

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AGENDA

For meeting of the Northland Civil Defence Emergency Management Group
to be held in the Council Chambers, 36 Water Street, Whangarei,
on Tuesday 3 September 2013, commencing at 11.00 am

MEMBERSHIP OF THE COMMITTEE

| | |
|-----------------------------------|--|
| Cr J Carr (NRC) | Cr J Williamson (WDC) |
| Mr P Winder, Commissioner (KDC) | Cr C Kitchen (FNDC) |
| Superintendent R Le Prou (Police) | Mr B Butt, Assistant National Commander (NZFS) |

Apologies

Declaration of Conflicts of Interests

AGENDA

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ISSUE: Confirmation of Minutes – 4 June 2013

ID: A563953

To: Civil Defence Emergency Management Group, 3 September 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 26 August 2013

Summary The purpose of this report is to present the draft minutes of the Northland CDEM Group meeting held 4 June 2013. It concludes with the recommendation that the minutes are confirmed as a true and correct record.

| | | | |
|----------------------|--|--|---|
| Report Type: | <input checked="" type="checkbox"/> Normal operations | <input type="checkbox"/> Information | <input checked="" type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Public service | <input checked="" type="checkbox"/> Regulatory function |
| | <input checked="" type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input type="checkbox"/> Moderate | <input checked="" type="checkbox"/> Low |

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 June 2013 be confirmed as a true and correct record.
-

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 June 2013 commencing at 11 am

File A542100

Present: Cr J Carr, Acting Chairman
Cr J Williamson
Mr B Butt, NZ Fire Service
Snr Sgt W Kelman, NZ Police (on behalf)

In Attendance: **Full Meeting**
Mr T Phipps, NRC
Mr G MacDonald, NRC
Mr D Alderton, NRC

Also Present: Mr S Weston, WDC
Ms V Randall, WDC
Mr B Hutchinson, FNDC
Mr A Wells, FNDC
Mr A Kerrisk, NZ Fire Service
Ms R MacKenzie, Northland Health
Mr C Jenkins, Department of Conservation
Mr J Field, Ministry of Social Development
Mr G Gallop, MCDEM
Mr R Watson, Northland Lifelines

Apologies

Moved (Kelman/Williamson)

That the apology from Mr P Winder, Cr Kitchen and Supt Le Prou for non-attendance be received.

Carried

Note: Due to the absence of Cr Kitchen and Mr Winder the CDEM Group did not have a quorum and therefore sat as a sub-committee of the Group, as previously authorised.

Declaration of Conflict of Interest

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

1. Confirmation of Minutes – 5 March 2013

A542058

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 27 May 2013.

Moved (Butt/Carr)

That the minutes of the Northland Civil Defence Emergency Management Group Meeting held on 5 March 2013 be confirmed.

Carried

2. Typhoon Pablo, Philippines 2012

File A542081

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 24 May 2013.

Due to time constraints this item was postponed to the next Group meeting in September.

3. Resilience Projects - Northland

File A542082

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 24 May 2013.

Mr Alistair Wells, Project Manager, provided a presentation on Resilience Projects for the Northland region. He outlined progress with the projects and how they inter-related to each other.

4. Resilience Fund Applications 2013/14

File: A542083

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 23 May 2013.

Moved (Williamson/Butt)

That the report Resilience Fund by Graeme MacDonald, CDEM Senior Programme Manager, dated 23 May 2013, be received.

Carried

5. Coordinating Executive Group - Chair's Report

File A542084

Report from Tony Phipps, CEG Chair and Group Controller, dated 22 May 2013.

Moved (Carr/Williamson)

That the report, Coordinating Executive Group – Chair's Report by Tony Phipps, CEG Chair and Group Controller, dated 22 May 2013, be received.

Carried

6. 2013 Northland CDEM Group Forum

File: A542085

Report from Kim Abbott, Emergency Management Officer, dated 20 May 2013.

Moved (Williamson/Butt)

That the report 2013 Northland CDEM Group Forum by Kim Abbott, Emergency Management Officer, dated 20 May 2013, be received.

Carried

7. Whāngārei and Kaipara Districts Tsunami Siren Testing

File A542086

Report from Victoria Randall, Emergency Management Officer, dated 17 May 2013.

Moved (Williamson/Carr)

That the report Whāngārei and Kaipara districts tsunami siren testing by Victoria Randall, CDEM Officer, Whangarei District, dated 4 June 2013, be received.

Carried

8. Far North District Tsunami Alerting System

File: A542087

Report from Bill Hutchinson, Civil Defence Coordinator, dated 17 May 2013.

Moved (Carr/Butt)

That the Far North district tsunami alerting system report from Bill Hutchinson, FNDC Civil Defence Coordinator, dated 17 May 2013, be received.

Carried

9. Business Continuity Planning Project Update

File: A542089

Report from Kim Abbott, Civil Defence Emergency Management Officer, dated 20 May 2013.

Moved (Butt/Carr)

That the report, Business Continuity Planning update from Kim Abbott, Civil Defence Emergency Management Officer, dated 20 May 2013, be received.

Carried

10. Visitor Action Plan Project Update

File: A542088

Report from Alistair Wells, Project Manager, dated 16 May 2013.

Moved (Carr/Williamson)

That the report, Visitor Action Plan project update, from Alistair Wells, Project Manager, dated 16 May 2013, be received.

Carried

11. Community Response Plans Update

File: A542090

Report from Claire Nyberg, Civil Defence/Quality Systems Coordinator, dated 17 May 2013.

Moved (Williamson/Butt)

That the report and attachments, Community Response Plan update, from Claire Nyberg, Civil Defence/Quality Systems Coordinator, dated 17 May 2013, be received.

Carried

12. CDEM Group Funding

File: A542091

Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 21 May 2013.

Moved (Carr/Williamson)

That the report CDEM Group Funding by Graeme MacDonald, CDEM Senior Programme Manager, dated 15 May 2012, be received.

Carried

13. Far North District Update

File: A542093

Report from Bill Hutchinson, FNDC Civil Defence Coordinator, dated 17 May 2013.

