

# **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 4 March 2014, commencing at 11.00 am**

## **MEMBERSHIP OF THE COMMITTEE**

Cr P Dimery (NRC)  
Mr P Winder, Commissioner (KDC)  
Superintendent R Le Prou (Police)

Cr J Williamson (WDC)  
Cr C Kitchen (FNDC)  
Mr B Butt, Assistant National Commander (NZFS)

Observer Status: Mr G Gallop (MCDEM)

## **Apologies**

## **Declaration of Conflicts of Interests**

## **AGENDA**

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**ISSUE: Confirmation of Minutes – 3 December 2013**

**ID:** A618386

**To:** Civil Defence Emergency Management Group, 4 March 2014

**From:** Graeme MacDonald, CDEM Senior Programme Manager

**Date:** 21 February 2014

**Summary** The purpose of this report is to present the draft minutes of the Northland CDEM Group meeting held 3 December 2013. It concludes with the recommendation that the minutes are confirmed as a true and correct record.

<b>Report Type:</b>	<input checked="" type="checkbox"/>	Normal operations	<input type="checkbox"/>	Information	<input checked="" type="checkbox"/>	Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<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 3 December 2013 be confirmed as a true and correct record.
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## **Northland Civil Defence Emergency Management Group**

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Minutes of the Northland Civil Defence Emergency Management Group Meeting  
held in the Council Chamber, Northland Regional Council,  
36 Water Street, Whāngārei, on  
Tuesday 3 December 2013 commencing at 11 am

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**File A599846**

**Present:**

Cr C Kitchen, Chair  
Cr P Dimery  
Cr J Williamson  
Mr P Winder (left at 11.34 am)  
Insp M Ruth, NZ Police  
Mr A Kerrisk, NZ Fire Service

**Observer:**

Mr G Gallop, MCDEM

**In Attendance:**

**Full Meeting**  
Mr T Phipps, NRC  
Mr G MacDonald, NRC  
Mr D Alderton, NRC  
Ms C Nyberg, NRC  
Ms K Abbott, NRC  
Ms S Morgan, NRC

**Also Present:**

Mr D Penny, FNDC  
Mr A Wells, FNDC  
Mr S Weston, WDC  
Ms V Randall, WDC  
Mr T Andrews, KDC  
Mr H Van Zyl, KDC  
Sgt W Kelman, NZ Police  
Ms R MacKenzie, Northland Health  
Dr C Mills, Medical Officer of Health  
Mr T Bullock, Northland Region Rural Fire Committee  
Mr J Field, Ministry of Social Development  
Ms N Butler, Ministry of Social Development  
Mr B Gilbert, Ministry of Youth Development

### **New Triennium**

The Meeting Secretary, Mr Dean Alderton, assumed the Chair for the first part of the inaugural meeting of the new triennium.

### **Apologies**

**Moved (Kitchen/Dimery)**

That the 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. Appointment of Northland Civil Defence Emergency Management Group Chairperson**

**File A598198**

**Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2013.**

**Moved (Williamson/Winder)**

1. That the report Appointment of Northland Civil Defence Emergency Management Group Chairperson, by Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2013, be received.
2. That Cr Colin Kitchen be elected chairperson of the Northland Civil Defence Emergency Management Group.

**Carried**

**Moved (Kitchen/Dimery)**

That Cr John Williamson be elected deputy chairperson of the Northland Civil Defence Emergency Management Group.

**Carried**

Cr Kitchen assumed the Chair for the remainder of the meeting.

### **2. Confirmation of Minutes – 3 September 2013**

**A597752**

**Moved (Williamson/Ruth)**

That the minutes of the Northland Civil Defence Emergency Management Group Meeting held on 3 September 2013 be confirmed.

**Carried**

### **3. Controller's Appointment**

**File A598204**

**Report from Trevor Andrews, Kaipara District Civil Defence Emergency Management Officer, dated 20 November 2013.**

**Moved (Winder/Williamson)**

1. That the report, Controller's Appointment, from Trevor Andrews, Kaipara CDEM Officer, dated 20 November 2013, be received.
2. That Mr Stephen Soole is appointed as a Local Controller for the Kaipara District Council area in accordance with the provisions of s. 27, Civil Defence Emergency Management Act 2002.

**Carried**

### **4. Youth in Emergency Services Project Overview**

**File: A598227**

**Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 20 November 2013.**

Mr Blair Gilbert from Ministry of Youth Development gave a presentation on the Youth in Emergency Services Programme. The idea of the programme is to create active youth citizens who become on-going volunteers for emergency services. The programme had proved successful and the participants have also gained life and emergency skills, confidence in their own abilities, provided career and volunteer options and created community connections for them. The programme is to be rolled out in Kaikohe as the first of its kind in Northland. The programme targets 16-19 year olds and will be delivered over a period of four weeks, with a number of emergency services involved in presenting the modules.

The Chairman thanked Mr Gilbert for his presentation on behalf of the CDEM Group.

### **5. Development of e-Community Response Plan Template**

**File: A598225**

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

Mr Trevor Andrews, Kaipara District CDEM Officer, provided an overview of the development of the e-Community Response Plan template. The new template will be trialled during the review of the Mangawhai Community Response Plan. The template format will raise the level of consistency of both format and branding across Northland.

The Chairman thanked Mr Andrews for his presentation on behalf of the CDEM Group.

## **6. Coordinating Executive Group - Chair's Report**

**File A598229**

**Report from Tony Phipps, CEG Chair and Group Controller, dated 21 November 2013.**

**Moved (Williamson/Kitchen)**

That the report, Coordinating Executive Group – Chair's Report by Tony Phipps, CEG Chair and Group Controller, dated 21 November 2013, be received.

**Carried**

## **7. Business Continuity Project Update**

**File: A598241**

**Report from Kim Abbott, Civil Defence Emergency Management Officer, dated 21 November 2013.**

**Moved (Winder/Dimery)**

That the report Business Continuity Project Update by Kim Abbott, Northland CDEM Officer, dated 21 November 2013, be received.

**Carried**

## **8. Draft Work Programme**

**File: A598256**

**Report from Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2013.**

**Moved (Williamson/Winder)**

1. That the report Draft Work Programme by Graeme MacDonald, CDEM Senior Programme Manager, dated 22 November 2013, be received.
2. That the work programme be approved.

**Carried**

## **9. Whāngārei, Far North and Kaipara District Updates**

**File A598264**

**Report from Victoria Randall, CDEM Officer, Whāngārei District; Trevor Andrews, CDEM Officer, Kaipara District; and Bill Hutchinson, CDEM Officer, Far North District, dated 3 December 2013.**

**Moved (Kerrisk/Williamson)**

That the report Whāngārei, Far North and Kaipara District Updates by Victoria Randall, Trevor Andrews and Bill Hutchinson, CDEM Officers, dated 3 December 2013, be received.

**Carried**

Commissioner Peter Winder left the meeting at 11.34 am and Mr Henry Van Zyl represented the Kaipara District Council for the remainder of the meeting.

## **10. Welfare Advisory Group Update**

**File: A598270**

**Report from Kim Abbott, Civil Defence Emergency Management Officer, dated 21 November 2013.**

**Moved (Dimery/Kerrisk)**

That the report Welfare Advisory Group Update by Kim Abbott, WAG Welfare Manager/Northland CDEM Officer, dated 20 November 2013, be received.

**Carried**

Ms Jo Field advised that she was resigning from her role of chairing the Welfare Advisory Group (WAG) due to a recent promotion, noting that it had been one of her most satisfying duties during her years of employment. The Chairman thanked Ms Field for her years of service to the Northland community. Ms Field introduced Ms Nicole Butler to the group as her replacement representing the Ministry of Social Development on the CEG.

## **11. Emergency Management Information System (EMIS) Update**

**File: A598275**

**Report from Victoria Randall, CDEM Officer, Whāngārei District, dated 20 November 2013.**

**Moved (Dimery/Williamson)**

That the report Emergency Management Information System (EMIS) Update by Victoria Randall, CDEM Officer, Whāngārei District, dated 20 November 2013 be received.

**Carried**

The Chairman noted that EMIS was promoted as being a national system, but currently had only half the regions actively using it. The CDEM Group would write to MCDEM requesting that they take action to ensure this happens.

