups could be extended beyond their current terms to provide a pool of four for providing EMIS training.

Decision: The Forum agreed to use the bulk of the surplus fund to support the recruiting and training of two EMIS support staff. Wellington and Canterbury CDEM Groups agreed to act as sponsors for the two positions envisaged by this project, although the staff recruited could well benefit from being Wellington based in order to gain experience with EMIS. The funding available in 2012/13 is to be used for the recruitment and establishment costs of the two contractors and getting them familiar with EMIS so that they will be ready to assist CDEM Groups from 01 July 2013.

Further Actions: Wellington and Canterbury CDEM Groups are expected to co-ordinate the project management process by providing the Director with a brief outline of the project, its objectives, milestones and required budgets. David Coetzee is to be the MCDEM point of contact and he will provide Chris Killeen to assist with the development of the project. The Groups currently employing EMIS personnel under the Resilience Fund will need to provide a bid for 2013/2014 to extend their work.

Once a sum has been allocated to the new project for additional EMIS staff, the Director will consider the allocation of funding of up to approximately \$30,000 to the Nelson-Tasman/Marlborough/West Coast EMIS project to cover travel expenses and relieve some of the budget pressure experienced.

Duration of Resilience Fund priorities

The forum discussed the period of validity for Resilience Fund priorities. At present the priorities are set annually at the CEG Chairs Forum. It was agreed that for greater continuity and a more strategic approach, that the priorities agreed for 2013-14 would remain in place for the next three years. The annual CEG forum would still be held and would have the opportunity to review the priorities to provide an opportunity to take into account recent activities.

Priorities for the Resilience Fund 2013

Five criteria are used to judge the merit of applications for the Fund. The criteria, which are included in the resilience fund guideline, are:

- The degree to which the project aligns to identified National CDEM Strategy goals and objectives, and the priorities gaps and needs identified by the CEG Chairs forum.
- Alignment to addressing identified gaps in capability.
- The value of the proposal to the wider CDEM sector.
- The ability to deliver in the level of risk associated with project delivery.
- Value for money.

In addition to these criteria, the 2012 forum added two more factors that are to be used for evaluating proposals:

- Alignment with the recommendations in the Christchurch response review report and its Corrective Action Plan.
- Provide assistance to less financially well-off councils (approx 80/20 split of funds, with 80% of funds to be used for the projects that meet the criteria and 20% of funds to be used at the discretion of the committee (special projects)).

The meeting discussed aspects arising from the review of the Christchurch response, the recent monitoring and evaluation assessments of CDEM Groups, the Minister's priorities and known capability gaps that could be factored into themes for projects for 2013 and beyond. The forum agreed the following themes, listed in priority order, for use in bids for the 2013 Resilience Funds:

1. EMIS - provision and support of training to enable the system to be used by all Groups.
2. Design and development of learning content that contributes to CDEM capability.
3. Alerting – public alerting via smartphone apps.
4. Community resilience – programmes to enhance the resilience of communities, including community response plans (communities are not just geographical, also culturally and linguistically diverse, etc.)
5. Business continuity planning – supporting the resilience of businesses, particularly small to medium-sized business.
6. Integrating risks and planning – improving risk communication and integrating hazard risk management across all council planning processes.

Process and timeframes for 2013-14

The forum agreed that the themes agreed for 2013 and provided above would also apply for next three years to provide greater continuity. The meeting also discussed the schedule of activities required to have projects approved in time for them to commence at the beginning of FY2012/13. The following timelines are to be used for 2013/14 projects:

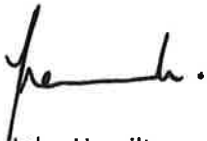
- December 2012 MCDEM publishes guidance (which is this letter).
- By mid-February 2013 project bids will be circulated between CDEM Groups to indicate areas of work being addressed and to provide others with the opportunity to collaborate align or amalgamate projects. MCDEM REMAs will be tasked to manage the circulation.
- Until end February 2013 – local authorities and CDEM Groups develop proposals.
- 29 February 2013 – CDEM Groups submit applications to MCDEM.
- March 2013 – the CDEM Resilience Fund Evaluation Committee undertakes an initial assessment of proposals and suggests to the submitters any modifications of proposals required including suggestions for amalgamation of proposals.
- April 2013 – the Evaluation Committee completes its assessment and makes a recommendation to the Director on the proposals to be approved.

- May to June 2013 – the successful applicants are notified and the terms and conditions of the work to be undertaken are finalised and agreed.
- From 01 July 2013 the project teams commence project work.
- September, December, March and June – quarterly project reports are to be provided to MCDEM until project has been completed.
- June 2014 - final invoices are to be submitted and all payments completed unless other arrangements have been made.
- July to September period– completed projects from previous year are reviewed and the findings circulated to the sector. The results and findings will be provided to the CEG Chair Forum in November 2013 as feedback on the achievements and challenges confronted by the previous round of fund allocation.

It is recognised that this schedule will be tight for CDEM Groups to prepare submissions for new projects. The forum suggested there is a need to adjust the timelines used in the process to better align it with the timetable used for local authority planning and budgeting. The forum suggested that the CEG Chair Forum be held earlier (August was suggested) to allow project approvals to be agreed by the end of December and perhaps look to holding a second forum at the beginning of the calendar year. These suggestions will be considered further and taken into account when planning the schedule for 2014 projects.

Thank you for your participation in the forum and for the advice provided. The Resilience Fund is an important Government instrument for developing CDEM capabilities and capacities. It is up to us all to use it carefully and effectively. I look forward to receiving the submissions at the end of February 2013 and in the meantime wish you, your families and communities a peaceful and joyous Christmas.

Yours sincerely



John Hamilton
Director

ISSUE: Coordinating Executive Group - Chair's Report

ID: A299635

To: Civil Defence Emergency Management Group, 5 March 2013

From: Tony Phipps, CEG Chair and Group Controller

Date: 22 February 2013

Summary: The purpose of this report is to provide an update on activities since the last CDEM Group meeting in December 2013.

Report:

Emergency activations

Since the last CDEM Group meeting in December, the CDEM sector has monitored a number of weather warnings issued by the MetService, including the remnants of tropical cyclone Evan which passed close to Northland during the lead up to Christmas. Various weather watches and warnings were issued 22-26 December for this event. The watches and warnings were monitored and where necessary forwarded to the relevant agencies.

Following an 8.0 magnitude earthquake off the coast of Santa Cruz Islands, a tsunami watch was issued on Waitangi Day, 6 February. A separate report covering the event is included in this agenda.

Drought

The Rural Support Trust has activated in response to the long dry period and are monitoring the situation. Weekly teleconferences have been convened with the key response agencies and industry specialists. The response is being led by the RST and at this time support is being provided by the CDEM Group.

Projects

Resilience Fund projects – Visitor Action Planning, Business Continuity

Separate reports have been included on these projects.

Social media

The Northland CDEM Facebook page continues to be used in a proactive manner and over the past three months the number of “likes” has risen to 178. The page was used extensively during the recent tsunami event and proved an efficient way to get information to the public quickly.

National Working Groups

The National Education Working Group will meet in late March and is scheduled to coincide with the Emergency Management Officer national induction day. Northland will have a representative at these sessions.

The Northland CDEM Group has been invited to join a working group with representatives from Bay of Plenty, Waikato, Auckland, Canterbury and MCDEM, to develop training programmes focused on enhancing the Emergency Operations Centre and CIMS functions. An initial meeting has been held and terms of reference agreed.

As a result of that meeting the four regional managers agreed to meet on a regular basis to discuss wider matters of mutual interest and to enhance inter group relationships.

Professional development and staffing

Courses

A three-day Coordinated Incident Management Course (Level 4) is programmed for mid-March. At this time the number of registrations is very light and there are a number of vacancies on this course.

MCDEM have offered a one day induction in Wellington for Civil Defence Officers which includes a visit to GNS, the NCMC, the Met service and an opportunity to meet with key MCDEM staff. Staff from KDC, FNDC and NRC will be attending this induction.

MCDEM is offering a series of Controllers, Recovery and PIM Courses in Christchurch in April. Four personnel from the Northland region have registered interest in attending.

The National Regional Managers' annual forum is being held in Wellington in late March. A number of items on the agenda are of interest to all regions including recommendations identified in the Christchurch corrective action plan, EMIS and CIMS development.

Compliance with decision making processes:

The activities detailed in this report are in accordance with the Northland CDEM Group Plan 2010 and the Civil Defence Emergency Management Act 2002.

Recommendation:

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1. That the report, Coordinating Executive Group – Chair's Report by Tony Phipps, CEG Chair and Group Controller, dated 25 February 2013 be received.
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ISSUE: Group and Local Controllers

ID: A299680

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

Summary The purpose of this report is to provide an overview of the roles and responsibilities of controllers.

Report:

Effective management of emergencies under the Civil Defence Emergency Management Act 2002 requires common understanding of roles and responsibilities, and in particular, those with a statutory basis. Both CDEM Group and Local Controllers play a pivotal role in the management of any civil defence emergency.

The legal basis for the appointment by the CDEM Group of a Controller at Group or Local level is set out in various provisions of the CDEM Act (ss26-28).

The CDEM Group is responsible for determining the appropriate control and operational response arrangements for the respective areas.

In practice the role of the Group Controller is to coordinate the overall response, whereas the Local Controller manages the response at the local level. Local Controllers follow any directions given by the Group Controller, just as the Group Controller follows directions from the National Controller.

Each CDEM Group must appoint a Group Controller, and alternates. The appointment of alternates is required to provide a contingency for absence and adequate operational coverage for the appointed area/region.

When controllers are appointed it is important to note that Local Controllers have the power to act in the same area as the Group Controller, and have exactly the same powers for the areas in which they are appointed.

Having appropriately qualified, skilled and experienced Group and Local Controllers across Northland is integral to ensuring that response activities are coordinated and managed in an efficient and effective manner.

Learnings from the 2007 Northland floods and other more recent events have reinforced the view that a controller should only be appointed at one level and not hold dual appointments.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report Group and Local Controllers, from Graeme MacDonald, CDEM Senior Programme Manager, dated 21 February 2013 be received.
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ISSUE: **Emergency Management Information System (EMIS) - Update**

ID: A299693

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

Summary: The purpose of this report is to provide an update on the progress of the EMIS implementation in Northland.

Report:

In December 2012 the Northland EMIS Super Users met with MCDEM officials to review progress of EMIS implementation and to plan for the on-going training and roll out. A plan outlining the on-going implementation is being developed.