Moved (Carr/Williamson)

That the Far North district update, from Bill Hutchinson, FNDC Civil Defence Coordinator, dated 17 May 2013, be received.

Carried

14. Whāngārei District Update

File: A542094

Report from Victoria Randall, Civil Defence Emergency Management Officer, dated 17 May 2013.

Moved (Williamson/Carr)

That the report Whāngārei District update by Victoria Randall, Emergency Management Officer, dated 17 May 2013, be received.

Carried

15. Kaipara District Update

File: A542095

Report from Trevor Andrews, Emergency Management Officer, dated 15 May 2013.

Moved (Carr/Butt)

That the report Kaipara District Council update by Trevor Andrews, Emergency Management Officer, dated 15 May 2013, be received.

Carried

16. Welfare Advisory Group (WAG) Update

File: A542096

Report from Kim Abbott, Emergency Management Officer, dated 20 May 2013.

Moved (Butt/Williamson)

That the report Welfare Advisory Group (WAG) update by Kim Abbott, Emergency Management Officer, dated 20 May 2013, be received.

Carried

17. Lifelines – Continuity of Electricity Supply

File: A542097

Report from Russell Watson – Lifelines Utility representative, dated 20 May 2013.

Moved (Carr/Williamson)

1. That the report Lifelines – continuity of electricity supply by Russell Watson, Lifelines Utility Group representative, dated 20 May 2013, be received.
2. That a letter be sent to Top Energy supporting the proposed expansion of electricity production at Ngawha, due to the resilience that it adds to the Northland region.

Carried

18. Climate and Water Resources – Update

File: A542098

Report from Dale Hansen, Water Resources/Hydrology Programme Manager, dated 16 May 2013.

Moved (Carr/Williamson)

That the report Climate and Water Resources – update by Dale Hansen, Water Resources/Hydrology Programme Manager, dated 16 May 2013, 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 3 September 2013, commencing at 11.00 am.

Conclusion

The meeting closed at 12.20 pm.

ISSUE: Continuance of the Civil Defence Emergency Management Group Joint Committee following the Elections

ID: A563954

To: Civil Defence Emergency Management Group, 3 September 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 August 2013

Summary The purpose of this report is to recommend a process to ensure that the Civil Defence Emergency Management Group Joint Committee is not deemed to be discharged on the coming into office of the members of the Council elected at the forthcoming triennial general election.

| | | | |
|----------------------|---|---|--|
| Report Type: | <input type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input checked="" type="checkbox"/> High | <input type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Background:

The Civil Defence Emergency Management Act 2002 requires every regional council and every territorial authority within a region to establish a 'Civil Defence Emergency Management Group' for the purposes of the Civil Defence Emergency Management Act as a joint standing committee under the Local Government Act 2002. Section 12(2) of the Civil Defence Emergency Management Act 2002 states:

"Clause 30(5) of Schedule 7 of the Local Government Act 2002 must not be read as permitting, during the term of local government or as a consequence of a local government election, the discharge or reconstitution of a Civil Defence Emergency Management Group established for the purposes of this Act."

Discussion

The purpose of Section 12(2) of the Civil Defence Emergency Management Act is to ensure that the Civil Defence Emergency Management Group joint committee remains in existence following local elections. The intention is to ensure that political oversight can be provided should an emergency occur between the time councils go out of office and the subsequent appointment of local authority members to their respective Civil Defence Emergency Management Group.

However, clause 30(7) of Schedule 7 of the Local Government Act 2002 produces a potential conflict with section 12(2) of the Civil Defence Emergency Management Act 2002.

Clause 30(7) states *"that all committees of local authorities will be deemed to be discharged after the coming into office of the members of the local authority following local elections unless the local authority resolves otherwise."*

To provide continuity until the new appointments have been made, the existing members of the Civil Defence Emergency Management Group Joint Committee should be deemed not to have vacated office.

The Whangarei and Far North District Councils have considered, or will consider, a similar report. Kaipara District Council is not holding elections and their representation on the CDEM Group is not affected.

Recommendations:

1. That the report, Continuance of the Civil Defence Emergency Management Group Joint Committee following the Elections, from Graeme MacDonald, CDEM Senior Programme Manager and dated 21 August 2013 be received.
 2. That in accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Civil Defence Emergency Management Group Committee be deemed not to be discharged on the coming into office of the members of the Council elected at the next triennial election.
-

ISSUE: Travel Safe application

ID: A563957

To: Civil Defence Emergency management Group, 3 September 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 24 August 2013

| | | | |
|----------------------|---|---|--|
| Report Type: | <input type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Presentation:

Mr Alistair Wells, Project Manager will provide a presentation on the development of an application named Travel Safe.

ISSUE: MCDEM Work Programme update August

ID: A563962

To: Civil Defence Emergency Management Group, 3 September 2013

From: Greg Gallop, MCDEM Regional Emergency Management Advisor

Date: 21 August 2013

Summary The purpose of this report is to provide an update on the Ministry of CDEM work programme.

| | | | | | | |
|----------------------|--------------------------|----------------------|-------------------------------------|-----------------------|--------------------------|---------------------|
| Report Type: | <input type="checkbox"/> | Normal operations | <input checked="" type="checkbox"/> | Information | <input type="checkbox"/> | Decision |
| Purpose: | <input type="checkbox"/> | Infrastructure | <input checked="" type="checkbox"/> | Public service | <input type="checkbox"/> | Regulatory function |
| | <input type="checkbox"/> | Legislative function | <input type="checkbox"/> | Annual\Long Term Plan | <input type="checkbox"/> | Other |
| Significance: | <input type="checkbox"/> | High | <input checked="" type="checkbox"/> | Moderate | <input type="checkbox"/> | Low |

Background:

Attached is a report from the Director of MCDEM on the MCDEM work programme.