## **12. Exercise Honshu Report and Outcomes**

**File: A598277**

**Report from Victoria Randall, CDEM Officer, Whāngārei District, dated 20 November 2013.**

**Moved (Dimery/Williamson)**

That the report Exercise Honshu Report and Outcomes by Victoria Randall, CDEM Officer, Whāngārei District, dated 20 November 2013, be received.

**Carried**

## **13. Northland Tsunami Siren Testing**

**File: A598278**

**Report from Victoria Randall, CDEM Officer, Whāngārei District and Bill Hutchinson, CDEM Officer, Far North District, dated 21 November 2013.**

**Moved (Dimery/Williamson)**

That the report Northland Tsunami Siren Testing by Victoria Randall, CDEM Officer, Whāngārei District and Bill Hutchinson, CDEM Officer, Far North, dated 20 November 2013, be received.

**Carried**

## **14. Lifelines Utility Group Update**

**Report from Lisa Roberts, Project Manager, dated 20 November 2013.**

**Moved (Williamson/Ruth)**

1. That the report Lifelines Utility Group Update by Lisa Roberts, Project Manager, dated 20 November 2013, be received.
2. That the Northland CDEM Group acknowledges the input and commitment from the various partner agencies in support of the lifelines group and the successful outcomes achieved in the recent Exercise Kermadec.

**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 4 March 2014 commencing at 11.00 am.

## **Conclusion**

The meeting closed at 12.17 pm.

**ISSUE: Review of Northland CDEM arrangements**

**ID:** A618389

**To:** Northland CDEM Group, 4 March 2014

**From:** Graeme MacDonald, CDEM Senior Programme Manager

**Date:** 18 February 2014

**Summary** The purpose of this report is to introduce the MCDEM proposal to carry out a Capability Assessment in Northland and to outline the findings of an internal Northland capability review.

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

**Report:**

In a letter to the Northland CDEM Group in late November 2013 (attached) the Director of MCDEM indicated that in the 2014-15 financial year MCDEM officials will be **repeating a Capability Assessment review** of the Northland CDEM arrangements, similar to that carried out in late 2010. Currently the MCDEM programme has the Northland assessment commencing in July 2014.

The Director has indicated that his expectation for Northland is to see the original **assessment score increase from the 2010 assessment of 62.9% to at least 72%** in 2014. It should be noted that during the first round of assessments Northland scored well inside the top third of the 16 regions assessed.

During the recent Strategic Review of the Northland CDEM arrangements the capability assessment was identified as being of high priority and two areas for attention were identified.

“The need to collaborate with MCDEM to set realistic and achievable benchmark targets for the Northland region and to instigate an “internal audit” with a view to identifying gaps and areas for improvement ahead of the MCDEM Monitoring and Evaluation study.”

There has been **dialogue between MCDEM officials and the CEG Chair concerning the Monitoring and Evaluation process** and the focus of the outcomes in the MCDEM final report. The feedback provided to MCDEM was received positively and officials have indicated that the tool for the analysis is being developed and will be less complicated than that used in the first round of assessments. Indications are that the report will also be less complex and will contain fewer recommendations enabling groups to develop their own responses to the findings.

In anticipation of the MCDEM review Mr Alistair Wells, MWA Solutions has undertaken a **focused review of the Northland CDEM arrangements**. The terms of reference are contained in the report (attached) together with the findings. A **brief presentation** will be made outlining the findings.

### **Compliance with Decision Making Process**

This item is submitted for consideration by the CDEM Group pursuant to the statutory requirements of section 15 (1) of the Civil Defence Emergency Management Act 2002.

### **Recommendation:**

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1. That the report, Review of CDEM arrangements, by Graeme MacDonald, CDEM Senior Programme Manager, dated 18 February 2014 be received.
  2. That the outcomes of the review be noted and that the Coordinating Executive Group incorporates the findings into the current year's work programme.
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# Ministry of Civil Defence & Emergency Management

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27 November 2013

The CDEM Group Joint Committee Chair  
Northland Civil Defence Emergency Management Group  
Northland Regional Council  
Private Bag 9021  
Whangarei Mail Centre  
Whangarei 0148

cc.

Mr. Tony Phipps  
Mr. Graeme McDonald

Dear Sir/Madam

## Civil Defence Emergency Management Capability Assessment

In April 2012 the Minister of Civil Defence released the assessment of New Zealand's civil defence emergency management capability. The report was the result of an extensive assessment by Ministry of Civil Defence & Emergency Management staff in consultation with the Civil Defence Emergency Management Groups.

I am pleased that CDEM Groups around the country have based significant parts of their work programme on the results of that assessment and that the level of preparedness and capability has improved. In the 2014-15 financial year the Ministry will be repeating the capability assessment as part of the monitoring and evaluation programme. The new assessment will be a simpler report with a few key recommendations but you will still be able to use it to compare with your last assessment. Of course you will also be interested in the improvement 'score' associated with the assessment.

To that end, I want to outline my expectations for improvement across the country. Those who scored poorly in the last assessment are expected to make a greater improvement than those who were assessed as performing well. Your original score was **62.9%**. I expect your target score for the 2014-15 assessment should be a minimum of **72%** and I challenge you to set an even higher target for your Group

Please liaise with your Regional Emergency Management Advisor from the Ministry to confirm your target for the next assessment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Hamilton'.

John Hamilton  
Director

## **Review of the Northland Civil Defence Emergency Management Group Arrangements February 2014**

### **Introduction**

The Ministry of Civil Defence & Emergency Management (MCDEM) carried out a Capability Assessment of the Northland CDEM Group in 2010. Within the geographic, demographic and economic constraints found in the region the review identified a number of risks - particularly around the ability to ensure sufficient EOC staff are available to manage anything longer than a short duration event and the ability to ensure there is adequate public awareness of the impact of a significant event.

Since the 2010 Capability Assessment there have been changes in the CDEM arrangements within the Group due to changes in some Council's governance and management, changes and additions to CDEM staff, shared service agreements and support from the Community Resilience fund.

Changes over the intervening years have in some parts improved capability but in others shown a decline in capacity and capability. In the context of these changes and with the next iteration of MCDEM capability assessments for Northland scheduled for June 2014 the Group Emergency Management Office wanted to get a feel for the impact of change and the effect on capability across the region and have conducted a limited review of CDEM arrangements in February 2014.

### **Terms of Reference**

The review was conducted in February under the following terms:

**Prior to the MCDEM Capability Assessment later this year and in light of changes in Local Government representation as a result of the November 2013 elections there is a timely opportunity to review the respective Council's ( FNDC, WDC, KDC, NRC ) capability to manage Civil Defence emergencies on behalf of the community.**

**This proposed local review does not intend to cover all the aspects of the MCDEM Capability Assessment due to time and resource constraints but rather to focus on two key operational areas to assess current capability (Strengths, Weakness, Opportunities, and Threats) across the Northland Group Councils.**

**Goal 1: To assess each Councils capability to ensure adequate awareness of Civil Defence in Northland Communities.**

**Goal 2: To assess each Councils capability to manage a Civil Defence emergency**

**To do this we propose to discuss with CD staff in the respective Councils the Strengths, Weaknesses', Opportunities and Threats of the current approaches to the following:**

**Community Resilience – including Public Education and Community Response Planning**

**Relationships with partner agencies**

**Council engagement and contribution to the Northland Lifelines Group**

**Council engagement and contribution to Readiness programmes**

**Council engagement and contribution to Response with particular focus on: EOC staffing (key positions), EMIS training, CIMS training, CDEM workshops, CDEM exercises and accountability for National Warning messages**

## **Implementation**

Discussions with CDEM Group staff were held over the first two weeks of February to get a qualitative picture of capability (Strengths, Weaknesses, Opportunities and Threats) under the following specific areas

### **1. Readiness**

- a. Public Education
- b. Awareness Building
- c. Community Resilience
- d. Social media

### **2. Capability**

- a. GIS
- b. Lifelines
- c. Key EOC roles
- d. Controllers, Welfare, P&I, Logistics, PIM
- e. Key partners
- f. Council Departments – monitoring unit
- g. Professional development
- h. Exercises/training
- i. EOC facilities
- j. EOC resources
- k. Communications
- l. Warning systems (including National warnings)

## **Key Findings**

As outlined in the terms of reference above, the scope of the review was limited to a snap-shot of two areas – Readiness in terms of community awareness and preparedness, and Response – in respect of relationships with partner agencies, Council staff, professional development training and exercises. In general the Northland Group have maintained a high level of capability in most readiness and response areas and have made particular gains in community engagement. There have been some variations in capability from the last review - both positive and negative – and the following sections outline the findings of the review with respect to these exceptions.