To date the key points to note in respect to Northland's involvement in EMIS are -

- That the Northland CDEM will use a single portal to manage events to enable each district to view what information exists in other districts.
- The EMIS project has been given a high priority in Northland with a view to using it across a wide range of key stakeholders involved in emergency response activities.
- EMIS will be used in Northland as a tool to assist in the response to emergency events.
- Existing procedures and processes will continue to be used in conjunction with EMIS.
- That it will take time to harmonise existing Emergency Operation Centre processes and procedures with EMIS.
- That the ongoing training of key personnel to a higher level is key to ensuring the viability of EMIS.
- MCDEM have provided guidance, assistance and access to various resources to ensure that the region has appropriately trained personnel, skills and resources to effectively and efficiently implement EMIS in the region.
- As at 1 February 2013, 154 personnel had attended the induction training.
- In March 2012 the Northland CDEM Group used components of the EMIS successfully during the response to a storm event. Nationally this was the first occasion that the EMIS had been used during an emergency.
- There is widespread support for EMIS from the CDEM sector stakeholders in the region, including commitment to the on-going training and development

Training

Additional training courses have been identified for the region over the next 12 months including –

- Lifelines Utility Group members – induction
- Welfare Advisory Group members - induction
- Kaipara District Council staff – induction
- CDEM Sector new staff - induction
- CDEM Sector trained staff – refresher
- Senior CDEM response personnel - functional training
- Super User training (in regions for a further group of 6-8 personnel)
- Share Point training for Super Users

Funding

During the 2012 resilience fund round, MCDEM allocated significant funding to two groups for EMIS development and implementation. Additional funding from the 2012 round was allocated to employ two EMIS trainers, based in Christchurch and Wellington, to provide regional and local level training and assistance.

National Governance Group Representation

In late January two vacancies became available on the EMIS National Governance Group. At the time that the group was established, Northland had made a nomination to the group which was declined. On this occasion a supporting letter signed by the CEG Chair accompanied the nomination. One of the reasons for nominating a representative from Northland was that Northland has had limited opportunity to be directly involved in the EMIS programme and as a group we can make a valuable and operationally sound contribution to the on-going EMIS project. The EMIS project team has also been heavily weighted towards the larger metropolitan areas and it was stressed in the application that there is a need for a representative from the smaller CDEM Groups. Ms Randall has now been appointed to the EMIS National Governance Group which meets twice per year.

Compliance with decision making processes:

The activities detailed in this report are in accordance with the Northland CDEM Group Plan 2010 and the Civil Defence Emergency Management Act 2002.

Recommendation:

-
1. That the report EMIS update, from Graeme MacDonald, CDEM Senior Programme Manager dated 21 February 2013 be received.
-

ISSUE: Far North district tsunami alerting system

ID: A299697

To: Civil Defence Emergency Management Group, 5 March 2013

From: Bill Hutchinson Civil Defence Coordinator

Date: 19 February 2013

Summary The purpose of this report is to provide an update on the progress of the tsunami siren project and request further funding to proceed.

Report:

The Far North District Council, with the support of Top Energy and Genesis Energy has been able to proceed with the installation of the tsunami alarms in Far North coastal communities. Sites for 60 alarms have been identified and 25 alarms have been purchased using the \$50,000 grant from the 2012/13 Resilience Fund through MCDEM.

Installation of these 25 alarms commenced in mid-February as per the table below. The installation of these alarms will be funded using part of the \$70,000 allocated by FNDC in the 2012/13 budget.

Tsunami alarm installation	Installed Feb/March 2013
Russell	✓
Opuā	
Paihia/Te Haumi/Waitangi	✓
Te Hāpua	✓
Houhora/Pukenui	✓
Kaimaumu	
Waipapakauri Ramp	✓
Ahipara	
Karikari	✓
Taipa	
Cable Bay	
Coopers Beach	
Mangonui	
Hihi	✓
Totara North	
Whangaroa	
Tauranga Bay	✓
Te Ngairi	✓
Matauri Bay	
Tapuaetahi	
Opononi/Omapere	

The indicative cost of installing the 60 sirens required across the district is \$191,000. The price per siren as quoted from Northpower is \$1,772.20 per unit and the installation by Top Energy is an average of approximately \$1,400 per unit. The budget for this project currently stands at \$70,000 from FNDC and \$50,000 from the Resilience Fund, leaving a shortfall of \$70,500 to complete this work.

Previously the Northland CDEM Group has been in a position to assist the Whangarei and Kaipara districts in installing tsunami warnings systems in their coastal communities. As a result of the progress made to date, through this report we are now submitting a request to the CDEM Group for additional funding to complete the project.

Should funding be made available to further support this project, Northpower have indicated that the additional sirens will be available in approximately 12 weeks and be able to be installed within four weeks of Top Energy receiving them.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report, Far North district tsunami alerting system, from Bill Hutchinson, Civil Defence Coordinator, dated 19 February 2012 be received.
 2. That the Civil Defence Emergency Management Group approves the application for funding of \$70,500 to support the Far North District Council tsunami siren project.
-

ISSUE: Business Continuity Planning update

ID: A299719

To: Civil Defence Emergency Management Group, 5 March 2013

From: Kim Abbott, Civil Defence Emergency Management Officer

Date: 22 February 2013

Summary The purpose of this report is to provide an update on the progress of the Business Continuity Planning Project.

Report:

The Northland Business Continuity project workshops will recommence in April, following a break over the summer season.

Marketing and promotion will recommence in March, primarily through the partnership with the Northland Chamber of Commerce. The workshops will also be promoted at the Northland Field Days stand.

Workshops will be undertaken in all three districts with an emphasis on Kaipara which has not previously been targeted.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report, Business Continuity Planning update from Kim Abbott, Civil Defence Emergency Management Officer, dated 22 February 2013 be received.
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ISSUE: Visitor Action Plan project update

ID: A299725

To: Civil Defence Emergency Management Group, 5 March 2013

From: Alistair Wells, Project Manager

Date: 22 February 2013

Summary The purpose of this report is to provide an update on the progress of the Visitor Action Plan project.

Northland Visitor Action Plans

The purpose of a Visitor Action Plan is to identify processes that will assist the tourism sector and individual operators to reduce the impact of a disaster and to recover quickly from the effects of a disaster consistent with Northland CDEM arrangements.

The project was designed to engage with tourism operators in five geographic areas across the region to:

- Increase awareness, understanding and participation in CDEM arrangements across Northland
- Reduce the risks of hazards for tourism
- Enhance the sector and individual operators' capability to manage an emergency
- Enhance the capability of the sector and individual operators to recover from a disaster.

To date, plans have been completed for the Bay of Islands, Mangawhai/Bream Bay, Hokianga/Waipoua, Kauri Coast, and we have also developed an overarching Crisis Management Plan for the Northland Regional Tourism Organisation. Work is underway with operators for the Far North and Whangarei/Tutukaka Coast.

Due to the busy summer tourist season the Far North Plan was planned to commence mid-February and the Whangarei/Tutukaka Coast plan in early March.

The project was initially designed to provide five Visitor Action Plans across the region. In working with the sector and using existing networks and relationships we have split the Kaipara/Kauri Coast plan into two separate plans – Kauri Coast and Hokianga, and have identified the need for the Northland Regional Tourism Organisation to have a plan that links the separate Visitor Action Plans.

The project is currently running to schedule, to be completed by June 2013 and is not expected to exceed the projected project cost.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report, Visitor Action Plan project update, from Alistair Wells, Project Manager, dated 22 February 2013 be received.
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ISSUE: Community Response Plan update

ID: A299726

To: Civil Defence Emergency Management Group, 5 March 2013

From: Claire Nyberg, Civil Defence/Quality Systems Coordinator

Date: 21 February 2013

Summary The purpose of this report is to provide an update on community response plan work in the Northland region.

Report:

There are currently 51 completed community response plans in the Northland region, 28 completed plans in the Far North district, 15 in Whangarei district and 6 in the Kaipara district (refer map attached). Some of the Far North district community plans have been operational for seven years or more and many are now going through a renewal or revision process.

There are a number of new community response plans proposed (see table attached) to be completed in the 2013/14 year, with assistance from a Resilience Fund grant. The community response plans scheduled for completion in the 2013/14 year include:

- Panguarua
- Kawakawa
- Te Kōporu
- Pouto
- Maungatāpere
- Mangakahia
- Hukerenui
- Whakapara
- Opouteke
- Pakotai

Updates will be provided as plans are renewed, revised or completed.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report and attachments, Community Response Plan update, from Claire Nyberg, Civil Defence/Quality Systems Coordinator, dated 21 February 2013 be received.
-

Communities with Community Response Plans and established and proposed siren locations



Communities with Community Response Plans 2013

Far North District (28 plans)
Te Hapua
Te Kau
Pukenui/Houhora
Kaimaumu
Waipapakauri Ramp/Lake Ngatu
Karikari
Doubtless bay
Ahipara
Kaitaia
Pawarenga
Broadwood
Waima
Rawene
South Hokianga
Taipa Bay
Hihi
Taupo Bay
Tauranga Bay
Totara North
Te Ngaere/Mahinepua/Wainui
Kaeo
Kerikeri
Okaihau
Ngawha Springs
Paihia
Eastern BOI
Waikare
Moerewa

Whangarei District (15 plans)
Whangaruru North (Bland Bay)
Whangaruru South (Oakura)
Teal/Helena Bay
Whananaki
Hikurangi
Tutukaka
Pataua
Taiharuru
Whangarei Heads
Parua Bay
Tamaterau/Waikaraka
Onerahi
Whangarei CBD
Portland
Ruakaka
Waipu

Kaipara District (8 plans)
Mangawhai
Kaiwaka
Maungatoroto
Paparoa
Tinopai
Ruawai
Dargaville
Donellys Crossing

Community Plans to be completed 2013/2014

Far North District (2 plans)
Pangaru
Kawakawa

Whangarei District (6 plans)
Maungatapere
Mangakahia
Hukerenui
Whakapara
Opouteke
Pakotai

Kaipara District (2 plans)
Te Kopuru
Poutu

ISSUE: Corrective Action Plan - following the Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake

ID: A299727

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

The purpose of this report is to introduce the MCDEM Corrective Action Plan for the Christchurch earthquake.

Report:

This report introduces for the information of the group the recently released Corrective Action Plan - following the Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake.

The independent review of the response concluded that overall the emergency services worked well, however a number of recommendations were made on how the process could be improved.

The plan involves the Ministry of Civil Defence and Emergency Management, State Services Commission, Police, Fire Service, Defence Force and the Ministries of Social Development, Health, Foreign Affairs and Trade, and Business Innovation and Employment.

The Corrective Action Plan is based around 10 themes, with coordinating agencies responsible for each theme and MCDEM coordinating the overall plan. While many of the actions are relatively straightforward, some will involve work programmes which could take up to two years to complete. MCDEM will be reporting back to Cabinet in December 2013 on progress of the Action Plan.

At this time the Northland CDEM Group should be aware of the contents of the plan and should await guidance and direction from the agencies responsible before implementing change.

Compliance with decision making processes:

The activities detailed in this report are in accordance with the Northland CDEM Group Plan 2010 and the Civil Defence Emergency Management Act 2002.