Significance Assessment:

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 MCDEM Work Programme update August by Greg Gallop, MCDEM Regional Emergency Management Advisor, and dated 21 August 2013, be received.
-



20 August 2013

Chairs of Coordinating Executive Groups

Work Programme Status Report – End of July 2013

This report covers progress in the MCDEM work programme as at the end of July 2013 and is provided to CDEM Groups to support Groups' activities and coordination. The report is addressed to the Chairs of the Coordinating Executive Group and I encourage it to be copied to the Managers of the CDEM Group Offices. It can also be circulated to any official within the CDEM Group at the discretion of the CEG.

Overview

By now CDEM Groups will have access to the MCDEM Business Plan for 2013/14. The plan shows the Minister's priorities and the work programme that will guide MCDEM's activities.

Since the last report MCDEM has met with our US counterparts from the Federal Emergency Management Agency (FEMA) and agreed a programme of interactions for the next year. In October we will meet with Emergency Management Australia (EMA). These relationships are important conduits for sharing experiences and benchmarking programme.

In early August the New Zealand Defence Force hosted Exercise Tempest Express in Wellington, an international collaborative planning exercise based on supporting the response to an earthquake in Wellington. Their considerations have helped MCDEM and the Wellington CDEM Group refine their response plans.

Summary of Progress

1. Emergency Management Information System (EMIS)

The Welfare registration and enquiry component of EMIS has been rebuilt and testing completed. It is now being installed on the production site and regional training sessions are planned for September. Meanwhile several key system fixes are underway and we expect their release in September. Another round of super user training will then be offered to CDEM Groups.

Further enhancements have been scheduled for the end of the year and early 2014. MCDEM is also in the process of appointment of another EMIS facilitator to supplement the support currently provided or available.

Recruiting continues for an EMIS facilitator at MCDEM to support the work of Chris Killeen. It is hoped the new staff member will be in place by the end of September 2013.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

2. Review of the National CDEM Plan and Guide

The project to review the National Plan and Guide commenced in February 2010 but was suspended at the time of the Christchurch earthquake to enable the response and post-response reviews to be carried out.

The focus for this month has been to continue meeting with internal and external submitters regarding outstanding submissions and changes to arrangements that have evolved since the 22 February 2011 earthquake. This has included engagement with the Ministry of Health, Police, New Zealand Fire Service, welfare agencies, NZ Lifelines Committee representatives, research and science agencies and MBIE. The focus has also been on addressing relevant actions coming out of the Christchurch Earthquake Corrective Action Plan. The intention is to provide the Minister with a new draft in December 2013. Work will then commence on revising the Guide in 2014.

Contact: Jenna Rogers (04) 495 6848 jenna.rogers@dia.govt.nz

3. Welfare

The Welfare Corrective Action Plan (Welfare CAP) was distributed in April to CDEM Groups and welfare agencies that play a role in delivering emergency welfare services. Some actions in the Welfare CAP are relatively straightforward, while others entail programmes which will take longer to complete. A subgroup of the National Welfare Coordination Group (NWCG) has been discussing the actions in the Welfare CAP in detail and establishing priorities.

It is envisaged that the Welfare CAP will inform agency work programmes over the remainder of the 2013/14 year, when most actions will be undertaken.

MCDEM commenced engagement with key agencies on corrective actions in May.

The first action to be given priority is: "*MCDEM with MSD will consult with CDEM Groups and welfare agencies on revised functions, roles and responsibilities of the Welfare Coordination Group, Chair of the Welfare Coordination Group and Group Welfare Manager.*" As a first step, a draft Welfare Framework was released for informal review on 12 August to all NWCG agencies, CDEM Groups and WCG Chairs with a request to distribute to Territorial Authorities and WCG member agencies. Feedback is due on 28 August.

The draft Welfare Framework sets out refined welfare functions and the responsible agency and support agencies for each function. This is only the first step of many in the process and there will be further opportunities to provide feedback as a range of other issues are worked through. In addition, a further opportunity for more formal feedback on emergency welfare arrangements will take place during the public consultation on the revised National CDEM Plan.

Contact: Sarah Stuart-Black (04) 495 6802 sarah.stuart-black@dia.govt.nz

4. Capability Development Programme

Current focus areas for the Capability Team (formerly the Professional Development Team) include:

- The development of a national CDEM Capability Development Strategy. The multi-agency workshop to develop a CDEM Capability Development Strategy is being held in Wellington on 26 August 2013. A meeting with representatives from nearly all CDEM Groups (only Otago and Marlborough were absent) took place in May 2013 in Wellington to determine strategic priorities from the CDEM Groups' perspective. At this meeting the attendees nominated Shane Briggs (Taranaki), Lee Hazlewood (Waikato)

and Allan Wilson (West Coast - but has sent apologies) to present these priorities at the workshop. Partner agencies at the workshop include the Ministries of Health and Social Development; NZ Defence; NZ Fire Service; NZ Police; Department of Prime Minister and Cabinet; as well as representatives from Lifelines and the university sector. Supporting the development of the EOC Integrated Training Framework (the multi Group initiative developing training for functional EOC roles). The foundational 4 hour classroom-based course is being released on 16 August 2013, and a project is underway to roll out the training package across the CDEM Groups. This rollout involves demonstrating the training and providing guidance on its delivery to potential trainers.

- The scoping of a national recruitment and development process for CDEM Controllers. This project is currently in the research phase.
- The Targeted Review of Qualifications (TRoQ). MCDEM and CDEM Groups have representatives on both working groups and the Governance Group. The result for CDEM appears to be heading towards one qualification at each of several levels on the NQF with some qualifications having 'strands' for specific roles. Feedback on the proposed qualifications is due by 23 August 2013 after which a further round of consultation will take place. EMQUAL is posting all the documents relevant to the TRoQ process to their website <http://emqual.org.nz/qualifications/review/documents>. Specific questions about the proposed qualifications can be addressed to either Phil (phil@emqual.org.nz) or Sam (sam@emqual.org.nz) at EMQUAL. The Ministry of Education (MoE) review of funding for training of volunteers. MoE has prepared a report on funding arrangements for volunteer training in emergency management and options for changes to funding. The report has been tabled at the Tertiary Education, Skills and Employment (TESE) Work Programme Steering Group (Group Manager level meeting involving MBIE, TEC, NZQA, Treasury, MSD and TEC). Potential policy decisions based on this report may change the current arrangements substantially.
- The next set of national workshops (Controllers, National Controllers forum and Public Information Management), which will be held in November 2013.