## **Community Resilience**

### **Strengths**

The region now has Community Response Plans across most vulnerable communities and staff commitment to maintaining these relationships is strong. The assistance from the Community Resilience Fund is invaluable in supporting the district Civil Defence Officers (CDO's)

Recent work with an initiative to redevelop the NRC website and a focus on the use of social media will enhance public access to Civil Defence information.

Increased cooperation within the Group staff through shared service agreements and increased coordination from the Group office have led to improved collaboration on district initiatives. Each of the district councils have only one CDO and collaboration has encouraged a team approach.

### **Weakness**

There is no formal programme to raise public awareness across the region. Public education is confined to support of national programmes such as 'Shakeout' and ad hoc responses to requests from community organisations. This is a conscious decision by the Group as the time and resource demands of these activities are prohibitive within current staff levels.

### **Opportunities**

As a general perception Civil Defence is considered to be a stand-alone activity by the respective Councils. The impact of this is that the CDO's are working with community groups while other council officers may be actively working in the same communities. Respective councils need to encourage a whole of Council approach to emergency management. This would help in increasing the profile of Civil Defence in the community, give the community a better understanding of council's role in preparing for and managing events and encourage Councils to actively manage risk. If all Council community engagement initiatives included an element of public awareness of Civil Defence it would greatly enhance the efforts of the CDO's. This could be included in the upcoming CDEM inductions for new councilors.

### **Threats**

The Northland community response plan network is pivotal to the regions ability to respond and recover from events. The nature of the region is such that we do not have the resources to cope with a major event without outside assistance and the ability of the community to manage until help arrives is significant. A significant amount of our limited resource is spent on maintaining community plans. Currently this is supported through some Community Resilience Funds and the Group should consider the implications of the loss of this funding.

## **Relationships with Partner Agencies**

### **Strengths**

A key strength of the Northland CDEM arrangements is the relationships that exist between CDEM and strategic partners particularly the emergency services. The relationship with partner agencies is strong at the Joint Committee and Coordinating Executive Group level. Individual CDO's have good relationships at the local level particularly within the Fire Service.

### **Weakness**

This strength at the committee level is not represented as well at the local level. This is reflected in a concern that an understanding of the local Civil Defence arrangements, roles and responsibilities are not well understood at a district and community level.

### **Opportunities**

There is an opportunity to improve the relationships with the emergency services and welfare sector at a local level through a joint project by the Group and the Joint Committee partners to encourage relationship building. Provided that there is a joint approach this could be backed up with performance KPI's for the CDO's as part of their job descriptions.

### **Threats**

At the local level good robust relationships are critical for smooth management of an event.

## **Lifelines**

### **Strengths**

The Northland Lifelines group continues to function well, with good representation and contribution from members. Recent exercises at the district level, including EMIS training, have improved the understanding of Council infrastructure managers and contractors with respect to their roles and responsibilities in an event.

### **Weakness**

The review identified that while representation from Council staff at lifeline meetings is at an appropriate level, and that recent work at the district level has improved local relationships the level of responsiveness to contributing to lifelines projects is poor. There is also a need to reinforce roles and responsibilities of Council staff and contractors (particularly in reporting) in an event.

### **Opportunities**

A pattern similar to that identified with partner agencies exists with the lifelines sector. The relationships at one level show high levels of collaboration and support and good integration with the Group Plan and CDEM arrangements. This is not supported at a local level in terms of local arrangements. Local exercises have indicated that apathy at the local level is relieved to some extent by having actively involved the infrastructure departments of the Council and their contractors in exercises. The Group could look at reinforcing this with a local exercise programme to include both emergency services and lifeline partners.

It is also suggested that Councils should review key contracts to ensure that CDEM responsibilities are included in contracts.

### **Threats**

In an event the intelligence from the lifelines sector is critical to a good understanding of the impact on communities and the time to recover. There is some concern (in some parts of the region) that Council departments and contractors do not adequately understand their roles in a Civil Defence emergency.

## **Staff**

**(Note that there is a distinction in this section between Council CDEM staff and Council EOC staff)**

### **Strengths**

Since the last review there have been a number of changes in CDEM staff and staff arrangements. Of note has been a focus on greater collaboration between CDO's and the Group office and the assistance of the Community Resilience Fund in providing extra capacity in the Kaipara District and with support for Community Response Plans.

Since the last review there have been significant changes at the district level in terms of support for staff involved in EOC roles. Of note is a Whangarei District initiative to increase the level of in house training and exercises for staff and to formally recognize EOC roles in staff job descriptions. Also of note is increased support in the Kaipara District for Civil Defence with respect to staff and EOC facilities.

### **Weakness**

With respect to EOC staff there has been a loss of a number of key people since the last MCDEM evaluation. There is variability across the region in terms of the support that CDEM EOC staff receive from their respective Councils. As noted above the Whangarei District provides formal acknowledgement of CDEM roles in job descriptions but this is not reflected in any of the other Councils. The Far North has slipped in recent years with the loss of key staff in some roles and a lack of enthusiasm from management to support replacement of staff or providing support for existing staff.

There is a recurring pattern across all the Councils in that there is a reticence to allow staff to attend CDEM workshops, meetings or training and a heavy reliance on a very few individuals.

### **Opportunities**

There have been recent changes in governance arrangements in the Kaipara and Far North Districts and an indication from both Councils that they will put a higher priority on Civil Defence than previous administrations have done. With an increased interest across all the districts there is an opportunity to discuss with the Far North, Kaipara and Northland Regional Councils possible ways in which key EOC roles can be treated more as fundamental positions and less as well-meaning volunteers by recognizing their skills in job descriptions, professional development agreements or possibly with remuneration. Recognition of staff will encourage more Council staff to become involved in CDEM and mitigate some of the risk in reliance on a few key staff.

### **Threats**

The region will always be limited by the size of the pool that EOC staff can be drawn from. It is recognized that currently the region is capable of managing small events but that resources would be stretched for a medium to large event or one that lasted many days. Without support

at a district level there is a significant risk that skills and staff resources may be inadequate for even small events. This is of particular concern in the Far North.

The reliance on a very few individuals in each Council poses a threat in the first instance in coordination of warnings and initial actions to set up a response at the start of an event, and in the second instance to ensure that EOC's are adequately staffed and managed in the response.

Of note is the vacancy at the Group level of a Public Information Manager. This is a critical role and needs to be filled. Also very few staff across the Councils directly receive national warning messages which creates vulnerability in the case of sickness or leave.

## **Training**

### **Strengths**

CIMS training continues to be the comprehensive base for staff with around 600 people having undertaken CIMS training in the region.

There has been a strong focus on EMIS training in recent years and there is a confidence that there is currently a good mix of skills across the region. The Group is also using EMIS as the foundation for the in-house training programme.

The Group is also noted for the use of debriefs following events to reinforce skills, identify strengths and weakness and follow up with opportunities for improvement.

### **Weaknesses**

As discussed above, there has been a reticence in some Councils to release staff for CDEM related activities including training. There has also been a concurrent apathy to allow staff to attend in house training.

There is some frustration at a lack of a comprehensive training and assessment framework from the Ministry with respect to key EOC management positions.

The in-house training focus is on skill practice and needs a focus on core skills and regionally agreed achievement standards.

### **Opportunities**

The Group Emergency Management Office needs to continue to encourage MCDEM to develop a national training framework for EOC staff.

On a number of occasions this year CDO's have collaborated in delivering in house training and exercises which have contributed to a better understanding of capability and capacity in the respective districts. There is an opportunity to further strengthen this collaboration in the further development of an exercise and training programme.

### **Threats**

The recent review of CIMS may have implications on the CIMS training. There is currently no indication of how the new CIMS framework will align to training.

The frequency of events that require EOC activation is relatively low and there is a risk that skills become stale if not regularly used. A coordinated training and exercise programme would help in this regard.