Recommendations

1. That the report Corrective Action Plan - following the Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake, from Graeme MacDonald, CDEM Senior Programme Manager dated 21 February 2013 be received.
-

Corrective Action Plan - following the *Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake*

Background

1. The Ministry of Civil Defence & Emergency Management (MCDEM) commissioned an independent review of the civil defence emergency management (CDEM) response to the February 2011 Christchurch earthquake. The review's terms of reference was noted by Cabinet in November 2011 [CAB Min (11) 41/9].
2. The purpose of the review was to identify, from an emergency management perspective, the practices that should be reinforced and the processes and policies that need improving. It focused on the emergency response and how well the response arrangements in the National CDEM Plan worked. The review included the range of agencies and organisations involved in the response. The scope excluded recovery arrangements.
3. The Cabinet Committee on Canterbury Earthquake Recovery (CER) and Cabinet noted the *Review of the Civil Defence Emergency Management Response to the 22 February Christchurch Earthquake* (the report) on 24 September 2012 and 1 October 2012 respectively [CAB Min (12) 35/2]. Cabinet directed that MCDEM report back to the Committee on an interagency Corrective Action Plan in response to the report's 108 recommendations, for noting, by November 2012¹.
4. This document represents the interagency Corrective Action Plan (the Plan) and will form the basis for the report to the CER in November 2012.

Review findings

5. The report concluded that, overall, the emergency response can be regarded as having been well managed and effective. The response showed the resilience of the Christchurch community and the strengths of New Zealand's emergency services and CDEM framework. In particular it found that:
 - The initial response strategy was sound;
 - Emergency services responded rapidly and worked together well;
 - Private utility providers and the Christchurch City Council were well prepared and responded well from a lifelines perspective;
 - Voluntary groups provided major assistance;
 - The technical aspects of inspecting damaged buildings were performed well;
 - The decision to provide a subsidy for wages was highly effective;
 - Communication between Ministers, departments, the Officials' Committee for Domestic and External Security Coordination and the National Crisis Management Centre ran well; and

¹ The review report, and the Government's high-level response to it, can be accessed at:
http://www.civildefence.govt.nz/memwebsite.nsf/wpg_URL/For-the-CDEM-Sector-Publications-Review-of-the-Civil-Defence-Emergency-Management-Response-to-the-22-February-Christchurch-Earthquake?OpenDocument

6. The report also identified aspects that can be improved upon to further enhance response in future emergencies. It made six 'major' recommendations and 102 other recommendations. The Plan reflects Cabinet's decisions on the first six (major) recommendations in the report.

Corrective Action Plan

7. The Plan was developed in consultation with participating government agencies, beginning shortly after the report was finalised. The Officials' Committee on Domestic and External Security (ODESC) had input into this process.
8. The report concluded that the current "legislation and subsidiary documents provide an adequate basis for emergency management and the changes in structures and operations proposed in the Review would require relatively straightforward and limited amendments to the documents." While many of the actions in the Plan are relatively straightforward, some will entail work programmes which will take longer to complete. It is therefore envisaged that the Plan will inform agency work programmes over the remainder of the 2012/13 year as well as the 2013/14 year.
9. For the purpose of the Plan, the recommendations from the report are grouped under the following themes.²
 1. Management & Control
 2. Emergency Operations Centres and staffing
 3. Emergency welfare arrangements
 4. First level ('front line') response
 5. Lifelines
 6. Building management
 7. Logistics
 8. Information management
 9. Public information
 10. Community preparedness and response
10. MCDEM will coordinate the overall Plan and reporting. Other agencies that have a role in implementing the Plan are: the State Services Commission, New Zealand Police, New Zealand Fire Service, New Zealand Defence Force, the Ministries of Social Development, Health, Foreign Affairs and Trade, and Business, Innovation and Employment.
11. Some of the actions will involve non-government organisations. The Ministry of Health has consulted with St John Ambulance on relevant actions in the Plan. Lifeline utility companies will be consulted as part of two guideline reviews signalled in the Plan (under Theme 5).
12. The outcomes of the Plan will be incorporated in the National CDEM Plan and the Guide to the National CDEM Plan as appropriate. Both these documents are currently undergoing reviews; the timeframes for their reviews will allow for the outcomes of the Plan to be accommodated.

² Appendix A lists the report's recommendations with their corresponding Theme and sub-theme.

Theme 1: Management & Control

Coordinating Agency: MCDEM

Recommendations: 1, 2, 5, 7, 8, 9, 10, 11, 12, 17, 18, 19, 22, 25, 26, 101

Note: Recommendations 1 and 5 were not adopted: Territorial authorities will maintain their capacity to manage local emergencies and MCDEM will remain a branch of the Department of Internal Affairs. In relation to recommendation 1, MCDEM will continue to work with the 16 regional CDEM Groups to strengthen rather than diminish the role of councils. The ongoing commitment of councils is crucial to the success of CDEM responses. Most emergencies are short, localised events that are best dealt with at the local level without needing the CDEM Group to formally lead the response.

Issues & Actions

1.1 National Controller deployment

The report endorsed the concept of 'forward deployment' of the National Controller that was applied in the response. While a nationally recognised and competent figure is required to be seen to lead the response locally, it also recognised that it is preferable that the Director of CDEM remains in Wellington. It noted that media pressures on the National Controller were significant and disrupted his operational focus. It suggests that this can be addressed by the appointment of a suitable spokesperson or a chief of staff.

Action:

MCDEM will make provision in the National CDEM Plan for the desired degree of presence 'fronting' a nationally led response (that is not the Director of CDEM), yet at the same time ensuring appropriately qualified control of the response.

Projected time frame:

National CDEM Plan review completion: 2013/14

1.2 Responsibilities

The report noted that responsibility for the management of all emergencies and hazards needs to be more clearly identified well in advance between police, emergency services and government agencies and 'default' positions better defined.

Action:

MCDEM will ensure lead and support agencies for the management of all emergencies and hazards are properly identified in the National CDEM Plan.

Projected time frame:

- National CDEM Plan review completion: 2013/14

1.3 Suitably trained managers

The report remarked on the importance of the availability of suitably experienced emergency managers. It recommends that only people with such experience are appointed in senior positions within the response structure and that they remain the principal manager for the assigned function throughout the response. Recognising the limited availability of suitably experienced managers at any specific location, the report recommends that a cadre of highly trained emergency managers from across the country be established. The report also emphasised the importance that the response structure reflects the CIMS³ concept.

Actions:

MCDEM will consider options for the availability of suitably experienced emergency managers to support response operations across regions, and the outcome will be included in the National CDEM Plan.

Recommendations related to CIMS will be considered as part of the review of the concept that is currently underway.

Projected time frame:

- National CDEM Plan review completion: 2013/14
- CIMS review completed: 2012/13

³ CIMS: Coordinated Incident Management System. CIMS is the incident management concept and processes that all emergency services in New Zealand must use in accordance with the National CDEM Plan Order 2005.

Theme 2: Emergency Operations Centres and staffing

Coordinating Agency: MCDEM

Recommendations: 13, 15, 20, 28, 31, 39, 44, 45, 46, 47, 48, 74

Issues & Actions

2.1 Strong, joint emergency operations centres

The report emphasised the importance of strong emergency operations centres, able to become operational with minimal infrastructure. It recommends a single emergency operations centre be developed for Canterbury and in other regions that can be used by single or all agencies jointly to improve coordination and operational effectiveness. Provision must be made for sufficient access arrangements and communication within emergency operations centres.

Actions:

An initiative towards the establishment of a single joint emergency operations centre in Christchurch is currently underway under the 'Justice and Emergency Services Precinct' project. The concept design includes the considerations highlighted by the report and if successful, could provide a model for other regions.

The new CDEM Emergency Management Information System (EMIS) will also greatly enhance communication within emergency operations centres. An opportunity exists to integrate information exchange between agencies using this system (currently CDEM, MOH, Police, Assure Quality, MFAT) and thereby improve interoperability.

Projected time frame:

- Detailed business case with regards to the 'Christchurch Justice and Emergency Services Precinct': November 2012 (Ministry of Justice).
- Explore options to integrate EMIS between agencies: 2013/14

2.2 Appropriate staffing

The report recommends that emergency operations centres only be staffed by people that were trained in CIMS, and also noted the contribution that the New Zealand Defence Force (NZDF) can make. It also recommends more integrated planning and exchange of personnel with emergency management agencies in Australia, while the National Crisis Management Centre should also draw from those with skills and capability from across government departments and agencies.

Actions:

Arrangements exist for exchange of response staff among agencies at the national level, as well as between New Zealand and Australia. MCDEM will discuss with government agencies and non-government organisations how assistance in local emergency operations centres can be enhanced and provide for this in the National CDEM Plan.

Projected time frame:

- National CDEM Plan review completion: 2013/14

Theme 3: Emergency welfare arrangements

Coordinating Agency: MCDEM; MSD

Recommendations: 4, 21, 30, 75, 77, 88

Issues & Actions

3.1 Community wellbeing

The report highlights the holistic concept of 'community wellbeing' (including the importance of the preservation/restoration of business and jobs) as opposed to the traditional (perceived narrow) focus of 'emergency welfare'. To support appropriate emphasis and coordination in this regard it encourages CIMS to recognise 'Community Wellbeing' as a function in its own right. It suggests that MSD 'rebrands' its effort and 'develop new services' in emergency response.

Actions:

MCDEM and MSD are currently undertaking a joint review of emergency welfare arrangements that will take the report's recommendations into consideration.

The CIMS review will attend to the inclusion of 'Community Wellbeing' as a separate function.

MSD has initiated an Emergency Reserve programme to further develop its regional deployment capacity and capability.

Projected time frame:

- Emergency welfare arrangements review completed: 2012/13
- CIMS review completed: 2012/13
- The MSD Emergency Response Programme is an on-going activity

3.2 Registration and enquiry

The report recommends that registration and enquiry systems for affected people be reviewed.

Actions:

MCDEM, Police and MSD (National Welfare Coordination Group) will investigate options for greater integration between the Police and CDEM registration and enquiry databases and ensuring appropriate capacity.

Projected time frame:

- Investigate options for greater integration between the Police and CDEM registration and enquiry databases and ensuring appropriate capacity: 2013/14

3.3 Continued operation of welfare centres

The report recommends that provision be made for the continued operation of welfare centres even where some essential services e.g. water and sanitation are unavailable.

Actions:

The Ministry of Health have contracted St John to develop a plan for the support of a range of health services from district health boards and other providers to welfare centres.

Projected time frame:

- Completion of MOH plan to support welfare centres: 2012/13

Theme 4: First level ('front line') response

Coordinating Agency: Police, New Zealand Fire Service

Recommendations: 14, 16, 27, 34, 35, 36, 37, 38, 40, 41, 42, 43, 57, 87

Issues & Actions

4.1 Incident control

The report indicates a 'lack of clarity' around incident control at specific rescue sites in the initial period of the response. It encourages the application of the CIMS and incident management team concepts and training by all emergency services in this regard.

Actions:

NZ Police does not agree with some of the views expressed on incident control, nevertheless Police will ensure that the importance of quickly establishing incident control at major rescue sites is included as a part of its updated approach to command training.

NZ Police is finalising a training needs analysis for incident command and control, while also working with NZ Fire Service on joint development of a training programme.