Contact: Jane Pierard (04) 495 6845 jane.pierard@dia.govt.nz

6. CDEM Resilience Fund

The 2012/13 Resilience Fund has now been closed off. It is clear that we need to raise our game in managing this Fund for maximum benefit to the sector. Key points are:

- \$40,000 was accrued from 2011/12 to cover late invoices,
- \$79,062 in late invoices were received,
- \$861,721 of the \$889,000 of funding was approved,
- \$648,333 of invoices were paid,
- \$45,000 was transferred from 2012/13 to 2013/14 at the October budget update within the Department of Internal Affairs processes (two Taranaki projects),
- \$75,000 was accrued for EMIS trainers and has not been spent,
- \$93,388 was unspent and is now unavailable.

Since notification of the 2013/14 Resilience Fund applications, there have been two changes of note:

- The business continuity project will now be led by Northland (instead of Southland) and Otago and Nelson Tasman have withdrawn from this project. Northland and Southland have been funded \$10k each and \$10K has been redistributed.

- \$75,000 was accrued for EMIS coordinator projects that will continue this year, effectively increasing the vote and allows allocation to projects that were part funded or unsuccessful in the first round. This \$75k and the \$10k from the BCP project has been redistributed based on recommendations of the Review Panel as follows:
 - \$20k to Northland for community response plan reviews (we originally agreed to fund only half of their application)
 - \$16k to Taranaki for EMIS development (we originally agreed to fund only half their application of \$80k, this brings it up to \$56k)
 - \$35k to Manawatu-Wanganui for their Get Ready at Home pilot project (they applied for \$75k)
 - \$15k to Hurunui for their Shaky House.

Note that the 2013/14 CDEM Resilience Fund has been allocated with \$700 remaining. As projects progress, we will continue to manage the Fund to best effect. Our aim is to have no funds remaining at the end of the year. A full list of projects is available on the MCDEM web site.

Contact: Shane Bayley (04) 495 6819 shane.bayley@dia.govt.nz

7. MCDEM Guidelines - Review, Development and Consultation

MCDEM is reviewing and developing a number of guidelines. Most recently three publications on the following topics were finalised and published on the MCDEM website:

- [Public Information Management: Director's Guideline for Civil Defence Emergency Management Groups \[DGL14/13\]](#) (review of IS 9/07)
- [Including culturally and linguistically diverse \(CALD\) communities: Information for the CDEM sector \[IS12/13\]](#) (review of IS 8/06)
- [Including people with disabilities: Information for the CDEM sector \[IS13/13\]](#) (new).

A number of other publications are to be reviewed or developed and include:

- Volunteer Coordination in CDEM: Director's Guideline (review of BPG 3/06) – a draft will be ready to consult with CDEM Groups and other external stakeholders in July 2013. Volunteer coordination is one of the Minister's priorities and is part of the Corrective Action Plan.
- Lifeline Utilities and CDEM: Director's Guideline (review and amalgamation of DGL 3/02 and BPG 1/03)
- CDEM Group Plan Review: Director's Guideline (review of DGL 09/09) – a draft will be prepared in 2013.
- CDEM Logistics: Director's Guideline (new)
- Rapid Disaster Impact Assessment (new) – a joint project between New Zealand Fire Service and MCDEM with the current focus on alignment of requirements between the two organisations. This covers some issues raised in the Corrective Action Plan.
- Welfare in an Emergency: Director's Guideline (review of DGL11/10) – another Corrective Action Plan item.

All publications under review or development will be issued for sector consultation with CDEM groups in future.

Contact: Jenna Rogers (04) 495 6848 jenna.rogers@dia.govt.nz

8. Review of the legislation for recovery from an emergency

The Minister of Civil Defence has agreed that the proposed scope of the review comprise:

- a first stage of work to review the CDEM Act and develop proposals for generic recovery provisions for small to large scale recovery; and
- a second (and consecutive) stage of work to investigate and develop a blueprint for legislation that would be drafted when needed, for recovery from the most significant emergencies.

It is important to note that if the recovery provisions in the CDEM Act are expanded and strengthened in future, this would not mean by implication that MCDEM or CDEM Groups would be expected to manage every recovery event or all aspects of a recovery. Large scale emergencies could be managed and coordinated by an agency like CERA in Canterbury.

Stage One has now commenced and stakeholder engagement, including consultation, is being mapped out (further information will follow to CDEM Groups). The timeframes for any legislative changes resulting from this stage are not certain, but proposals for any changes are likely to be submitted to Cabinet before June 2014.

Contact: Geraldine Canham-Harvey (DIA, Policy) 04 494 0625 geraldine.canham-harvey@dia.govt.nz or Chris Wellington 04 494 5795 chris.wellington@dia.govt.nz

9. Tsunami Risk Management

The release of the revised tsunami risk assessment has been delayed at the request of GNS Science in order to re-run the modelling used for the report. Release is now expected in September. We expect the study will indicate a higher threat for several areas from local and regional tsunami sources than was previously understood. The release of the study will be followed by another series of 'tsunami road shows' to offer CDEM Groups a chance to seek clarifications from GNS Science and to discuss warning related matters with MCDEM.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

10. CIMS Review

A meeting of the CIMS Steering Group in July 2013 considered the latest draft of the CIMS manual and the feedback from the round of consultation in April 2013. Direction from this meeting implied further work is required and that will be incorporated into a new draft, which will be reviewed by technical writers for consistency and to ensure a logical structure. The Steering Group will then consider the new draft. We aim to have the new manual finalised by the end of 2013.

Contact: Tane Woodley (04) 495 6827 tane.woodley@dia.govt.nz

11. MCDEM Website Redevelopment

A letter was sent to each Group Manager to provide more details, and technical information to help your ICT staff make sure the Ministry's website correctly accesses your emergency information. Following that letter many Groups contacted the project manager to discuss technical details. That engagement was most welcome and useful.