## **Conclusions**

The Northland CDEM Group has to deal with a large region containing highly spread out communities with limited resources. In this context the Group relies heavily on a small group of skilled individuals, good relationships with CDEM partners, good will from Council staff who are called upon in the event of a Civil Defence emergency and robust arrangements with local communities.

With the changes that have impacted over recent years the Group has built on some strengths but gone backwards in others.

There is variability across the region in terms of focus on improvement but a number of patterns are consistent in respect of general areas where improvement could be made:

- The CDO's have wide ranging responsibilities across the 4 R's. A key focus of the Group is in community resilience and awareness which takes up significant time for the sole district CDO's to undertake. Councils are constantly working with community on various issues and if they could include Civil Defence awareness in their community engagement projects generally it would help.
- Partnerships with CDEM partners including lifelines is robust at the Joint Committee and CEG levels but is not strong at the district and local levels. Encouraging these relationships from both the partners and CDEM Group ends and reinforcing the roles of Council departments and contractors (including in contracts) would significantly enhance capability.
- The caliber and skill levels of EOC staff is critical to the management of a response. Only one of the Councils reviewed has any formal recognition of key EOC staff and most expressed a frustration with a lack of access to training and a reluctance of Councils to release staff for workshops, training and exercises. Some form of formal recognition of key staff would provide acknowledgement for existing staff and encourage other staff to put their hands up for roles.
- The lack of a national training and assessment framework for key EOC roles is a limiting factor for the Group. The gap has been filled to some degree by local in-house training and exercise initiatives. The Group has benefited from some coordination across the region to inject some consistency and should involve partner agencies (where appropriate) in exercises at the regional and local levels.
- Over the past few years the Northland Group has benefited from successful applications to the Community Resilience Fund. The gains in capability from access to these funds has been demonstrated but ongoing support from the fund is not guaranteed. The Group needs to look at how it will maintain these gains into the future.

**ITEM: 3**

Page 1 of 1

**ISSUE: Ministry of Civil Defence & Emergency Management Work Programme**

**ID:** A618402

**To:** Northland CDEM Group, 4 March 2014

**From:** Greg Gallop, MCDEM Regional Emergency Management Advisor

**Date:** 18 February 2014

**Summary** The purpose of this report is to provide an update on Ministry of CDEM activities including the Work Programme February 2014.

<b>Report Type:</b>	<input checked="" type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/>	High	<input checked="" type="checkbox"/>	Moderate	<input type="checkbox"/>	Low

**Background:**

The Director, Ministry of Civil Defence & Emergency Management (MCDEM) has provided the attached update on the **Ministry work programme for February 2014**.

The Director has also advised that **funding** has now been made available to the Ministry **to progress the development of a Controllers course** (letter attached) that will form the core part of the controllers programme, leading to accreditation for controllers.

**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:**

- 
1. That the report Ministry of Civil Defence Emergency Management Work Programme, by Greg Gallop, MCDEM Regional Emergency Management Advisor and the attachments, dated 18 February 2014, be received.
-



13 February 2014

Chairs of Coordinating Executive Groups

## **MCDEM Work Programme Status Report – January 2014**

This report covers progress in the MCDEM work programme for the period ending 31 January 2014. It is provided to CDEM Groups to support Groups' activities and assist coordination. While the report is addressed to the Chairs of the Coordinating Executive Group I encourage it to be copied to the Managers of CDEM Group Offices and it can be circulated to any official within the CDEM Group at the discretion of the CEG.

Considerable focus within the Ministry is on the planning for the transition of MCDEM from the Department of Internal Affairs to the Department of the Prime Minister and Cabinet (DPMC) on 1 April 2014. Recent progress includes the development of the transition plan, finalisation of new accommodation for the Wellington office on level 17 of Bowen House in the parliamentary complex and staff consultation on the structure proposed for MCDEM as a business unit within DPMC. All existing MCDEM positions and staff will transfer. The Christchurch and Auckland regional office will remain in the current locations for the time being. The next stage of the project will involve agreeing the final structure, developing position descriptions for new positions covering policy, communications and ICT support and recruiting against those posts. An MOU has been signed between DIA and DPMC to provide for secondments of staff from DIA to DPMC to cover policy and communications functions while recruiting takes place. As indicated elsewhere, the transfer makes no change to the MCDEM priorities and work programme but a change in reporting lines for the Director.

## **Summary of Progress**

### **1. Emergency Management Information System (EMIS)**

MCDEM is preparing to conduct an EMIS Super User's course with the assistance of the North and South Island EMIS trainers. Dates for the course will be announced shortly. In addition, an EMIS user survey will be circulated to CDEM Groups in late February to help shape the future of EMIS support to the Sector.

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

### **2. Review of the National CDEM Plan and Guide**

The recent focus in the project to review the National CDEM Plan and Guide has been on the continued refinement of the existing arrangements and drafting new arrangements. Since the last report the following activities have taken place:

- The Minister of Civil Defence approved on 12 January 2014 the final draft of revised Plan and agreed to it commencing the government approval and regulation making process.

- The Readiness and Response Board of ODESC (the Committee of Officials' for Domestic and External Security Coordination) on 7 February 2014 noted the final draft of the revised Plan and the arrangements and amendments it contains.

The next steps are for the Minister of Civil Defence to approve the authority to draft being issued to the Parliamentary Counsel Office (PCO). Drafting is likely to take place during February and March 2014. Following the completion of drafting, the proposed Plan will be tabled in the House for 90 days, and issued for public consultation for a period of 40 working days. These steps will take many months and CDEM Groups will be advised on the progress being made, with a particular focus on when to expect public consultation to take place (likely between June-August 2014).

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

### **3. Corrective Action Plan**

The majority of the actions that comprise the Corrective Action Plan arising from the review of the Christchurch response are on target to be completed within the projected timeframes. Progress in some of the key components of the CAP are covered elsewhere in this update.

The next draft of the revised Coordinated Incident Management System (CIMS) manual was distributed in January for consultation. The latest version re-introduced some aspects of the old "Blue Book" and re-ordered the section to meet the requirements of some stakeholders. The Steering Group will meet on 20 February 2014 to agree and finalise the new manual.

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

### **4. Update on the Review of Arrangements for Delivery of Welfare Services in Emergencies – Welfare Corrective Action Plan**

The Welfare Corrective Action Plan was distributed in April 2013 to CDEM Groups and agencies that play a role in delivering emergency welfare services in an emergency. The corrective actions are being worked through and have informed the revision of the Welfare Services section of the National CDEM Plan. Changes implemented in 2013 included:

- transition to Welfare Coordination Groups (WCG) and Civil Defence Centres (CDC);
- confirmation of the continued use of the term 'Welfare Manager' – including in the revised Welfare Services section of the National CDEM Plan;
- inclusion in the revised National CDEM Plan confirmation of the nine welfare sub-functions and responsible/support agencies; and,
- transition of the overarching responsibility for welfare services from MSD to MCDEM (and therefore to involve CDEM Groups) once the new Plan is implemented (likely to be in 2015).

The focus for 2014 includes the following:

- continued engagement with agencies and CDEM Groups on the arrangements in the draft National CDEM Plan and the supporting Guide;
- CDEM Group Welfare Forum to be held on 19-20 March 2014 in Auckland; and,
- Revision of the Welfare in an Emergency Director's Guideline (DGL 11/10).

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

## **5. Capability Development Programme**

In January we welcomed Grant Morris to MCDEM as the Team Leader of the Capability Development unit. Grant comes to CDEM from the New Zealand Army with a background in military logistics but importantly and most recently an appointment in professional development at the NZDF College, Trentham. Grant is now well into his induction and you can expect to see him engaged with Groups shortly.

A Request for Quotation for a Controllers Development Programme was published on the Government Electronic Tenders Service (GETS) at the end of January. The tender closes on 28 February and evaluations of the responses will be done in March. We expect to begin contract negotiations immediately after the bids have been evaluated. The work intended for the contractor is to develop the programme itself, and at a later point, deliver the bulk of the programme. We aim to have the first residential Controllers' course delivered in the second half of 2014.

**Contact:** Grant Morris (04) 495 6845 [grant.morris@dia.govt.nz](mailto:grant.morris@dia.govt.nz)

## **6. MCDEM Guidelines - Review, Development and Consultation**

Following the recommendations of the '*Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake*', MCDEM continues to review and develop a number of guidelines.