NZFS will review its procedures and training to ensure that effective incident control is achieved at all levels of an event, noting this will always be a dynamic process dependent on available resources and the extent of the emergency.

Projected time frame:

- Joint NZ Police/Fire Service training programme developed: 2013/14
- Completion of the NZFS internal review of training and procedures to make sure incident control is achieved effectively, and the updated CIMS manual is reflected – by June 2013

4.2 Communications centres

The report encourages joint operations between the Police, Fire and Ambulance communications centres among these services.

Actions:

Closer cooperation of emergency call centres is a current item on the agenda of the Emergency Telecommunication Services Steering Group (ETSSG).

The Christchurch 'Justice and Emergency Services Precinct' project also addresses this requirement.

Projected time frame:

- ETSSG Directions & Priorities report: Early 2013.
- Detailed business case with regards to the 'Christchurch Justice and Emergency Services Precinct': November 2012 (Ministry of Justice).

4.3 USAR

With regards to Urban Search and Rescue (USAR) the report encourages NZFS to consider more flexible operational control and tasking arrangements for USAR deployments as well as a greater understanding of the capabilities of New Zealand Response Teams with a view to larger integration into operations.

Actions:

The Review of Fire Service Functions and Funding currently underway is expected to address the statutory basis and responsibilities of USAR. NZFS has also addressed its USAR policy with consideration of the recommendations around USAR.

Projected time frame:

- The independent panel reviewing the Fire Service Functions and Funding is due to complete their report in December 2012.
- The NZFS review of its USAR policies will be complete by June 2013; consideration of the integration of New Zealand Response teams' capabilities will be part of the NZFS review.

4.4 Cordon management

The report makes recommendations with regards to the establishment of guidelines on cordon management.

Actions:

MCDEM will work with the Police to establish a project towards the development of arrangements on cordon management in large scale emergencies.

Projected time frame:

- Establish cordon management arrangements: 2013/14

Theme 5: Lifelines

Coordinating Agency: MBIE, MCDEM

Recommendations: 49, 50, 52, 53, 54, 55, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73

Issues & Actions

5.1 The report makes a range of recommendations on matters related to:

- Business continuity planning around water, waste water and solid waste disposal
- Coordination between electricity and telecommunication companies
- Protocols regarding electricity disconnection
- Port, airport and rail emergency planning
- Fuel distribution during restrictions
- Lifeline Utilities Coordinators training and their links with emergency operations centres
- The role of MBIE in lifelines coordination
- Evaluation of the resilience of infrastructure providers in the main centres of New Zealand

Actions:

MCDEM has included a review of its two guidelines on lifelines in its work programme for 2012/13. Details around the role of Lifeline Utilities Coordinators contained in the Guide to the National CDEM Plan and in the CDEM Competency Framework Role Maps will also be updated in accordance with the outcomes of these reviews.

The importance of including lifeline utilities in exercises will be re-emphasised via the National CDEM Exercise Programme Governance Group.

The issue of fuel prioritisation is covered in the National CDEM Fuel Plan that was published in July 2012. This plan was recently approved and will be published shortly. The subject of fuel distribution and management is one for fuel companies as part of their business continuity and emergency plans.

Risks and vulnerability assessments of infrastructure providers at local level are a requirement of CDEM Groups as part of their CDEM Group planning process and of individual lifeline utilities as part of their own risk and asset management. These assessments are supported by the representation of ports and airports on the CDEM Group Lifeline Coordinating Groups. MCDEM is currently working with the Treasury National Infrastructure Unit, Local Government New Zealand, lifeline utilities, CERA and others to achieve a more consistent approach to assessments of infrastructure vulnerability, and MCDEM will consider how this work can be incorporated into third generation CDEM Group planning guidance.

MBIE has formalised its role in lifeline utilities coordination by becoming a full member of the New Zealand Lifelines Committee (NZLC) and taking a more active role in lifelines coordination at a national level. This will be recognised in the National CDEM Plan.

Projected time frame:

- Review of the MCDEM guidelines on lifeline utilities: 2012/13
- Guidelines for assessment of infrastructure vulnerability (Treasury National Infrastructure Unit, Local Government New Zealand and New Zealand lifeline utilities): 2013/14
- National CDEM Plan review completion: 2013/14
- National CDEM Exercise Programme Governance Group next meeting: August 2013

Theme 6: Building management

Coordinating Agency: MBIE

Recommendations: 40, 56, 78, 80, 81, 82, 83, 84, 85, 86

Issues & Actions

6.1 Building evaluations

The report encourages consideration of the development of a national team to manage building safety evaluations in major emergencies as well as a system for the selection, training, warranting and mobilisation of building professionals for building safety evaluation in an emergency. It also recommends that building evaluation during an emergency is given a legal mandate and that the current guidelines for building evaluation be revised with particular attention to revision of the placarding system.

Actions:

The recommendations regarding building evaluations are similar to the recommendations from the Canterbury Earthquakes Royal Commission (CERC) in relation to management of buildings following earthquakes.

Policy work is underway and this may lead to possible legislative amendment to the Building Act 2004. The scope of the policy work will be informed by the Royal Commission's Final Report.

MBIE has published *Guidance for engineers assessing the seismic performance of non-residential and multi-unit residential buildings* and *Advice for Canterbury building owners: assessing the seismic performance of non-residential and multi-unit residential buildings*.

Projected time frame: (to be finalised following the Government's consideration of Volume 7 of the Final Report)

- Development of policy scope: December 2012
- Legislation bid: February 2013
- Revision to existing guidance for rapid assessment and management of building evaluations: 2012/13
- Detailed Engineering Evaluations final guidance: 2012/13

6.2 Building demolitions

The report recommends that national protocols, procedures and plans are developed for the demolition of buildings and structures during a state of emergency. These protocols should be developed in conjunction with representatives from building owners, local authorities, MCDEM, USAR, engineers, the insurance industry and business groups.

Actions:

MBIE and MCDEM will include the development of a demolition protocol in their work programmes for 2013/14 given the already full work programme for the 2012/13 year.

Projected time frame:

- Development of a demolition protocol: 2013/14

Theme 7: Logistics

Coordinating Agency: MCDEM

Recommendations: 29, 32, 91, 92, 93, 94

Issues & Actions

7.1 Logistics guidance and expertise

The report recognised that the Logistics function requires more definition and guidance, and recommends the Guide to the National CDEM Plan include a section dealing with logistics. It suggests that this section includes:

- Clarification of the responsibility for logistics between the National Crisis Management Centre and other departments
- Protocols to deal with abnormal payments needing urgent decisions in an emergency
- The incorporation of expertise available in commercial logistics companies into emergency operations centres (for large scale responses)
- Declining assistance that will contribute little to the response, or will cost more to put in place than it is worth

Actions:

The development of a Logistics Guideline is included in the MCDEM work programme for 2012/13. MCDEM will also provide for a chapter about logistics in the Guide to the National CDEM Plan.

Projected time frame:

- Logistics guideline completion: 2012/13
- National CDEM Plan review completion: 2013/14

7.2 National resource database

The report suggests that MCDEM establish a national resource database of providers of essential goods and services with at least three emergency contact points in each organisation

Actions:

The new Emergency Management Information System (EMIS) provides for a resource and contacts database. MCDEM will populate and maintain these databases on an on-going basis.

Projected time frame:

- Population and maintenance of the EMIS resource and contacts databases: On-going

Theme 8: Information management

Coordinating Agency: MCDEM

Recommendations: 23, 24, 33, 51, 79, 95, 96, 97, 98, 103, 104

Issues & Actions

8.1 Integrated data management

The report encourages consideration of integrated reconnaissance aimed at data sharing among agencies and lifelines, better data management and information sharing systems as well as the use of science, engineering and social data input.

Actions:

MCDEM is currently undertaking a project aimed at establishing guidelines for impact assessment.

The new CDEM Emergency Management Information System (EMIS) will greatly overcome the communication and data management issues. The system also provides for electronic information displays as well as standardised templates for action plans, situation and assessment reports. An opportunity exists to integrate information exchange between agencies using this system (currently CDEM, MOH, Police, Assure Quality, MFAT) and thereby improve interoperability.

Projected time frame:

- Impact assessment guidelines completion: 2012/13
- Explore options to integrate EMIS between agencies: 2013/14

8.2 Operational Planning

The report recommends that greater emphasis is placed on operational planning capability.

Actions:

MCDEM will undertake a project aimed at establishing guidelines for operational planning.

Projected time frame:

- Operational planning guidelines completion: 2013/14

8.3 Exchange of liaison officers

The exchange of liaison officers among agency emergency operations centres to best maintain situational awareness is encouraged.

Actions:

Whilst the exchange of liaison officers is existing practice, the new CDEM Emergency Management Information System (EMIS) provides access to all information from any location.

Projected time frame:

- EMIS training for liaison staff (all levels): On-going

Theme 9: Public Information

Coordinating Agency: State Services Commission

Recommendations: 99, 100, 101, 102

Issues & Actions

9.1 Local and government public information efforts

The report recommends that local and all-of-government public information management functions be merged within emergency operations centres.

Actions:

Review of the all-of-government public information process, including integration with local public information management functions, to ensure effective national communications in major emergencies.

Projected time frame:

- 2012/13

9.2 Communicating with the media and communities

The report suggests the appointment of a high-profile spokesperson to support the National Controller in major emergencies and that consideration be given to ways to communicate with communities that the traditional media cannot reach after a disaster. It also points to the importance of appropriate facilities (including shelter and catering) for the media.

Actions:

The recommendation with regards to the appointment of a high-profile spokesperson will be addressed under Theme 1.

MCDEM will update its Public Information Guideline to include the considerations regarding community information and media management.

The Department of Internal Affairs recently published a *Social Media in Government - Hands on Toolbox* and MCDEM used that to develop a *Social Media Strategy* and a *Social Media Operational Guide* for its recent highly successful New Zealand ShakeOut project. These documents provide a useful basis for planning and application of social media in emergencies.

Projected time frame:

- Update of MCDEM Public Information Guideline: 2012/13

Theme 10: Community preparedness and response

Coordinating Agency: MCDEM

Recommendations: 3, 6, 76, 89, 90, 105, 106, 107, 108

Issues & Actions

10.1 Preparedness

The report recommends that 'MCDEM continues to promote a culture of preparedness for major disasters among all sectors and be resourced to do so', as well as encourage businesses to prepare emergency response and business continuity plans.

Actions:

Public preparedness is at the core of several of MCDEM outputs, i.e. its Get Ready Get Thru programme, the New Zealand ShakeOut earthquake campaign and the What's the Plan Stan school curriculum. The CDEM Public Education Programme is an on-going activity.

MCDEM also maintains a web page dedicated to business preparedness including guidance on the development of emergency response plans, civil defence cabinets and business continuity. In addition to this MCDEM has recently approved a work programme aimed at developing practical guidance on business continuity planning for businesses, while CDEM Groups, local authorities, MBIE and the Department of Labour also provide information on business preparedness.