As the project proceeds, there will be invitations to Groups to take part in planning and testing of various stages of the building of the new website.

Contact: Vince Cholewa (04) 495 6835 vince.cholewa@dia.govt.nz

12. Public Alerting

Subject to approval of funding, MCDEM intends to lead a joint project towards the investigation of Cell Broadcasting in more detail as a public alerting option in order to make a recommendation to Government. Partners in the project are Police, NZ Fire, Health and MPI. We intend to finalise a business case by mid 2014 that will also include other options such as the use of Smartphone apps. Meanwhile we are working with the Auckland CDEM Group and other initiatives to explore and advise options with regards to the use of such apps.

Yours sincerely,

John Hamilton
Director

ISSUE: Coordinating Executive Group - Chair's Report

ID: A563966

To: Civil Defence Emergency Management Group, 3 September 2013

From: Tony Phipps, CEG Chair and Group Controller

Date: 23 August 2013

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

| | | | |
|----------------------|---|---|--|
| Report Type: | <input checked="" type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Emergency activations

Since the last CDEM Group meeting in June, the CDEM sector has monitored a number of weather warnings issued by the Met Service including several thunderstorm watches and warnings. The watches and warnings were monitored and where necessary forwarded to the relevant agencies. No significant issues arose and there have been no weather related events in the past three months that have resulted in civil defence activations.

Social media, Facebook, continues to be used very successfully for the dissemination of weather related information and warnings. The page now has 402 "likes" (up from 264 in June) or people who follow the page. Circulation of the recent watches and warnings has varied with a recent warning reaching 4618 viewers.

A number of advisories and media releases have also been forwarded to Northland following the recent earthquake events in the upper south and Lower North Island. The information has been assessed where required and acted upon where necessary. No response or actions were required.

Resilience Fund projects

A separate report has been included on these projects. It should be noted that the Northland CDEM Group has again received substantial support for several projects from the National Resilience Fund.

CIMS Review

The CIMS National Working Group has yet to release its updated version of "The New Zealand Coordinated Incident Management Systems, Teamwork in Incident Management."

Strategic Review

At the June meeting the CEG agreed to hold a Strategic Review. The basis for the review was that the new Minister for Civil Defence had recently indicated several areas of priority work for the CDEM sector; secondly that the Ministry of CDEM was in

the process of adopting a new Business Plan that outlined its annual work programme (based primarily out of the Corrective Action Plan from the Canterbury earthquakes and the new Minister's priorities) and finally in recognition of a need to review the Northland CDEM Group's progress against its own work programme and the MCDEM 2010 Monitoring and Evaluation report recommendations.

Coordinating Executive Group members, Emergency Management Officers and support staff were invited to participate in a workshop on Tuesday 16 July. In preparation for the workshop invited participants were provided with background material and an agenda explaining the workshop format and process. Twenty-one personnel representing 12 organisations attended the workshop and contributed to the outcomes. The CEG has received a report on the outcomes of the workshop and are working through the various objectives and priorities.

Professional development

A three-day Coordinated Incident Management Course (Level 4) is programmed for early September with 22 personnel enrolled. A further course is scheduled for November and at this time there are 12 enrolments.

Council Induction

Arrangements are in place or are being made for CDEM Group representatives to meet with incoming councils after the local body elections. The purpose of the meetings will enable an introduction to the CDEM arrangements for the region together with an outline of the group work programme.

Inter-regional Public Information Management meeting

Public Information Managers (PIM) from Northland, Auckland, Waikato and Bay of Plenty held their first inter-regional meeting in Auckland mid-August.

A wide range of matters of mutual interest were discussed, along with developments on the Civil Defence communications front, potential opportunities for improvement and the possibility of working more closely across regional borders (from a PIM perspective) to better serve our communities, particularly by providing depth of cover and backup during emergency events.

Of interest to Northland attendees was locally-developed communication specific training designed and run in the Waikato region. This is intended to complement/enhance the entry-level two-day PIM course currently run by MCDEM.

Group members also looked at various technological developments, including EMIS and its application from a PIM perspective.

Among a number of agreed outcomes to be followed up are discussions with respective group controllers about the potential development and implementation of PIM tools, including cross-region opportunities and resilience funding applications.

An initial review of group members' four regional PIM plans – and how these align with MCDEM PIM guidelines – is also being carried out on the group's behalf by Bay of Plenty.

Group members are expected to meet again mid-November.

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, Coordinating Executive Group – Chair’s Report by Tony Phipps, CEG Chair and Group Controller, dated 23 August 2013 be received.
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**ISSUE: Community Resilience Project Resourcing
2013/14**

ID: A563980

To: Civil Defence Emergency Management Group, 3 September 2013

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 22 August 2013

Summary The purpose of this report is to provide an overview of the Community Resilience projects for the 2013/14 year and to make a recommendation regarding resourcing of resilience fund projects. It concludes with the recommendation that the report be received and that additional resourcing and funding be approved immediately.

| | | | |
|----------------------|---|---|--|
| Report Type: | <input type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Background:

Officials from the Ministry of CDEM have advised the outcome of the Northland CDEM applications to the National Resilience Fund for the 2013 year. Four applications from Northland have now been approved. A total of \$132,000 has been approved for four projects, with an additional \$30,000 held over from the 2012 year for a fifth project. Delivery of the Vulnerable Groups project and Community Response plan reviews within the 2013/14 financial year is dependent upon additional resourcing being approved.

Applications:

(1) Kaipara District Capability and Capacity - \$62,000

This project focuses on the development of capability and capacity across the Kaipara district, in particular the establishment of a “fit-for-purpose” Emergency Operations Centre. The project will also focus upon a Community Response Plan (CRP) format that is attractive, clear, concise and in an electronically accessible format. It will be based on international experience and research, that is capable of providing communities with the knowledge to “Get Ready and Get Thru” and increase awareness of evacuation routes, evacuation points and welfare facilities, local hazards and warning systems.