### Recently published guidelines

Two new guidelines have recently been finalised and published on the MCDEM website:

- DGL 15/13 Volunteer Coordination in CDEM: Director's Guideline
- IS 14/13 Rapid Impact Assessment: Information for the CDEM Sector

### Guidelines currently under review/development

A number of other Director's Guidelines are currently being reviewed or developed. These include:

- Lifeline Utilities and CDEM: Director's Guideline (review and amalgamation of DGL 3/02 and BPG 1/03), issued for sector consultation in October 2013;
- Logistics: Director's Guideline will be issued for sector consultation shortly; and,
- CDEM Group Planning Director's Guideline will be issued for sector consultation shortly

### Guidelines to be reviewed in 2014

Additional Director's Guidelines that we are looking to review in 2014 include:

- Recovery Management: Director's Guideline (review and amalgamation of IS 5/05 Focus on Recovery and DGL 4/05 Recovery Management);
- Welfare in an Emergency: Director's Guideline

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

## **7. Review of the legislation for recovery from an emergency**

The Minister of Civil Defence agreed in August 2013 that the first stage of the review of the framework for recovery will comprise a review of the CDEM Act to develop proposals for generic provisions in the Act for recovery from emergencies of small to large (but not significant) scale.

The project review team appreciates the comments received from subject matter experts in CDEM Groups in response to material emailed out in December 2013. It has been particularly helpful to have evidence from Groups' experience or planning and modelling for the need for stronger recovery provisions in the Act. That feedback will be used in developing policy proposals.

Timeframes for any legislative changes arising from the first stage of the review remain uncertain, but any policy proposals to amend the CDEM Act are currently scheduled to be submitted to Cabinet before June 2014.

**Contact:** Geraldine Canham-Harvey (DIA, Policy) 04 494 0625 [geraldine.canham-harvey@dia.govt.nz](mailto:geraldine.canham-harvey@dia.govt.nz)

## **8. Tsunami Risk Management**

Consultation on the draft standard for the use of sirens in tsunami warnings closes in March 2014. Your input is welcome.

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

## **9. MCDEM Website Redevelopment**

As part of the transition to DPMC work is underway with the new department to determine how the MCDEM website, [www.civildefence.govt.nz](http://www.civildefence.govt.nz), will be transferred and hosted, and the best way to manage the rest of the redevelopment to give it a new look and be more responsive.

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

## **10. Public Alerting**

In 2013 we lodged an application with the Better Public Service (BPS) seed fund at Treasury to gain funding for the development of a business case for a public alerting solution. In early January we were told our BPS bid was unsuccessful. That being the case little work can be undertaken on the project until additional funding is available. Once funding is available it should take six months to complete a business case for presentation to Cabinet.

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

## **11. CDEM Resilience Fund**

The CEG Chairs Forum was held on 8 November. Detailed notes from the Forum were made available prior to Christmas outlining the timelines for the 2014/15 and 2015/16 financial years. Applications for the 2014/15 financial year are expected at MCDEM by 17 February 2014.

The next CEG Chairs' Forum is scheduled to be held in Wellington on 19 March 2014.

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

## **12. Ministerial CDEM Awards**

Thank you for the nominations for Ministerial CDEM Awards to recognise significant or outstanding contributions to civil defence emergency management in the period leading up to the end of 2013. This year the awards will be presented by the Minister at a reception in Parliament House on 25 February 2014, in conjunction with the annual conference. Groups that provided nominations will soon receive a letter from me to indicate how their nomination fared.

While many of the Ministry's staff will have an eye on our transition to DPMC and the challenge of dis-entangling our connections with DIA and re-establishing them in a new agency, I would like to emphasise that the shift in focus is temporary. During the transition period CDEM Groups can continue to rely on the support of the regional offices and, apart from planning for the next financial year, I expect the other MCDEM staff to be able to apply their full attention to CDEM matters after 1 April 2014.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Hamilton', with a stylized flourish at the end.

John Hamilton  
Director



# Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

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17 December 2013

CDEM Group Managers

## CONTROLLERS' DEVELOPMENT

At the National Controllers' Forum held in Wellington on 07 November 2013 there was considerable discussion and agreement on a concept to enhance the training available to CDEM Controllers. At that time it was explained that the Ministry was unable to progress the work until funding was available. On 12 December 2013 the Minister announced that funding has been made available to the Ministry to undertake the development of a Controller's course that will be the core part of a Controller development programme that can lead to accreditation of CDEM Controllers.

David Coetzee will now lead the project to develop the course. He and his team will work through the procurement process to select a tertiary education provider, or consortium of providers, that are well versed in emergency management, leadership and management, who will develop a concept for the course. At this stage it is anticipated a tertiary provider will also be contracted to deliver the bulk of the course. We aim to put a tender out by the end of January 2014.

I would be grateful if you could convey this information to your Group CEG and Controllers. We will keep you informed as the project progresses.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Hamilton'.

John Hamilton  
Director

**ISSUE: Resilience Fund 2014**

**ID:** A618467

**To:** Northland CDEM Group, 4 March 2014

**From:** Graeme MacDonald, CDEM Senior Programme Manager

**Date:** 17 February 2014

**Summary** The purpose of this report is to provide details of the applications to the Ministry of Civil Defence Emergency Management Resilience Fund for the 2014 year.

<b>Report Type:</b>	<input checked="" type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Low

**Report:**

The Northland CDEM Group has made a number of **successful applications to the National Resilience fund** over the past four years. Funding has been made available for various projects that may not otherwise have been able to be contemplated. To date a total of \$362,000 has been sourced from the fund to support 12 projects.

The Chairs of the Coordinating Executive Groups met with MCDEM officials in Wellington on 8 November 2013 to discuss **the priorities** for the management of the Resilience Fund bids for expenditure in 2014-15. The outcomes and decisions of the meeting are provided in the attached letter from MCDEM. The priorities for the coming year, criteria for applications and the timeline are outlined.

Applications from the Northland CDEM Group for the Resilience Fund for the 2014/15 year **were submitted prior to the 17 February deadline**. Copies of the complete applications and the accompanying letter are attached for the information of the group.

**Resilience Fund Applications** have been submitted under the following headings:

- EMIS implementation – \$85,000
- Tsunami Mapping and review - \$30,000
- Data Contact Management - \$27,000
- Far North District Resilience and Capability - \$30,000

Northland has **also supported applications** that have been made by the West Coast and Gisborne. The West Coast application deals with Visitor Action Plans and involves a review of the Northland process and plan efficacy. The Gisborne application relates to the ongoing national review of recovery arrangements and seeks funding to support a review of outcomes from smaller or medium scale events, including the recovery arrangements in Northland for the 2007 storms.

**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 2014, from Graeme MacDonald, CDEM Senior Programme Manager, dated 17 February 2014 be received.
  2. That the Resilience Fund applications for the 2014 be noted and endorsed.
  3. That the level of support from MCDEM to the Northland CDEM Group be acknowledged.
-



# Memo

<b>To:</b>	<b>MCDEM Management Team</b>
<b>CC:</b>	<b>CEG Chairs, CDEM Group Managers, MCDEM REMAs</b>
<b>From:</b>	<b>Manager Development, Shane Bayley</b>
<b>Date:</b>	<b>13 November 2013</b>
<b>Subject:</b>	<b>2013 Coordinating Executive Group Chair's Forum</b>

## Purpose

The purpose of this memorandum is to report on the discussions held during the Coordinating Executive Group Chair's Forum held on 8 November 2013, Cliftons Wellington, Level 28, Majestic Centre, 100 Willis Street, Wellington.

## Overview

Feedback from participants has been positive with participants appreciating the opportunity to discuss the work programme of the Ministry as well as the major projects that are underway that might influence decisions about the use of the CDEM Resilience Fund. A revised meeting schedule and opportunity for two meetings per year was also discussed.