Funded by the Natural Hazard Research Platform, the public good research programme 'Resilient Organisations' (a collaboration between New Zealand research universities and supported by a diverse group of industry partners and advisors) recently published a free resource for small and medium sized enterprises to guide them on business continuity planning. MCDEM assists with the promotion of the publication.

Clauses 58 and 59 of the Civil Defence Emergency Management Act 2002 require government departments and others to continue functioning during and after an emergency. MCDEM intends a capability assessment among departments that will include BCM.

Projected time frame:

- The CDEM Public Education Programme is an on-going activity
- BCP guidelines completion: 2013/14
- Capability assessment among national agencies: 2013/14

10.2 Community and volunteer groups

The report found that the participation of community and volunteer groups in the response could have been accommodated better, especially in the initial stages of the response. The report recommends that 'CIMS be modified and templates developed to better link the response with the community and community organisations'. It also recommends the inclusion of a representative of the business community in emergency operations centres.

Actions:

The review of the CIMS concept of operations will consider the recommendations related to community and volunteer engagement.

MCDEM will review its best practice guideline on volunteer management. Community groups will be engaged in the review.

Projected time frame:

- CIMS review completed: 2012/13
- Volunteer management guideline review completed: 2012/13

APPENDIX A

Recommendations of the Review of the CDEM Response to the 22 February Christchurch Earthquake

For ease of reference, the review report's 108 recommendations are listed below in numerical order, with the corresponding action item alongside each one. Recommendations being taken forward = green, recommendations not being taken forward = amber.

#	Recommendation from the report	Corrective Action Plan theme and sub-theme
1	Territorial local authorities no longer have power to control the response to emergencies, but that they still retain the power to declare them.	Territorial authorities will maintain their capacity to manage local emergencies. MCDEM will continue to work with the 16 regional Civil Defence Emergency Management (CDEM) Groups to strengthen rather than diminish the role of territorial authorities. Their ongoing commitment is crucial to the success of CDEM responses. Most emergencies are short, localised events that are best dealt with at the local level without needing the CDEM Group to formally lead the response.
2	A cadre of highly trained emergency managers from organisations across the country is established to lead and control emergency responses.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: MCDEM will consider options for the availability of suitably trained emergency managers to support response operations across regions, and the outcome will be included in the National CDEM Plan
3	New structures are developed to modify the Coordinated Incident Management System (CIMS) so as to better link the response to emergencies with the community and community organisations.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and Volunteer Groups Action: Review of the Coordinated Incident Management System (CIMS)
4	The preservation of business and jobs are made a higher priority during responses to emergencies, and links between the response and businesses improved.	Theme 3: Emergency welfare arrangements, sub-theme 3.1: Community wellbeing Action: Review of emergency welfare review Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: Review of CIMS concept of operations
5	Consideration is given to locating MCDEM within the Department of the Prime Minister and Cabinet so as to provide a better platform for launching responses.	MCDEM will remain in its current location as a branch of the Department of Internal Affairs. The Department can provide support services such as information and communications technology, finance, facilities and supplementary staff, and can quickly reprioritise resources in the case of a major emergency.
6	MCDEM continue to promote a culture of preparedness for major disasters amongst all sectors and be resourced appropriately to do so.	Theme 10: Community preparedness and response, sub-theme 10.1 Action: Ongoing CDEM Public Education Programme, completion of guidelines for business continuity planning, and capability assessment among national agencies
7	National emergencies should be managed with control forward, appointing a nationally recognised and competent figure as Controller.	Theme 1: Management and control, sub-theme 1.1: National Controller deployment Action: MCDEM will make provision in the National CDEM Plan for the desired degree of presence 'fronting' a nationally led response (that is not the Director of CDEM), yet at the same time ensuring appropriately qualified control of the response

8	Plans are made and exercised in advance so that the Director of CDEM can remain in Wellington.	Theme 1: Management and control, sub-theme 1.1: National Controller deployment Action: MCDEM will include this concept in future national exercises
9	The position of National Controller be separated from that of the Director of CDEM and enhanced to allow for this eventuality.	Theme 1: Management and control, sub-theme 1.1: National Controller deployment Action: MCDEM will make provision in the National CDEM Plan for the desired degree of presence 'fronting' a nationally led response (that is not the Director of CDEM), yet at the same time ensuring appropriately qualified control of the response
10	The National Emergency Plan provide for potential deployment of the National Controller forward and how the NCMC and ODESC can best support this arrangement.	Theme 1: Management and control, sub-theme 1.1: National Controller deployment Action: MCDEM will make provision in the National CDEM Plan for the desired degree of presence 'fronting' a nationally led response (that is not the Director of CDEM), yet at the same time ensuring appropriately qualified control of the response
11	There be built up a cadre of highly trained men and women competent to control and lead in emergency operations centres in moderate and large emergencies.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: MCDEM will consider options for the availability of suitably trained emergency managers to support response operations across regions, and the outcome will be included in the National CDEM Plan
12	Particularly during the response phase, only those with CIMS training and acknowledged as effective operational leaders be appointed to senior positions in a CIMS structure.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: Review of CIMS
13	Emergency operations centres of whatever size have the capability to become operational with minimal infrastructure in the first instance and not be location dependant.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.1: Strong, joint emergency operations centres Action: The new CDEM Emergency Management System (EMIS), and other opportunities to improve interoperability between agencies
14	The Police and Fire Communication Centres continue to be co-located and the Ambulance Communication Centre is added to the one facility.	Theme 4: First level ('front line') response, sub-theme 4.2: Communications centre Action: Closer cooperation of emergency call centres is on the agenda of the Emergency Telecommunications Services Steering Group (ETSSG). The Christchurch 'Justice and Emergency Service Precinct' project.
15	A single emergency operations centre facility be developed for the Canterbury Region that could be used by single or all agencies to improve coordination and operational effectiveness.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.1: Strong, joint emergency operations centres Action: Business case for the 'Christchurch Justice and Emergency Services Precinct'
16	A single incident controller be appointed at each incident site of significance in accordance with CIMS doctrine, and, depending on the size and complexity, an incident management team be set up to assist in controlling the incident.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police and NZ Fire Service training programme, and NZ Fire Service internal review of training and procedures to ensure incident control is achieved effectively and the updated CIMS manual is reflected
17	Responsibility for the management of all emergencies and hazards needs to be more clearly identified well in advance between police, emergency services and government agencies and 'default' positions better defined.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police/NZ Fire Service training, and NZFS internal review of training and procedures using updated CIMS manual

18	In major emergencies, controllers use a CIMS structure with slight modifications as proposed in this report, and where emergency operations centres are established on other structures, they move as rapidly as possible to structures reflecting CIMS.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: Review of National CDEM Plan and Review of CIMS
19	Staffing of large emergency operations centres include a senior and experienced Chief of Staff.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: MCDEM will consider options and the outcome included in the National CDEM Plan
20	Communication within large emergency operations centres for major emergencies be improved.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.1: Strong, joint emergency operations centres Action: Explore options to integrate EMIS between agencies
21	CIMS include a functional role titled 'Community Wellbeing' in response and recovery operations.	Theme 3: Emergency welfare arrangements, sub-theme 3.1: Community wellbeing Action: Review of emergency welfare arrangements and review of CIMS
22	Authorities ensure that only people who have completed the required training, and are suitable for the role, are placed in CIMS functional positions.	For consideration by all authorities
23	Greater use of collaborative planning tools to prioritise.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Impact assessment guidelines, investigation of integration of EMIS between agencies
24	Controllers ensure that liaison officers are exchanged with other major partner agency emergency operations centres to best gain and maintain situational awareness.	Theme 8: Information management, sub-theme 8.3: Exchange of liaison officers Action: Continue current practice of exchange of liaison officers, and EMIS training for liaison staff
25	Controllers appoint individuals to key functional leadership positions and have them supported by others in a shift relief arrangement.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: National CDEM Plan review
26	MCDEM develop a shift handover template and include it in a future edition of CIMS.	Theme 1: Management and control, sub-theme 1.3: Suitably trained managers Action: For consideration in the review of CIMS, alternatively publish a template on EMIS
27	Consideration be given to producing a national CDEM identity card (or badge) available to mandated agencies.	Theme 4: First level ('front line') response, sub-theme 4.4: Cordon management Action: Establish cordon management arrangements
28	Staff to assist in the National Crisis Management Centre should be drawn from those with skills and capability from across all government departments and agencies.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: National CDEM Plan review
29	The responsibility for logistics between the National Crisis Management Centre and other departments should be clarified and the respective roles planned and exercised.	Theme 7: Logistics, sub-theme 7.1: Logistics guidance and expertise Action: Development of a Logistics Guideline
30	Phone contact and registration systems be reviewed in the light of experience after 22 February 2011.	Theme 3: Emergency welfare arrangements, sub-theme 3.2: Registration and enquiry Action: Investigate options for greater integration between the Police and CDEM registration and enquiry databases and ensuring capacity

31	More integrated planning and exchange of personnel take place with emergency management agencies in Australia.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: National CDEM Plan review
32	Assistance that will contribute little to the response, or will cost more to put in place than it is worth or will even hamper the response, should be politely declined.	Theme 7: Logistics, sub-theme 7.1: Logistics guidance and expertise Action: Development of a Logistics Guideline
33	The Police emergency operations centre ensure that its situational awareness and intelligence products are fully shared with other emergency operations centres operating in support of the same incidents.	Further investigation of this issue has found that the New Zealand Police intelligence products were shared with the emergency operations centre during the response to the Christchurch earthquake, but internal processes in the Christchurch Response Centre did not allow it to make use of the information provided by Police.
34	Greater emergency management training be conducted by the Police (and other agencies) to ensure all levels of command are familiar with arrangement and requirements.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police and NZ Fire Service training programme, and NZ Fire Service internal review of training and procedures to ensure incident control is achieved effectively and the updated CIMS manual is reflected
35	Police and Fire need to consider the merits of an alternative Police Communication Centre being identified in Christchurch.	Police has provided information showing that back-up arrangements for managing emergency calls worked well.
36	Incident control responsibilities using CIMS be clear for all emergencies.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police and NZ Fire Service training programme, and NZ Fire Service internal review of training and procedures to ensure incident control is achieved effectively and the updated CIMS manual is reflected
37	Greater priority be placed on quickly establishing incident control at major rescue sites prior to establishing regional level arrangements.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police and NZ Fire Service training programme, and NZ Fire Service internal review of training and procedures to ensure incident control is achieved effectively and the updated CIMS manual is reflected
38	Agency responsibility for controlling designated incidents should be maintained wherever possible to avoid confusion in command and control arrangements.	Theme 4: First level ('front line') response, sub-theme 4.1: Incident control Action: Joint NZ Police and NZ Fire Service training programme, and NZ Fire Service internal review of training and procedures to ensure incident control is achieved effectively and the updated CIMS manual is reflected
39	Emergency services should aim for a single, combined, resilient emergency operations centre capable of managing large regional emergencies.	Theme 2: Emergency Operations Centres and staffing , sub-theme 2.1: Strong, joint emergency operations centres Action: Business case for the 'Christchurch Justice and Emergency Services Precinct'. Explore options to integrate EMIS between agencies