(2) Business Continuity - \$10,000

This application was declined initially, however, MCDEM have reviewed the application and allocated \$10,000 so that assistance can be proved to the Southland CDEM Group in developing a Business Continuity package. Our initial application was for funding to support the ongoing Business Continuity workshops within the Northland region in partnership with the NZ Fire Service.

(3) Community Resilience - Vulnerable Groups - \$22,000

This project seeks to achieve two main outcomes, improved preparedness for organisations that support vulnerable people and improved preparedness of people at higher risk of not coping in an event. Three key milestones are identified:

- A stocktake of support service organisations which includes a survey to identify organisations that link with vulnerable people.
- Development of a communications package which includes supporting preparedness for support service organisations and key messages, and techniques for talking about preparedness with individuals.
- Delivery of a welfare workshop for support service organisations is considered to be a key component in developing and maintaining relationships with the identified agencies.

(4) Community Signage - \$30,000

This project has been held over from the 2012 year and the funding has been paid by MCDEM. The project has been on hold awaiting the release of updated tsunami modeling by GNS. Once the modeling has been finalised the Northland tsunami inundation maps can be reviewed and community signage developed and installed.

(5) Community Response Plan reviews - \$40,000

The Ministry originally approved \$20,000 funding for 2013/14 and a further \$20,000 for the following year. The outcome has been reviewed and the entire \$40,000 is now available for the 2013/14 year. The sustainability of the Community Response Plan project and reviews is dependent upon appropriate resourcing. A proposal to provide the required level of resourcing is outlined in a proposal (below).

Discussion:

During the recent Strategic Review Workshop the sustainability of Community Response Plans was identified as a potential threat to the Community Resilience programme. Over the past six years, 54 Community Response Plans have been developed in Northland communities. Further plans are being developed and there is recognition that the ongoing review and updating of plans requires resourcing in addition to that which is currently available within the NRC and the FNDC capability.

An analysis of Community Response Plans indicates that 20 plans have been recently reviewed or revised; several new plans have been recently added, leaving approximately 34 plans to be reviewed, revised or refreshed. The review process for each plan can vary depending on the plan and the community. Some plans will require minimal input (perhaps 8-10 hours) whilst other plans will require more substantial input (up to 24 hours). The nature of the assistance required will also vary but will include arrangement of meetings, administrative support, minute taking, written plan updates and liaison with community groups. Any additional resource will aid in facilitating plan reviews, working closely with the incumbent Emergency Managers who will remain as the key contact with the various community groups.

The \$40,000 from the MCDEM Resilience Fund is for the review and update of community response plans. As outlined above, there is also funding within the KDC Capability funding to develop a new template for Community Response Plans.

The Vulnerable Groups Project also has \$22,000 allocated.

During the 2012/13 year resilience funding for the Business Continuity Planning Project enabled the Group to increase part time hours of a 0.4 FTE to 0.6 FTE to deliver that project.

It is proposed that the Northland Regional Council as the administrating authority for the Northland CDEM Group employs a FTE for a period of 12 months in order to deliver the Community Response Plan reviews and the Vulnerable Groups Project (total Resilience Funding available \$62,000) and that any shortfall, estimated to be between \$20,000 and \$30,000, be funded from the existing CDEM Group reserves. The CDEM Group reserve currently stands at \$155,000.

It is recommended that this matter be given immediate approval to ensure that the Project outcomes are achieved within the 2013/14 financial year.

Legal Compliance & Significance Assessment:

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

Recommendations

1. That the report Community Resilience Project Resourcing 2013/14 by Graeme MacDonald CDEM Senior Programme Manager and dated 22 August 2013, be received.
 2. That the Northland CDEM Group approves the proposal for the Northland Regional Council as the administrating authority to employ a FTE for a period of 12 months and further it approves the use of the Resilience Funds, \$62,000 and up to \$30,000 from the CDEM Group reserves to deliver the Community Response Plan reviews and Vulnerable Groups projects.
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ISSUE: Business Continuity Planning Project Update

ID: A563985

To: Civil Defence Emergency Management Group, 3 September 2013

From: Kim Abbott, Emergency Management Officer

Date: 21 August 2013

Summary The purpose of this report is to provide an update on the progress of the Business Continuity Planning Project. It concludes with the recommendation that this report is received.

| | | | |
|----------------------|---|--|--|
| Report Type: | <input checked="" type="checkbox"/> Normal operations | <input type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Background

With the assistance of funding from the National Resilience Fund in 2012, the Northland CDEM Group launched the Northland Business Continuity Planning (BCP) workshop series. The workshops and supporting documentation were developed with owner/operators and small business management in mind. Over the past 18 months we have delivered the programme to approximately 145 businesses across the region.

Discussion

The Northland CDEM Group have now been approached by a number of CDEM groups for information and advice on the BCP programme and how best to deliver it in their regions. This has been recognised by MCDEM who have approved funding from the National Resilience Fund (\$10,000) towards developing and executing a “train the trainer” programme in other regions, particularly the lower South Island.

In Northland, the BCP programme has been successfully delivered in partnership with the NZ Fire Service and approval has been given for the successful partnership arrangements to continue and to permit Allan Kerrisk (NZFS) to travel to the South Island to co-present the training. The Ministry of Civil Defence Emergency Management has also requested that a presentation be made in Wellington to Ministry officials on the project in late October.

In Northland the second stage of the BCP workshop series has commenced, with an emphasis on developing partnerships with other business service organisations. The plan is that accounting or banking organisations are approached to host a workshop with their client base, undertaking the marketing and promotion and Northland CDEM/NZFS continue to deliver the workshops.

The benefits of this strategy are two-fold: gaining greater access to a broader range of businesses and business owners and also minimising the resource intensive marketing and promotion undertaken within the Northland CDEM Group.