## Participation

Unfortunately a few participants were unable to make it on the day due to fog at Wellington and other airports. Some CEG Chairs were also unavailable and nominated their CDEM Group Manager to attend on their behalf. Participants were:

- |                   |                   |                      |                 |
|-------------------|-------------------|----------------------|-----------------|
| • Tony Phipps     | Northland         | • Graeme Hall        | Otago           |
| • Clive Manley    | Auckland          | • Dave Adamson       | Southland       |
| • Langley Cavers  | Waikato           | • Rana Solomon       | Chatham Islands |
| • Anne Kemp       | Taranaki          | • David Coetzee      | MCDEM           |
| • Clinton Naude   | Bay of Plenty     | • Sarah Stuart-Black | MCDEM           |
| • Ged Shirley     | Manawatu-Wanganui | • Peter Cameron      | MCDEM           |
| • Bruce Pepperell | Wellington        | • Keith Evans        | MCDEM           |
| • Mark Wheeler    | Marlborough       | • Shane Bayley       | MCDEM           |
| • Clare Hadley    | Nelson-Tasman     |                      |                 |

CDEM Groups unable to attend were Gisborne, Hawkes Bay, Canterbury and West Coast.

## Programme

The first 90 minutes of the Forum provided an opportunity for the CEG Chairs to be updated on the MCDEM work programme and progress on the Corrective Action Plan. The timeline and benchmarks for the review of the National CDEM Plan were provided to participants (and are attached).

## Discussions and general agreements

### Priorities for 2014/15 CDEM Resilience Fund

A number of topics relevant to the CDEM Resilience Fund were presented and discussed. The discussion is summarised below.

- **Tsunami report:** the possibility exists to model a nation-wide assessment of tsunami run-up using a consistent approach. This would provide a national catalogue of run-up and source aggregations for each coastal segment described in the tsunami report. There may need to be a staged approach given that a project of this scale would take a while (maybe a couple of years) and would be expensive - indicative costs at this stage are \$1.2M. Councils would be required to support the project with LiDAR data where this is available. We would probably look to the Wellington Group to champion this project given their proximity to the GNS team that would do the work. The work required to make this an option for the 2014/15 Fund applications is unlikely to have been completed prior to the application deadline.
- **Public alerting platform and smartphone app:** the Auckland Group currently has funding to turn the alerting platform and smartphone app into something that could be adopted by Groups across the country. The alerting platform is simply a web-based interface that allows you to log in and update the means by which you alert your public. This is tailored to integrate to your existing accounts and platforms such as the status page on your website, Facebook, twitter, email distribution, SMS distribution. The platform can be adapted to suit your operation and could include, in the future, siren activation and cell broadcasting. The platform is also the means by which the smartphone app is updated, either day-to-day for non-emergency information, or during an event to push out different levels of alert to the app. Group's may consider using the Fund to cover the transition from an unbudgeted to budgeted initiative using the app and alerting platform.
- **Integrated Training Framework:** Waikato Group in partnership with BoP, Auckland, Northland and MCDEM has developed the core EOC introductory course material (and this has been well received by the sector). Waikato have indicated that they will be seeking funding to develop the intermediate level courses but have yet to fully scope the project. Indications are that the request will for <\$150,000.
- **Siren Standard:** Brendan Morris is currently working on a standard to be used for sirens used in tsunami warning. The draft of this standard will be out for submissions prior to Christmas with feedback due by mid-March (noting the comments from the Forum for 2 months consultation). Depending on the results of acoustic analysis being undertaken by University of Canterbury and the proliferation of many different siren tones, it is likely that some Groups will need to amend the tone they are using for tsunami warning. It would be reasonable to expect that the Resilience Fund would support a transition to a national standard.
- **Controller's training:** There was some discussion on the form of controller's training at the Controllers Forum the day before the CEG Chair's Forum. MCDEM is leading the development of controller training material and as this is rolled out, applications to participate in such training should be considered. Applications to participate in Emergency Management Australia training (Mount Macedon) might also be

considered. Applications to attend Mt Macedon should be made through MCDEM as we have a special deal going with them.

<http://www.em.gov.au/Education/Pages/default.aspx>

- **Rapid impact assessment:** MCDEM has developed guidance on Rapid Impact Assessment which was consulted with CDEM Groups in November and will be published online in December 2013. It will be followed next year by a New Zealand Fire Service web service application that will facilitate the work of those conducting rapid impact assessments.
- **EMIS:** I did report that there are no roll-over initiatives in the Fund after this year. This was incorrect and I should report that Nelson-Tasman's EMIS trainer was submitted as a three year application. Next year will be the last year for that project. EMIS implementation is still considered good use of the Fund and applications for this are encouraged. Note that for the remainder of this financial year there are trainers based in Wellington for the North Island and Christchurch for the South Island that Groups should be taking advantage of. MCDEM now has a second EMIS person on board to assist Chris Killeen and the Nelson-Tasman trainer is working with the Marlborough, Nelson-Tasman and West Coast Groups. EMIS trainers/implementers are collaborating over resources, techniques etc.
- **CDEM Group capability assessments:** The capability assessment that was undertaken of the sector by MCDEM will be repeated in 2014/15, albeit a more agile version. The Minister has sought improvement across the board and has challenged the Groups with new targets. Initiatives that promote capability improvement in line with the assessment should be looked upon favourably for funding.

In summary, applications to the Resilience Fund will be looked upon favourably where they:

1. Enable alignment with national recommendations for consistency. Examples include civil defence centre signage and re-programming or replacing sirens used for tsunami warning.
2. Enhance use of the EMIS in a Group (especially where a Group has not made use of the Fund for this purpose in the past).
3. Deliver improvements to capability in line with capability assessment reports.
4. Enhance the development and rollout of the integrated training framework.
5. Enable the adoption of public alerting tools such as a national smartphone application and social media monitoring and engagement.
6. Undertake research with national applicability.

## Schedule

### 2014/15 Resilience Fund

17 February 2014	Deadline for applications.
~11 March	Review Panel deliberations.
1 April	Announcement of 2014/15 Resilience Fund allocations – maybe earlier at the CEG Chair's Forum (see below).
1 July 2014	Projects for 2014/15 initiated.

### 2015/16 Resilience Fund

19 March 2014	CEG Chair's Forum – confirmation of process and priorities for 2015/16, work programme and MCDEM transition to DPMC, note that this date follows the CDEM Group Manager's Forum. CEG Chairs are welcome to have their Group Manager in attendance at the CEG Chair's Forum. Whilst CEG Chairs are encouraged not to delegate their attendance, should this be necessary CEG Chairs should nominate another CEG member.
31 July	Deadline for applications.
Mid August	Applications visible to all CDEM Groups to enable similar projects to be aligned and allow for cross-Group cooperation.
~1 October	Review Panel deliberations.
~9 October	CEG Chair's Forum – reporting on the 2013/14 projects, feedback on 2015/16 projects and update on MCDEM activities.
~20 October	Announcement of 2015/16 Resilience Fund allocations.
1 July 2015	Projects for 2015/16 initiated.

CDEM Groups should know whether they have been successful with their application at about the time they are preparing their budgets for 2015/16. This will provide some assurance for the work programme. Applications covering more than one financial year will also be considered, noting that confirmation can only be undertaken on a year-by-year basis.

## Recommendations

It is recommended that Management Team:

- a. **notes** the benefit in regular meetings of the Coordinating Executive Group Chairs,
- b. **agrees** to the amended timeframe for consideration of priorities for use and applications to the CDEM Resilience Fund and associated Coordinating Executive Group Chair's Forum,
- c. **endorses** for consideration by the Director the priorities for the use of the CDEM Resilience Fund, and
- d. **notes** the preferred timeframe, being two months, for formal feedback from CDEM Groups on MCDEM publications.

Shane Bayley  
**Manager Development**

## Review of the National CDEM Plan Key Milestones and Timeframes

The following is a summary of the key milestones and timeframes for the project to review the National CDEM Plan up until public consultation in 2014. The dates from February 2014 onwards are estimates only. NWCG agencies will be provided with regular updates on these timeframes.