40	Statutory responsibilities, regarding the role of NZFS Urban Search and Rescue (USAR) in conducting structural assessment and deconstruction advice, are clarified.	Theme 4: First level ('front line') response, sub-theme 4.3: USAR Action: The Review of Fire Service Functions and Funding, and the NZ Fire Service review of its USAR policies Theme 6: Building management, sub-theme 6.2: Building demolitions Action: Development of demolition protocol
41	NZFS consider flexible 'operational control' and tasking arrangements for domestic USAR deployments depending on the operational requirement, National or Incident Controller expectations and overseas contributions.	Theme 4: First level ('front line') response, sub-theme 4.3: USAR Action: The Review of Fire Service Functions and Funding, and the NZ Fire Service review of its USAR policies
42	NZ USAR gain a better understanding of the capabilities of the New Zealand Response Teams and better integrate them into domestic training and operations where appropriate.	Theme 4: First level ('front line') response, sub-theme 4.3: USAR The Review of Fire Service Functions and Funding, and the NZ Fire Service review of its USAR policies
43	Ambulance Communication Centres should be co-located with Police and NZFS Communication Centres and become part of the same communications network.	Theme 4: First level ('front line') response, sub-theme 4.2: Communications centre Action: Closer cooperation of emergency call centres is on the agenda of the Emergency Telecommunications Services Steering Group (ETSSG). The Christchurch 'Justice and Emergency Service Precinct' project.
44	Regular exercises, including senior managers, need to be conducted to maintain operational readiness.	The National CDEM Exercise Programme provides for a 10-year schedule of exercises that will support this recommendation
45	The priority of support and the potential capabilities expected of the NZDF during emergencies is clarified.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: Options to enhance existing arrangements to be identified as part of National CDEM Plan review
46	Closer links are established between NZDF and MCDEM with the appointment of an NZDF officer as liaison within MCDEM.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: Options to enhance existing arrangements to be identified as part of National CDEM Plan review
47	NZDF take part more fully in CDEM planning and exercises.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: Options to enhance existing arrangements to be identified as part of National CDEM Plan review; NZDF participation in exercises will be invited

48	<p>The following potential NZDF roles within an emergency be developed:</p> <ul style="list-style-type: none"> a) Provision of a Chief of Staff for emergency operations centres b) Assisting with the intelligence function c) Explicit support where the military have specific expertise such as mapping and reconnaissance d) Specific operational tasks such as cordon management e) Assisting with the planning function f) Physical planning and management of an emergency operations centre 	<p>Theme 2: Emergency Operations Centres and staffing, sub-theme 2.2: Appropriate staffing Action: National CDEM Plan review</p>
49	<p>More emphasis is given by the water network managers to business continuity planning, and to exercising in emergency management.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, Guidelines for assessment of infrastructure vulnerability, and for consideration by National CDEM Exercise Programme Governance Group</p>
50	<p>When systems of wastewater are disrupted, the management of the response should provide adequate advice on alternative sanitation while portaloos or chemical toilets are being obtained.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities</p>
51	<p>Consideration is given to establishing reconnaissance teams with their own communications to gather data for multiple lifelines in the same reconnaissance, for example, road, water and waste water.</p>	<p>Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Deveopment of impact assessment guidelines, and investigation of integration of EMIS between agencies</p>
52	<p>All aspects of solid waste disposal are given attention in the development of lifeline plans.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities</p>
53	<p>Emergency protocols and procedures are worked out between the electricity distributors and telecommunication companies.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, Guidelines for assessment of infrastructure vulnerability</p>
54	<p>Protocols regarding power disconnection and transformer facilities in buildings to be demolished are improved by the development of demolition protocols.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, Guidelines for assessment of infrastructure vulnerability</p>
55	<p>The mutual support arrangements between power companies are further developed.</p>	<p>Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities</p>
56	<p>As protocols are developed for building demolition, provision is made for buildings with sensitive equipment or cables on or under them.</p>	<p>Theme 6: Building management, sub-theme 6.2: Building demolitions Action: Development of demolition protocol</p>
57	<p>The need to service and restore telecommunications equipment is taken into account in cordon access arrangements.</p>	<p>Theme 4: First level ('front line') response, sub-theme 4.4 Action: Establish cordon management arrangements</p>

58	National CDEM planning includes provision for priority transport of Air Traffic Control staff from Christchurch to Auckland to service the alternative centre.	Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, National CDEM Plan review
59	In airport emergency planning, consideration is given to rapid evaluation of runway status to enable early emergency operation of military aircraft.	Theme 5: Lifelines Action: For attention of airports
60	Communication protocols between the National Crisis Management Centre, emergency operations centre and Lifelines Utility Coordination Group is reviewed.	Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, National CDEM Plan review
61	An emergency standby rail control strategy is investigated and implemented to lessen the current control system vulnerability in the event of the main control centre being unavailable.	Theme 5: Lifelines Action: For attention of KiwiRail
62	KiwiRail be urged to take part in local CDEM exercises as well as those at national level, and through lifeline links.	Theme 5: Lifelines For attention of KiwiRail and the National CDEM Exercise Programme Governance Group
63	The Lyttelton Port Company joins in local CDEM planning and exercises.	Theme 5: Lifelines For attention of Lyttelton Port Company and Canterbury CDEM Group
64	The issue of fuel distribution and management and the procedures to be used during any restrictions should be addressed at national level.	Theme 5: Lifelines Action: National CDEM Fuel Plan released
65	Fuel supply companies develop links with utilities to minimise and mitigate outages of essential supporting services.	Theme 5: Lifelines Action: National CDEM Fuel Plan released
66	That lifelines planning identify the location of priority fuel stations.	Theme 5: Lifelines Action: National CDEM Fuel Plan released
67	The principles and practices surrounding lifeline relationships with emergency operations centres are reviewed and publicised with a view to clarifying the roles of Lifeline Utility Coordinators and individual lifelines.	Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities
68	Nationally based (or at least nationally consistent) training of Lifelines Utility Coordinators should be undertaken.	Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities, National CDEM Plan review
69	Lifelines Utility Coordinators should conduct exercises regularly both nationally and locally in a meaningful way.	Theme 5: Lifelines Action: For attention of Lifeline Utility Coordinators and the National CDEM Exercise Programme Governance Group
70	The role of the Ministry of Economic Development (MED) in the Lifelines Utility Coordination Group should be reviewed and if necessary formalised.	Theme 5: Lifelines Action: National CDEM Plan review

71	National policies are developed and promulgated in respect of fuel allocation and distribution in an emergency.	Theme 5: Lifelines Action: National CDEM Fuel Plan released
72	Disposal of solid waste, in particular liquefaction silt and demolition debris should be incorporated in lifelines plans.	Theme 5: Lifelines Action: Review of MCDEM guidelines on lifeline utilities
73	The resilience of infrastructure providers in the main centres in New Zealand should be evaluated to provide a national picture of vulnerabilities and a basis for improvement.	Theme 5: Lifelines Action: Guidelines for assessment of infrastructure vulnerability
74	The successful experience of the health sector is used as a template for the response in other regions.	Theme 2: Emergency Operations Centres and staffing, sub-theme 2.1 Strong, joint emergency operations centres Action: All agencies to note; MOH experience to be included in considerations of a 'cadre of highly trained emergency managers'
75	Protocols are developed to facilitate the continued safe operation of welfare and other centres even where running water is not available and sanitation is of a lower standard than would normally be acceptable.	Theme 3: Emergency welfare arrangement, sub-theme 3.3: Continued operation of welfare centres Action: Completion of Ministry of Health plan to support welfare centres
76	A structure is developed within CIMS by which community and voluntary organisations can 'plug into' the official response.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: Review of CIMS
77	The Ministry of Social Development (MSD) needs to 'rebrand' its effort in an emergency and develop new services.	Theme 3: Emergency welfare arrangements, sub-theme 3.1: Community wellbeing Action: Emergency welfare arrangements review, and the Ministry of Social Development's ongoing Emergency Response Programme
78	Consideration is given to the development of a high level national team to manage building safety evaluations in major emergencies.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.
79	Local and Regional authorities develop local organisational structures and appropriate information and data management systems.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Implementation of the EMIS
80	A national system is developed for the selection, training, warranting and mobilisation of building professionals for building safety evaluation in an emergency.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.

81	Guidelines for Building Evaluation is revised in the light of the experience in Christchurch with particular attention to revision of the placarding system.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.
82	Improvements to the building safety evaluation arrangements already commenced, with MCDEM and MBIE, supported by the NZ Society for Earthquake Engineering (NZSEE), are carried through.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.
83	Building evaluation during an emergency is given a legal mandate.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.
84	MBIE accelerate the development and maintenance of a common approach, organisation and training for building evaluation in local authorities.	Theme 6: Building management, sub-theme 6.1: Building evaluations Action: Detailed Engineering Evaluations final guidance, revision to existing guidance for rapid assessment and management of building evaluations, and policy work informed by the Canterbury Earthquakes Royal Commission in relation to the management of buildings following earthquakes.
85	National protocols, procedures and plans are developed for the demolition of buildings and structures under a state of emergency and be incorporated in CDEM plans.	Theme 6: Building management, sub-theme 6.2: Building demolitions Action: Development of a demolition protocol
86	The demolition protocols are developed in conjunction with representatives from building owners, local authorities, MCDEM, USAR, engineers, the insurance industry and business groups.	Theme 6: Building management, sub-theme 6.2: Building demolitions Action: Development of a demolition protocol
87	MCDEM set up a working group to design CDEM guidelines for the setting up, management, contraction and demobilising of cordons in an emergency.	Theme 4: First level ('front line') response, sub-theme 4.4: Cordon management Action: Establish cordon management arrangements
88	CDEM plans include early restoration of business (including preservation of jobs) as an objective of the response.	Theme 3: Emergency welfare arrangements, sub-theme 3.1: Community wellbeing Action: Emergency welfare arrangements review
89	A senior business liaison person be included in the organisation of emergency operations centres.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: CIMS review, review of volunteer management guidelines
90	MCDEM encourage businesses to prepare emergency response plans, including templates for those areas considered important by business, such as post-disaster human resource management.	Theme 10: Community preparedness and response, sub-theme 10.1: Preparedness Action: Ongoing CDEM Public Education Programme, completion of business continuity planning guidelines