Legal Compliance & Significance Assessment:

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 Project Update by Kim Abbott, Northland CDEM Officer and dated 21 August 2013, be received.
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ISSUE: Emergency Management Information System (EMIS) Update

ID: A563986

To: Civil Defence Emergency Management Group, 3 September 2013

From: Victoria Randall, CDEM Officer, Whangarei District

Date: 22 August 2013

Summary The purpose of this report is to provide an update on EMIS activities and developments. It concludes with the recommendation that the report be accepted.

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|----------------------|---|---|--|
| Report Type: | <input type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Moderate | <input checked="" type="checkbox"/> Low |

Background:

The Emergency Management Information System (EMIS) has continued to be developed in Northland.

Registered Northland users and super users have been checking their access into EMIS, that usernames and passwords are correct and working. Any previous problems experienced have been resolved regarding access and the availability and ease of changing and renewing passwords.

Refresher documents are continuing to be circulated to users to assist with refreshing login procedures and the basic use of the system including role selection, completing situation reports, incident action plans and activity logs. A number of WDC key Emergency Operations Centre staff, including local controllers undertook a refresher training session on 21 August.

The Northland Tsunami and Severe Weather Event dashboards have been presented at the National EMIS Governance Group, to civil defence council staff across the region and at various staff department meetings and have received good feedback as a tool for intelligence gathering.

A number of new users have registered within the system and user introductory training was held on 14 August with 14 people attending representing the Whangarei, Kaipara and Far North District Councils.

The Northland Lifelines Group user training is planned for September and will be held at the NZ Refining Company. This will be another introductory training session which gives lifelines utilities coordinators and liaison personnel from the various lifelines organisations the skills required to enter lifelines situation reports and updates on the status of their services during an emergency event. The training is timed to equip the lifelines group with EMIS skills before the planned Lifelines Exercise on the 18 September.

Northland continues to take part in MCDEM monthly testing of EMIS and feedback on any issues. Ongoing prioritised enhancements and bug fixes are continuing with commitment from both NC4 the US-based vendor of EMIS and MCDEM. MCDEM announced there will be another staff position created to provide further support with EMIS implementation, based in Wellington.

MCDEM has indicated that it will be holding super user training for the 'Welfare Registration and Enquiry' component in Auckland in late September. Four personnel from Northland are likely to attend. Once super users have received the planned training, introductory training can be undertaken for welfare agencies across Northland.

Legal Compliance & Significance Assessment:

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 EMIS Update by Victoria Randall, CDEM Officer, Whangarei District and dated 22 August 2013 be received.
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ISSUE: Updates from District Councils

ID: A563989

To: Civil Defence Emergency Management Group, 3 September 2013

From: Victoria Randall, Emergency Management Officer Whangarei District Council and Bill Hutchinson, Civil Defence coordinator, Far North District Council.

Date: 23 August 2013

Summary The purpose of this agenda item is to provide reports from the Whangarei and Far North District Councils. It concludes with the recommendation that the report be received.

| | | | |
|----------------------|---|--|--|
| Report Type: | <input type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Whangarei District Council:

The Whangarei district is continuing to provide community response group support through a number of activities. Ongoing continuing professional development opportunities are well attended and further readiness arrangements put in place. Community response plans continue to be reviewed and updated. Out of the eleven to be reviewed this year, four have been completed, three are currently under review and four are yet to be reviewed. Hard copies and versions on the WDC website are being renewed.

| Community Response Plan | Review Status |
|-------------------------|--------------------|
| Whangaruru North | To be reviewed |
| Whangaruru South | Complete |
| Teal Bay / Helena Bay | Review in progress |
| Whananaki | Review in progress |
| Onerahi | Complete |
| Waikaraka / Tamaterau | Review in progress |
| Parua Bay | Complete |
| Pataua | Complete |
| Taiharuru | To be reviewed |
| Whangarei Heads | To be reviewed |
| Portland | To be reviewed |

Plans not requiring review this year are the Tutukaka Coast, Ruakaka, Waipu / Langa Beach and Hikurangi. Ongoing community support at community meetings and provision of resources across the district is being provided, including the opportunity for groups to undertake mini exercises to practice their response actions. Further

public education resources are being designed to assist with community education regarding tsunami responses.

A new **community response group and plan** is underway, to cover the Whakapara, Hikurangi Swamp, Hukerenui and Towai area. An initial meeting was held with community leaders in August and the first community meeting will take place on 11 September at the Whakapara Marae.

Council staff **training opportunities** available have included, mini exercises to complete incident action plans for scenarios including a chemical spill in the Whangarei CBD and a severe weather event affecting the district. Local controllers viewed the videos of the Coroner's enquiry involving the Christchurch city local controllers, into the deaths in the Canterbury earthquakes and have had a refresher session on the tsunami response standard operating procedures. Three more council staff were inducted into the civil defence team with two more council staff completing the CIMS4 training and both recovery managers attended the half day Recovery Workshop held by the Northland CDEM Group in July.

The WDC is holding an **exercise** on 12 September, as a response to a significant tsunami impacting the district. The Emergency Operations Centre will be activated as part of the exercise and EMIS will also be utilised. The Civil Defence Officer is continuing with studies through Massey University.

Ten **building inspector packs** have been provided for the council building department to enable building inspectors to carry out Level 1 and 2 building assessments at short notice. The packs were resourced using the Building Safety Evaluation Guidelines, prepared by the New Zealand Society for Earthquake Engineering. Packs include all assessment forms, placards, equipment and welfare assessment and information.

The WDC Civil Defence Officer presented civil defence preparedness and how those with disabilities can be prepared to the **Whangarei Disability Advisory Group** in August. Topics covered included understanding hazards, support networks, stress impacts and personal preparedness. The Northland CDEM Group project 'Improving preparedness for Vulnerable People' was highlighted.

Preparation for the next **tsunami siren testing** on Sunday 29 September is underway.

Lianne Dalziel, Labour MP, visited Whangarei on 17 June and met with representatives from the Northland CDEM Group and the Northland Regional Council. The topics discussed during the meeting included the hazards which affect Northland, how communities are prepared for these hazards within the 4 R's and how the Northland CDEM Group has implemented projects to prepare communities. Lianne shared her own experiences from the Canterbury earthquakes from a personal and political point of view. Sharing some of the lessons learned during the recovery stage, focussing on community preparedness and building resilience as the vital components for assisting in the recovery.