Key milestone	Date
<b>Complete development of amendments</b> for the draft revised Plan, in consultation with relevant agencies, taking account of: <ul style="list-style-type: none"> <li>• review of the Chch response recommendations;</li> <li>• additional reviews (welfare, recovery, etc);</li> <li>• additional changes in the national planning space since Feb 2011.</li> </ul>	25/10/13
<b>Agency sign off</b> on their agencies arrangements in the draft revised Plan	01/11/13
DIA Legal and MCDEM Management Team sign off final draft revised Plan (documents issued 2 weeks prior)	12/11/13
<b>Steering Committee meeting to approve</b> the final draft revised Plan be issued to the Minister (documents issued 2 weeks prior)	03/12/13
Final draft revised Plan provided to Minister of Civil Defence	20/12/13
Minister's agreement to final draft revised Plan	Feb 2014
<b>Consult government agencies</b> on final draft revised Plan and Cabinet paper for authority to draft	Feb 2014
Minister's consideration of the final draft revised plan and Cabinet paper for Authority to draft.	Feb / March 2014
<b>Consideration by ODESC / OEGI</b>	March 2014
Consideration by EGI	March / April 2014
<b>PCO draft new proposed Plan</b>	6 weeks
Minister tables the proposed Plan in the House	July 2014
<b>Public consultation on the proposed Plan</b>	July / August 2014

Note: **bold** indicates agency engagement

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[www.nrc.govt.nz/civildefence](http://www.nrc.govt.nz/civildefence)

13 February 2014

The Director  
Ministry of Civil Defence & Emergency Management  
The Department of Internal Affairs Te Tari Taiwhenua  
P O Box 5010  
Wellington

Dear John

### **NORTHLAND CDEM GROUP RESILIENCE FUND APPLICATIONS 2014**

Please find attached the Northland CDEM Group applications to the Resilience Fund for the 2014 year. The four applications all meet the criteria outlined recently and are all high priority group projects.

You will be well aware of the fiscal restraints that exist in the various Northland councils and the associated impact that has on budgets, funding and projects. The Northland CDEM Group is extremely grateful for the funding that the resilience fund has provided in recent years to support various projects. Without it, we would not have been able to achieve the levels of readiness and response capability that now exist across the region.

In respect to the review of the Tsunami Inundation mapping project, the Northland CDEM Group firmly supports the proposal that a nationally consistent set of maps should be developed using a consistent and universal approach. Our application relates to the review of our existing maps to take into consideration the findings of the most recent GNS report.

We have identified some exciting opportunities for projects in the 2014 year as we continue to build on our earlier achievements.

We look forward to the outcome of the panel's deliberations.

Yours sincerely

  
Tony Phipps  
Coordinating Executive Group Chair

**Northland Civil Defence Emergency Management Group "Resilient Communities Together"**

**NORTHLAND DISTRICT HEALTH BOARD**  
*Te Puaki Hāmona A Rake O Te Tai Tokerau*



**NORTHLAND  
REGIONAL  
COUNCIL**



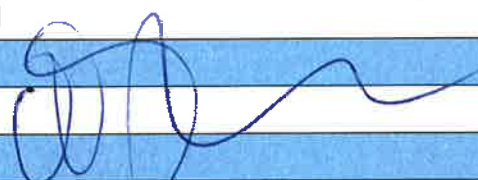

**Far North  
District Council**





## CDEM Resilience Fund project application form

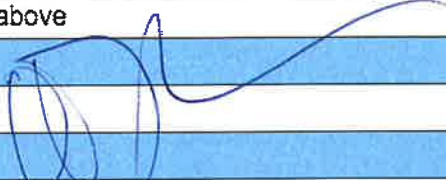

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS Implementation
Date of application	5 February 2014
<b>Details on application</b>	
Lead local authority	Northland Regional Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Whangarei, Kaipara and Far North District Councils
<b>Project description</b>	
<p><b>Executive summary [200 words maximum description.]</b></p> <p>The Northland CDEM Group has committed to the on-going implementation and use of the Emergency Management Information System (EMIS). The commitment has been at the implementation and operational levels with EMIS being successfully used in the Northland CDEM environment during emergencies, exercises and in training. EMIS was activated by the Northland Group during a storm event shortly after it was introduced and since that time there has been an on-going commitment to a programme of training and development of the EMIS. The training to date has generally speaking comprised an introduction and basic skills. 170 personnel from across a range of agencies, including members of the Northland Lifelines Group, have been trained. In late March 2014 emergency services personnel from Police and Fire Service will undergo initial training. EMIS is viewed very positively by CDEM partner agencies in the Northland region.</p> <p>In October 2013 the Northland Lifelines Group members held an exercise, that included the use of EMIS. This is the first time nationally that a Lifelines Group has used EMIS in an exercise. The fact that there are a large number of personnel trained, including the Lifelines Group, and the fact that EMIS has been used in exercises and during an emergency confirms the Northland Groups commitment to the EMIS.</p> <p>The Northland CDEM Group is seeking funding to ensure the long term viability and sustainability of EMIS within the region. Developing a strong base of trained personnel and ensuring that the EMIS working platform is ready for use during an emergency in the coming year will enhance our readiness and response capability and capacity across the region, nationally, locally and with partner agencies.</p> <p>The Northland CDEM Group has not previously applied or received funding to support the EMIS in the region.</p>	
<p><b>Problem/opportunity [200 words maximum description.]</b></p> <p>To date resourcing for implementation, regional and local development and on-going administration of the EMIS has been from within existing staff resources. The resourcing required to continue with the implementation is now beyond that which can be absorbed within existing CDEM resources in the region. If use of EMIS is to continue to grow and develop to its full potential in Northland a full time EMIS facilitator is required.</p> <p>EMIS implementation, development and facilitation is a key component of the Northland CDEM work programme.</p>	
<p><b>Alignment with identified goals and objectives [200 words maximum description.]</b></p> <p>The Northland CDEM Group Plan (2010) has four key goals including the goal of Enhancing Capability to manage civil defence emergencies. Also identified in the plan are a series of group objectives including the two following objectives –</p> <ul style="list-style-type: none"> <li>• Establish and maintain effective resilient inter-agency communication networks and processes</li> </ul>	

<ul style="list-style-type: none"> <li>Strengthen the coordination and cooperation amongst all relevant sectors in planning for and responding to an emergency.</li> </ul> <p>The CEG chairs priorities for the 2014/15 Resilience Fund include -          "In summary, applications to the Resilience Fund will be looked upon favourably where they:          2. Enhance use of the EMIS in a Group (especially where a Group has not made use of the Fund for this purpose in the past)."</p> <p>To date the Northland CDEM Group has not applied for or received direct funding support from the Resilience Fund for EMIS Implementation. The EMIS is a fundamental cornerstone to enhancing preparedness and response arrangements at all levels in Northland.</p> <p>Dissemination of benefits to sector <i>[200 words maximum description.]</i>          Benefits to the sector are consistent with the goals and objectives listed above for the Northland CDEM Group and include</p> <ul style="list-style-type: none"> <li>Enhanced interagency preparedness and response</li> <li>Enhanced information management across CDEM response at all levels</li> <li>Enhanced staff capability and understanding of EMIS</li> <li>Enhanced readiness and response capability locally, regionally and nationally</li> </ul>		
<b>Project design</b>		
Project manager	Northland Coordinating Executive Group	
Other project members	Members of Northland CDEM/CEG	
External providers/contractors	Nil	
<b>Deliverables</b>		
Milestone	Date for completion	Cost
Recruit and appoint appropriately qualified EMIS Facilitator and delivery of EMIS training, development and enhancement for the Northland CDEM Group and partners.	1 June 2014 1 July 2014	Total cost from Resilience fund \$85,000
<b>Identified risks</b>		
Risk	Suggested management	
Inability to recruit applicants	Professionals to assist in recruiting process	
Training and implementation does not meet agreed standards	Performance management and job descriptions are in place and appropriately managed systems.	
<b>Funding request and use</b>		
CDEM resilience fund contribution	\$85,000	
Local authority contribution	CDEM Group contribution for 1 year estimated at \$30k	
Other sources of funding	Nil	
<b>Application confirmation</b>		
Approval of Chief Executive		
<b>CDEM Group comment</b>		
Comment	EMIS is integral to readiness and response capability at national, regional and local level and this project will significantly enhance Northlands emergency management arrangements.	
Approval of Coordinating Executive Group Chair		