91	The Guide to the National Civil Defence Emergency Management Plan include a section dealing with logistics.	Theme 7: Logistics, sub-theme 7.1: Logistics guidance and expertise Action: Completion of logistics guideline, National CDEM Plan review
92	For significant emergencies, the expertise available in commercial logistics companies is incorporated into emergency operations centres at an operational level.	Theme 7: Logistics, sub-theme 7.1: Logistics guidance and expertise Action: Completion of logistics guideline, National CDEM Plan review
93	MCDEM establish a national resource database of providers of essential goods and services complete with at least three emergency contact points in each organisation.	Theme 7: Logistics, sub-theme 7.2: National resource database Ongoing population and maintenance of the EMIS resource and contacts database
94	Protocols are developed to deal with abnormal payments needing urgent decisions in an emergency situation.	Theme 7: Logistics, sub-theme 7.1: Logistics guidance and expertise Action: Completion of logistics guideline, National CDEM Plan review
95	CDEM planning and exercising include provision of clear directions regarding information collection and intelligence analysis, together with the installation of operations knowledge boards, or electronic intelligence summaries at emergency operations centres for all significant incidents.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Implementation of the EMIS
96	Information gathering to follow a collection plan targeting sources that will provide decision makers with their priorities.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Implementation of the EMIS
97	All emergency operations centre staff to work on developing good 'situational awareness' so they are aware what is occurring around them and the implications of changes and decisions.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: Implementation of the EMIS
98	An emergency operations centre should aim to maintain a single am and pm briefing to inform and update all Incident Management Team functions and key personnel at the same time.	Theme 8: Information management Action: All agencies to review standard operating procedures
99	Plans and templates are prepared for communications with communities that the traditional media cannot reach after a disaster.	Theme 9: Public information, sub-theme 9.2: Communicating with the media and communities Action: Update of MCDEM Public Information Guideline
100	The public information management and all-of-government functions be merged within emergency operations centres.	Theme 9: Public information, sub-theme 9.1: Local and government public information efforts Action: Review of the all-of-government public information process
101	A competent and high-profile spokesperson is appointed for the controller in major emergencies.	Theme 9: Public information, sub-theme 9.2: Communicating with the media and communities Action: Update of MCDEM Public Information Guideline Theme 1: Management and control, sub-theme 1.1: National Controller deployment Action: National CDEM Plan review
102	Reasonable facilities for shelter and catering of media are provided where these are not available otherwise.	Theme 9: Public information, sub-theme 9.2: Communicating with the media and communities Action: Update of MCDEM Public Information Guideline

103	Explicit provision be made within the National CDEM plan for science input and strategic engineering advice to be embedded within the emergency operations centre.	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: National CDEM Plan review
104	Planning is undertaken to enable important social data to be gathered in a strictly controlled manner (as happened with research into physical science and engineering).	Theme 8: Information management, sub-theme 8.1: Integrated data management Action: MCDEM will continue to work with the Natural Hazards Research Platform government social agencies and the local government sector on arrangements for connecting social science advice into operations
105	The existing arrangements for volunteers from the community to train for and assist in managing welfare centres etc continue, and with more emphasis placed on Neighbourhood Support.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: Review of MCDEM's best practice guideline on volunteer management
106	A template is developed in Christchurch for a simple structure to link community organisations to the official response.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: CIMS review
107	The Neighbourhood Support organisation with its web-based network is recognised as a significant resource for information gathering and dissemination.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: CDEM Groups to note; National CDEM Plan review
108	An emergency operations centre should include in its organisational structure a single liaison point through which semi-spontaneous volunteer groups that have strong self-management capability can be tasked.	Theme 10: Community preparedness and response, sub-theme 10.2: Community and volunteer groups Action: CIMS review, review of volunteer management guideline

ISSUE: Far North District Council update

ID: A299729

To: Civil Defence Emergency Management Group, 5 March 2013

From: Bill Hutchinson, FNDC Civil Defence Coordinator

Date: 19 February 2013

Summary The purpose of this report is to give a brief overview of the ongoing civil defence work within the Far North district.

Report:

Community Response Plans

- A Community Response Plan has now been completed incorporating Mahinepua, Wainui and Te Ngaere. Gaps on the East Coast that have been identified include Whangaroa and Matauri Bay. Several attempts have been made to include these communities within existing plans, or alternately develop their own. The focus will now be to review and update existing plans. Plans that have been reviewed to date include, Russell and Okaihau.
- Attended Visitor Action Plan meetings in Hokianga and Kaitia

Public Education

- The Okaihau Civil Defence Group had a stand at their community Christmas parade held on 8 December promoting the "Get Ready Get Thru" message. Community feedback received by the group has been very positive.
- Civil Defence information stand at Dargaville Field days along with WDC/KDC/NRC civil defence officers.

Tsunami Alarms

The installation of the tsunami warning system is covered in a separate agenda item.

Northland Weather Radar

A meeting was held in Kaeo with local iwi, facilitated by the MetService in December as ongoing consultation in support of this project. The area identified to site the radar requires access through small pockets of Department of Conservation and multiple owned Maori freehold land (Te Touwai block). The block has 133 shareholders with no authority in place to grant access or easements. The attending shareholders resolved to lodge an application with the Maori Land Court in December to give them authority to make decisions over the land's use. They have indicated that they will grant easements once a trust is formed. The MetService is proceeding with the project on the assumption that they will not encounter further issues and the radar should now be installed mid-year.

Emergency Events

On Wednesday 6 February, the Ministry of Civil Defence issued a National Tsunami Advisory after an earthquake in the Santa Cruz Islands. The initial assessment was that there was a potential threat to New Zealand coastal areas that included North Cape. The advisory was communicated to community response groups and communication established with Police and Fire commands set up in Waitangi to oversee the Waitangi day celebrations.

Professional Development - training and exercises

- The Financial Controller, Corporate Services - Finance and Treasury attended the MCDEM Recovery Managers training workshop and will undertake this role on behalf of the FNDC
- EMIS - One FNDC staff member has attended Super User training
- Four staff members will be attending a Welfare Training Workshop on 28 February
- A Full EOC setup drill and test of IT was carried out on 23 December
- Participation in a multi-agency exercise at Kaitaia hospital based on a long term unplanned power outage.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the Far North District Council update, from Bill Hutchinson, FNDC Civil Defence Coordinator dated 19 February 2013 be received.
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ISSUE: Whangarei District Council update

ID: A299764

To: Civil Defence Emergency Management Group, 5 March 2013

From: Victoria Randall, WDC Civil Defence Emergency Management Officer

Date: 19 February 2013

Summary The purpose of this report is to give a brief overview of the ongoing civil defence activities within the Whangarei district.

Response to the Waitangi Day Tsunami Advisory

- The civil defence officer, duty controller and duty public information manager responded to the MCDEM Tsunami Advisory following the procedures set out in the Warnings Plan (EOP 2). The situation was monitored throughout the duration of the event with advisory messages forwarded to all distribution groups, including EOC staff, external contacts and community response groups. Public information messages were disseminated through social media, radio and the website.
- A debrief was conducted the following day with one main issue highlighted in regard to the servers hindering the forwarding of e-text messages. These issues have been addressed and solutions found.
- Overall WDC was happy with the response to this event, staff responded quickly and information disseminated appropriately.

Projects

- All district contacts (internal and external) and distribution groups have been set up within the council Outlook system for receiving both emails and e-texts as part of the warning dissemination procedures. Rules have been put in place to automatically forward information to duty staff from the National Warning System.
- Community response groups are currently being consulted about the Tsunami Information Boards. They are considering the location and content of the information boards in consultation with community group members.
- Comprehensive First Aid training is arranged for 11/12 May for members of community response groups. Two places for each group are being funded with any extra attendees self-funding, to increase first aid response capability within communities.
- Community Response Plans are under review. Parua Bay has reviewed its plan in January and Onerahi in February, incorporating latest updates. There will be eight more plans reviewed during 2013.
- Community Response groups have been given tsunami siren testing signage to display in their communities a number of days before siren testing.
- Welfare centre resource kits are being compiled, adding to the resources available for setting up welfare centres.

- Building department response kits are being compiled enabling building inspectors to have the resources they require for making Rapid Response Assessments on buildings, should they be required.
- Two new tsunami sirens are being added to the network bringing the total to 73. The location of these will be in the Ruakaka area.

Emergency Operating Procedures

- The Welfare Plan (EOP 4) is complete and approved by Simon Weston, Infrastructure and Services Group Manager.
- The Warnings Plan (EOP 2) has been updated with the newly implemented contact and warning procedures.
- The Recovery Plan (EOP 5) and the Recovery Ready Reference Guide are complete and currently out for comment to local recovery managers before final approval.
- The Tsunami Plan (EOP 12) is complete and awaiting final approval.

Public Education

- Supporting the Dargaville Field Days

Professional Development

There are a number of professional development opportunities which have been or are currently being undertaken –

- EMIS refresher 19 December 2012
- CDEM Officer – Graduate Certificate in Emergency Management, Massey University

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

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1. That the report, Whangarei District Council update, from Victoria Randall, WDC Civil Defence Emergency Management Officer, dated 13 February 2013 be received.
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ISSUE: Kaipara District Council update

ID: A299766

To: Civil Defence Emergency Management Group, 5 March 2013

From: Trevor Andrews, KDC Civil Defence Emergency Management Officer

Date: 22 February 2013

Summary The purpose of this report is to give a brief overview of the civil defence activities within the Kaipara district.

Report:

It is a pleasure to forward my first report to the CEG. I acknowledge the support in my first few months of Graeme McDonald and the team at the Northland Regional Council Emergency Management Office, along with the guidance of John Burt and his team at the Kaipara District Council.

As always, it is a pleasure to work with the public and the volunteers who tirelessly give of their time, energy and resources in support of their communities.

1. I attended a second meeting with the Dargaville Emergency Management Committee at the Dargaville hospital on 18 February. This group consists of NZ Police, NZ Fire Service, DOC, Northland Health, local medical clinic representation and the Coastguard. This "First Responders" group is Dargaville based and are responsible for emergency service delivery in the greater Dargaville area. Redrafted Terms of Reference were agreed between the agencies and the KDC Emergency Management Officer. It is intended to replicate this Emergency Management model throughout Kaipara, based loosely on the local Police areas of Dargaville, Maungaturoto and Mangawhai.
2. Considerable progress has been made on improving the capability and capacity of the KDC Emergency Operations Centre (EOC). Electrical and engineering work has begun on the installation of the back-up power supply into the KDC EOC. This back-up power supply will not only support the EOC but also support KDC Business Continuity Planning. An updated Local Emergency Operating Procedure (LEOP) is being developed that will provide clear guidance and operational guidelines for the new KDC EOC. Funding has been applied for in support of the "Kaipara Resilience Programme" through the national resilience fund. As the application meets several of the fund's criteria I am confident of a successful bid.
3. Training is being delivered to KDC staff and volunteers in CIMS 4 and Welfare Centre Management. These were two key areas identified in early analysis of KDC's emergency management readiness as opportunities for improvement. Another pivotal role that is being targeted for development is the Public Information Managers (PIM) role. The importance of effective and efficient public information and warnings cannot be over emphasized.
4. The tsunami event on Waitangi day identified some communication issues out of CDEM Wellington along with the ongoing challenge of competing with the media's strong interest in this type of event. Across the district, liaison was

maintained with the Group Controller and the Mangawhai community response group. Also, an emerging issue in Kaipara is the impact of the dry conditions and the potential for it to become an official drought. Although perhaps not a strictly emergency management issue, the potential for a crisis does exist, and I am currently working with KDC management and staff and Commissioners to ensure KDC is meeting the Rural Support Trust's expectations in this event.