Far North District Council

The Far North District Council currently has 28 **Community Response Plans** in place. Reviews have now been carried out on 17 plans with meetings held within each of the applicable communities to maintain both the currency of the plans and engagement with the community. To date out of the 28 plans, it has been identified that four plans have become inactive. Follow-up is being undertaken to re-engage these communities. Work is still in progress with Te Rarawa to develop a plan for Panguru.

Works orders for stage two of the roll out of Public Alert System for Far North communities have been issued to Top Energy. These alarms will be installed in Opuia, Paihia, Kaimaumau, Ahipara, Waipapakauri Ramp, Taipa, Mangonui, Coopers Beach, Cable Bay, Totara North, Whangaroa, Matauri Bay, Tapuatahi, Opononi and Omapere. To maintain consistency across the region, the existing alarm at Taupo Bay will be removed and replaced with two Northpower designed alarms.

Three FNDC staff attended the **Coordinated Incident Management Course** hosted by the Northland Regional Council on 17-19 June. The FNDC Recovery Manager, Civil Defence Coordinator and the Executive Assistant Corporate Services, attended and participated in the **Recovery Managers workshop** hosted by the Northland Regional Council on 5 June. David Penny General Manager - Infrastructure & Asset Management, Alastair Wells – FNDC Civil Defence Controller, Councilor Colin Kitchen and the Civil Defence Coordinator attended the Northland CDEM Coordinating Executive **Group Strategic Review Workshop** hosted at the Northland Regional Council.

The MetService is well underway with consultation with local hapu groups, in preparation for the resource consent application to the FNDC. Due to a delay in the resource consenting process a September 2013 installation as previously planned for is no longer achievable. Further updates will be provided by the MetServices as this project progresses.

Legal Compliance & Significance Assessment

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

Recommendations:

1. That the report Updates from District Councils, from Victoria Randall CDEM Officer, Whangarei District Council and Bill Hutchinson, Far North District Council and dated 23 August 2013, be received.
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ISSUE: Welfare Advisory Group (WAG) Update

ID: A563993

To: Civil Defence Emergency Management Group, 3 September 2013

From: Kim Abbott , Emergency Management Officer

Date: 21 August 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. It concludes with the recommendation that this report is received.

| | | | |
|----------------------|---|---|--|
| Report Type: | <input checked="" type="checkbox"/> Normal operations | <input checked="" type="checkbox"/> Information | <input type="checkbox"/> Decision |
| Purpose: | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public service | <input type="checkbox"/> Regulatory function |
| | <input type="checkbox"/> Legislative function | <input type="checkbox"/> Annual\Long Term Plan | <input type="checkbox"/> Other |
| Significance: | <input type="checkbox"/> High | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Low |

Background:

This report provides an update of the third quarterly meeting of both the Welfare Managers and Welfare Advisory Group (WAG). These meetings took place on Friday 2 August. Both meetings were well attended and had good discussion and engagement around key issues.

CEG Work Programme

Both the chairperson and welfare manager attended the Strategic Review workshop and at this stage believe the WAG work programme is well aligned to the overall plan. A review of the WAG work programme for 2014 is scheduled for the next WAG meeting in November.

International Welfare and the United Nations

Graeme McDonald presented on his experience in the Philippines as part of a UN engagement in December 2012. There was insight into the welfare function within a large international scale event and the relationships of countries and international welfare agencies.

Social Media in Welfare:

Following a discussion at the May WAG meeting, a presentation was given by the NRC social media team on the basics of social media including:

- Key sites and applications: ie: Facebook, Twitter, LinkedIn etc
- Statistics and demographics: Who’s accessing these sites, how often, how ie: work, smart phone etc
- What the sites are currently being used for ie: information, entertainment.
- The existing Northland CDEM Facebook site and how it has been established and is being used.

This presentation together with a meeting of WAG members the week before raised a number of discussion points:

- What would be the objective in establishing welfare specific social media portals?
- What is the resource requirement to maintain these sites both before and during an event?
- Who is the target group?

Further discussion around Social Media and WAG will be scheduled for the November WAG meeting.

Vulnerable Groups project:

Having received confirmation that the application for MCDEM funding was approved for this project, the WAG will work with the CDEM Group to establish the boundaries of the project and how interested parties can become involved.

WAG induction:

The chair and welfare manager will be assisted by volunteer WAG members to develop a simple English induction document designed to help new WAG members to understand the role of WAG.

MCDEM Arrangements for the delivery of Welfare Services in Emergencies Corrective Action Plan & Corrective Action Plan (CAP):

Developed by the Ministry of Social Development (MSD) and Ministry of Civil Defence and Emergency Management (MCDEM), this report reviews the current welfare arrangements, particularly with reference to the lessons learned from Christchurch. This plan follows the submissions from all groups in relation to 55 recommendations put forward.

Key changes that will affect the Northland WAG are:

- MCDEM and MSD will review the welfare section of the National CDEM plan and the Directors guidelines for Welfare in an Emergencies over the next 18 months
- A rebuild of the registration system in EMIS
- A change in name from WAG to Welfare Coordination Group (WCG)
- A revision of the functions, roles and responsibilities of the WAG and Chair

The full report can be accessed at the following location -

[http://www.civildefence.govt.nz/memwebsite.nsf/Files/Arrangements_Delivery_Welfare_Services_Emergencies_Corrective_Action_Plan/\\$file/Arrangements_Delivery_Welfare_Services_Emergencies_Corrective_Action_Plan.pdf](http://www.civildefence.govt.nz/memwebsite.nsf/Files/Arrangements_Delivery_Welfare_Services_Emergencies_Corrective_Action_Plan/$file/Arrangements_Delivery_Welfare_Services_Emergencies_Corrective_Action_Plan.pdf)

Legal Compliance and Significance Assessment:

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 (WAG) Update by Kim Abbott, Emergency Management Officer and dated 21 August 2013 be received.
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