5. Attendance at regional workshops and forums such as the WAG, Lifelines and Welfare Managers sessions has been undertaken to ensure KDC's ongoing commitment and involvement at district, regional and national levels are maintained.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the Kaipara District Council update by Trevor Andrews, KDC Civil Defence Emergency Management Officer dated 22 February 2013 be received.
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ISSUE: Northland Lifelines Group update

ID: A299774

To: Civil Defence Emergency Management Group, 5 March 2013

From: Lisa Roberts, Lifelines Coordinator

Date: 21 February 2013

The purpose of this report is to provide an update on the activities of the Northland Lifelines Utility Group.

Report:

The last Northland Lifelines Group (NLG) meeting was held on 15 February 2013 with 25 attendees. There was a one-hour briefing session to start, to bring a number of new representatives up-to-speed with NLG work. The focus of the following workshop was assessing the impact of a maximum credible storm on the Northland Region's lifeline utility assets. The information will be used to draft up the 'Severe Weather Event' Plan for NLG, which will include –

- an assessment of the potential impact of the storm event,
- expected recovery times and costs,
- actions that can be taken to improve response and mitigate the impacts of the event.

The workshop was also an opportunity to review utility interdependency issues with a 'speed-dating' approach which saw people from different sectors moving around all the other sectors to discuss 'how important is my network to you', 'what could I do better to support your recovery' and other interdependency issues.

During 2013, the main focus will be training all the utilities in EMIS (an initial training session was held at the Refinery last year), with an Exercise later in the year being used to test the EMIS operation, amongst a number of other Exercise objectives.

The next NLG workshop will be focussed on 'best practice' emergency response and business continuity plans, with an opportunity to share good examples and peer review each other's plans.

Compliance with decision making processes:

The activities detailed in this report are in accordance with the Northland CDEM Group Plan 2010 and the Civil Defence Emergency Management Act 2002.

Recommendations:

1. That the Northland Lifelines Group update, by Lisa Roberts, Lifelines Coordinator dated 21 February 2013 be received.
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ISSUE: Welfare Advisory Group update

ID: A299779

To: Civil Defence Emergency Management Group, 5 March 2013

From: Kim Abbott, Group Welfare Manager

Date: 21 February 2013

Summary The purpose of this report is to provide an update on the activities of the Northland Welfare Advisory Group and Welfare Managers Group.

Report:

This report provides an update of the first quarterly meeting of both the Welfare Managers and Welfare Advisory Group (WAG) held on 15 February. Both meetings were well attended and had good discussion and engagement around key issues.

WAG Chair appointment

Ms Jo Field, the WAG Chair, will be undertaking a secondment, working out of Wellington for the next six months on welfare reforms. She has negotiated to continue with the requirements associated with the WAG role during this time and will be backed up by the regional commissioner and regional staff.

Rural Support Trust (RST) Update

Ms Julie Jonkers provided the WAG with an update on the Trust's activities in relation to the prolonged dry weather Northland is experiencing.

The RST is looking at developing a plan for responding to the dry conditions. Reports will come through from the impacted areas the RST which will coordinate a response. If there is no significant rain over the next two weeks, the RST may look to escalate the situation to classify the region a drought under the provisions outlined by the Ministry for Primary Industries. This classification may enable both financial and welfare support for those adversely affected depending upon the level of classification.

The kiwifruit virus Psa-V has been confirmed in Kerikeri. Funding has been made available to form a response group to manage potential effects of Psa-V. There is currently no financial support for those who have had to remove kiwifruit vines. Northland grows approximately 50 percent of the kiwifruit export market.

Training

There are a number of training opportunities coming up for both WAG members and the general community, these include:

- Welfare Supervisors workshop – 28 February
- Community Welfare workshops
- Business Continuity Planning
- EMIS training
- CIMS training – next course is scheduled for 12-14 March

Guest Speaker

Nicolette Crump from the Renal Unit at NDHB presented to the WAG on their experience with the development of plans and initiatives for their renal patients. Early on in the process, they identified that there was a lot of “hand holding” with the patients, taking away personal responsibility. This had meant that during weather events, the onus was on the DHB, to assist patients in difficulty. In the past few years they have successfully built personal resilience and encouraged patients to make plans ahead of time.

NZ Red Cross

Red Cross have distributed the PRIDE registration software and have committed to a team of people with laptops to any council with 8 hours’ notice to run registration during a major event.

During the multi-agency hot debrief of the Hobsonville tornado response there was concern raised that the outreach component staff did not have previous deployment training (Housing NZ, WINZ etc). There was recognition of the need for pre-planning training, instruction and appropriate equipment for any staff involved in a response. There is a further debrief later this month.

Review of arrangements for delivery of Welfare Services in Emergencies

MCDEM and the Ministry of Social Development have released a detailed and comprehensive document that reviews the arrangements used to deliver welfare services to those impacted by a civil defence emergency. The report of the Welfare Review has been reviewed by various personnel in Northland and a response to the recommendations and findings will be forwarded to MCDEM shortly. Overall the review makes some positive and practical recommendations.

Welfare Managers meeting

Key points of discussion were:

- Welcome Trevor Andrews to the meeting and his new appointment to the Kaipara CDEM role.
- Welfare Managers training day has been organised by Ms Victoria Randall and developed by Mr Graeme Cleaver and will take place on 28 February. There has been a good response and it is expected 26 will attend from across Northland.
- Claire Nyberg will recommence Community Welfare workshops as the need arises.
- District updates.

Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

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1. That the report, Welfare Advisory Group update, from Kim Abbott, Group Welfare Manager, dated 21 February 2013 be received.
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ISSUE: Waitangi Day Tsunami – Santa Cruz, Solomon Islands

ID: A299769

To: Civil Defence Emergency Management Group, 5 March 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 February 2013

The purpose of this report is to report on the Waitangi Day tsunami and the response activities.

Report:

Situation Overview

An 8.0 magnitude earthquake struck off the coast of Santa Cruz Islands in the south east Solomon Islands archipelago at 2.12 pm NZDST on Waitangi Day, 6 February.

The United States Geological Survey (USGS) reported that the earthquake had a depth of 28.7 kilometres. The Pacific Tsunami Warning Centre issued a Tsunami Warning for Solomon Islands, Vanuata, Nauru, Papua New Guinea, Tuvalu, New Caledonia, Kosrae, Fiji, Kiribati and Wallis and Futuna.

A tsunami watch was issued for Marshall Islands, Howland and Baker, Pohnpei, Samoa, Keramdec Islands, New Zealand, American Samoa, Tonga, Australia, Niue, Cook Islands, Indonesia, Wake Island, Chuukjarvis Island, Guam Northern Marianas, Palmyra Islands, Yap, Johnson Island, Minamitorishima and Belau.

The first PTWC Bulletin containing details of the watch and warning was issued at 2.27 pm (a watch for New Zealand).

At 2.58 pm the Ministry of CDEM issued a National Advisory: Tsunami Potential Threat to New Zealand. The initial notification was via the National Warning System by way of text message and e-mail notifications.

As a result of the notification the Whangarei, Far North and Kaipara District Councils and the Northland CDEM Group personnel, including controllers, responded by activating operating procedures outlined in their respective plans. The details of the initial advisory were forwarded to predetermined distribution lists both by text and email. Community Response groups were also advised.

Based on an initial analysis of the information from the PTWC and the MCDEM advisory, the threat to Northland was likely to be at the lower end of the scale i.e. unlikely to be a land threat. On that basis the tsunami siren network was not activated.

On receipt of the initial notification MCDEM and the GNS Science team carried out an assessment and released the findings in the second advisory at 3.53 pm.

Northland was not included as an area under threat. At the same time MCDEM made a "Request for Broadcast of an Emergency Announcement" to radio and television under the arrangements in The Guide to the National CDEM Plan. This

request did not contain the information from the second advisory but focused on the initial information of the earthquake.

To ensure that the public received up to date accurate and timely information the Northland CDEM Group made a series of media releases, courtesy of the Whangarei District Council PIM, advising that Northland region was **not** included in the potential tsunami threat to New Zealand. An urgent request was also made to MCDEM to amend the National Media release which was being broadcast widely by various media.

At 5.20 pm MCDEM released a National Advisory warning of a potential marine and beach threat whilst the PTWC had cancelled the watch for New Zealand. This marine and beach threat included a reference to "North Cape" although Northland was not mentioned directly. In an accompanying map, not attached with the email but sent later, Northland was clearly subject to the beach and marine threat. The threat level was indicated as being low. At 9.00 pm, the advisory was cancelled.

Throughout the event the Northland EOC's and Controllers responded in accordance with the identified operational plans for a low level advisory, and maintained contact and provided information to key organisations and stakeholders. Extensive use was made of social media including Facebook, twitter and OPTn text messaging service.

A debriefing was held on Thursday 7 February. The key findings of the debrief were reported back during the National debrief, with the key areas identified for improvement being -

1. Terminology used in the MCDEM advisories
2. Limited regional personnel on the National Warning System text notification
3. Minor malfunction of electronic information systems
4. Distribution from the National Level of Media information to operational staff

Compliance with decision making processes:

The activities detailed in this report are in accordance with the Northland CDEM Group Plan 2010 and the Civil Defence Emergency Management Act 2002.

Recommendation:

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1. That the report Waitangi Day Tsunami – Santa Cruz, Solomon Islands, from Graeme MacDonald, dated 21 February 2013 be received.
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ISSUE: Northland Field Days – CDEM Stand

ID: A299784

To: Civil Defence Emergency Management Group, 5 March 2013

From: Kim Abbott, CDEM Officer

Date: 22 February 2013

Summary The purpose of this report is to provide an update of the CDEM Northland Field Days Stand.

Report:

The Northland Field days has allowed the CDEM Group an opportunity to engage directly with a large audience and in particular the rural sector which is a key Northland demographic. The key messages were:

- Increase awareness of local and Northland hazards including local tsunami inundation maps.
- Increase awareness of the local Community Response Plans and where possible encourage participation in these groups.
- Encourage rural business owners to undertake their own business continuity planning.
- Information and encouragement of individuals and families to undertake some preparation towards a household emergency plan – Get Ready, Get Thru.
- Collect contact details for email database.

Other benefits for the group:

- Direct engagement (and feedback) from the general public, particularly the rural sector.
- Increased CDEM awareness and recognition of the brand
- Opportunity to be aligned with the NRC whilst also retaining own brand
- Similarly to Shakeout, this is an opportunity to approach a large audience under the umbrella of a larger entity within a relatively small CDEM budget.

The investment in information banners, sandwich boards and flags has also created resources that can be used for any public event or for branding of any CDEM event. Note: This Report has been developed at the end of the first day of the three days of the Field Days. It would be premature to discuss any outcomes or learnings at this time.



Compliance with decision making processes

The activities detailed in this report are in accordance with the Civil Defence Emergency Management Act 2002 and Northland CDEM Group Plan 2010.

Recommendation:

1. That the report, Northland Field Days – CDEM Stand from Kim Abbott, CDEM Officer, dated 22 February 2013 be received.
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