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Tsunami Inundation Zone Mapping - Review
Date of application	5 February 2014
<b>Details on application</b>	
Lead local authority	Northland Regional Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Whangarei, Kaipara and Far North District Councils
<b>Project description</b>	
<p><b>Executive summary [200 words maximum description.]</b></p> <p>In 2009 the Northland CDEM Group in partnership with GNS developed a series of Tsunami Inundation maps for the Northland coastline. GNS used this as a pilot project and in late 2010 a series of Tsunami Inundation maps were complete. Prior to maps being developed by GNS no tsunami inundation mapping had been undertaken for the Northland region; there was little reliable information available to assist in determining what areas should be evacuated in any tsunami emergency and communities were unable to determine their level of risk from tsunami events. With the advent of inundation maps based on sound scientific research community readiness has been enhanced significantly. Emergency management practitioners now have reliable data to assist in evacuation planning. The inundation maps form an integral component of the Community Response plans that have been developed across Northland over a number of years.</p> <p>In 2013 MCDEM commissioned GNS to review the Tsunami Hazard for New Zealand.</p> <p>The report concluded that the main areas where tsunami pose a greater hazard than previously understood are:</p> <ul style="list-style-type: none"> <li>• <b>the coasts of Northland</b>, the northwest part of Auckland, Great Barrier Island, the Coromandel Peninsula, and the Bay of Plenty</li> <li>• The North Island's East Cape and parts of the Wairarapa coast</li> <li>• Southland, Stewart Island, Fiordland and Westland.</li> </ul> <p><b>The estimated maximum tsunami wave heights in some of these areas have increased by about 50 percent.</b></p> <p><b>Problem/opportunity [200 words maximum description.]</b></p> <p><b>Discussions with GNS indicate that the inundation maps for Northland now require review and updating. The original version of the Northland Inundation maps was funded directly by the Northland CDEM Group.</b></p> <p>The Tsunami inundation maps are integral to, and form the basis of -</p> <ul style="list-style-type: none"> <li>• Community Response planning and plans</li> <li>• CDEM response arrangements</li> <li>• Public information, education and tsunami information boards</li> <li>• Warning and alerting arrangements (including links to the Northland's Tsunami siren network).</li> <li>• Lifelines Utility Group readiness planning and response</li> </ul> <p>There has now been widespread publicity concerning the new GNS report and the changes in the hazard consequences. To maintain credibility and confidence with communities that have invested in the Community Response plans the Northland Tsunami Inundation maps urgently require updating and review. The Northland CDEM Group does not have funding or budget available to cover the cost of the review.</p>	

<p>The Northland CDEM Group supports a standardised national approach to inundation mapping. We also believe that the standardised approach is possible in a staged manner over several years with support from the resilience fund.</p>		
<p>Alignment with identified goals and objectives <i>[200 words maximum description.]</i>          The Northland CDEM Group Plan goals include Reducing the risks from hazards to Northland and Improving the understanding of Northland's hazardscape and risks; associated objectives include Improving the understanding of Northland hazardscape and associated risks; These goals and objectives are directly linked to the national CDEM Strategy.</p> <p>Local source tsunami is the highest risk identified in the Northland CDEM Group plan risk prioritisation process.</p>		
<p>Dissemination of benefits to sector <i>[200 words maximum description.]</i>          The benefits of this project are in the main for communities and the Northland CDEM Group whereby up to date and accurate inundation mapping is available to ensure that timely decisions are made and that readiness arrangements are aligned.</p>		
<p><b>Project design</b></p>		
Project manager	Northland Coordinating Executive Group	
Other project members	GNS	
External providers/contractors	GNS	
<p><b>Deliverables</b></p>		
Milestone	Date for completion	Cost
Contract to review existing inundation maps agreed with GNS	1 July 2014	\$30,000 estimated
Maps completed and delivered	1 June 2015	
<p><b>Identified risks</b></p>		
Risk	Suggested management	
Inability of contractor to deliver the outcomes as agreed on time	Managed via contract	
<p><b>Funding request and use</b></p>		
CDEM resilience fund contribution	\$30,000	
Local authority contribution	Difference in contract price over \$30,000	
Other sources of funding	Nil	
Expenditure <i>[Please supply details]</i>	As above	
<p><b>Application confirmation</b></p>		
Approval of Chief Executive		
<p><b>CDEM Group comment</b></p>		
Comment	Tsunami Inundation maps are integral to the Northland CDEM Group readiness and response arrangements.	
Approval of Coordinating Executive Group Chair		



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Phase 2 – Electronic Community Response Plans (eCRP)
Date of application	5 February 2014
<b>Details on application</b>	
Lead local authority	Northland Regional Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Kaipara District Council, Whangarei District Council, Far North District Council.
<b>Project description</b>	
<p><b>Executive Summary</b></p> <p>The Northland Civil Defence &amp; Emergency Management Group (NCDEMG) was successful in the 2013/14 year in securing funding for the redevelopment and updating of its Community Response Plans (CRP's) to an electronic format that was better suited for "on-line" use. This redevelopment required significant changes to what was included in the current plans with the emphasis changing from a purely "Response" focused document to an "All Hazards - Readiness / Response / Recovery" format.</p> <p>The document changed from a "Microsoft-Word" structure to a fit-for-purpose electronic layout that met current best practice emergency management messaging, branding, publishing and on-line standards.</p> <p>One of the controversial areas of change in the new electronic CRP's (eCRP's) was the non-inclusion of the many variations of personal contacts i.e. home / private / workplace phone numbers, cellphone numbers and email addresses of community response group members. However, the perceived need for personal and community contacts within the various CRP's was a recurring theme during the consultation and development phase of the eCRP's.</p> <p>It became apparent that a different approach was needed to meet the requirements of maintaining up-to-date and comprehensive contact lists by utilising current information management technology.</p> <p><b>Considerations:</b></p> <p>Utilisation of the "Contacts Module" of EMIS is seen as an effective method of storing and retrieving community response group details in a secure environment, as well as having these details automatically available for activating or informing groups during emergencies.</p> <p>The logistics and challenges of maintaining multiple lists of contacts in the numerous CRP's has become an onerous task, with the reviews of CRP's focusing mainly on updating personnel contact details while the hazardscape's and risks threatening communities do not change markedly over time.</p> <p>Addressing the privacy requirements of publishing people's numbers and contact details on council websites and the potential exposure to litigation by the public and scrutiny by the media over real or perceived breaches of confidentiality of personal information is a significant corporate risk.</p> <p><b>The use of EMIS and current information management technology such as smart-phones and tablets in particular to store and maintain people's information in a dynamic social and emergency management environment needs to be adopted as the second phase of the development of eCRP's.</b></p>	

### Problem / Opportunity

*"Because there is limited awareness and understanding across communities of the existence and content of current community response plans and the content of current CRP's is in general limited to "a few in the know", there has been a rethink of CRP strategy in Northland. By integrating eCRP's and the personal contact information of community response group members into EMIS and empowering community response groups through better understanding of modern technology such as tablets and smart-phones and how they can fit together, we will build resilient communities".*

### Strategies:

1. Partnering and researching with a tertiary institution into current best practice for the timely updating of contact information and database management, particularly in the emergency management environment.
2. Encouraging and educating community response groups to better utilise smart-phone and tablet technology to update and retrieve contact information.
3. Imbedding community response group member information into the "Contacts Module" of EMIS for use by emergency management officers and controllers during events.
4. Imbedding eCRP GIS information into EMIS which will enable the development of a "common operating picture" where a controller can more quickly gain an appraisal of the current status of a community.
5. Provision of tablets to emergency management staff as an emergency management tool and education device.

### Alignment with identified goals and objectives

The Directors stated priorities for the Resilience Fund 2014 are:

1. **Enable alignment with national recommendations for consistency. Examples include civil defence centre signage and re-programming or replacing sirens used for tsunami warning.**  
**Comment** – eCRP's have been developed with the view to achieving a nationally consistent approach to layout and content; this was a criterion for funding approval in the 2013/14 FY. Phase 2 of the eCRP's is designed to develop consistent information communication technology (ICT) solutions to the eCRP process.
2. **Enhance use of the EMIS in a Group (especially where a Group has not made use of the Fund for this purpose in the past).**  
**Comment** – Integration of eCRP GIS information into EMIS will give consistency to the "look & feel" of Northland EMG's products. Inputting NEMG and emergency contact information into the EMIS "Contact Module" will provide a pilot study of the effectiveness and stability of EMIS in "battle" mode.
3. **Deliver improvements to capability in line with capability assessment reports.**  
**Comment** – Populating the Kaipara District Council (KDC) eCRP's and emergency management contact details into EMIS will be the first part of Phase 2. This will place KDC in a strong position nationally with EMIS adoption and contribute significantly to meeting shortfalls identified in KDC's emergency management capability.

**4. Enhance the development and rollout of the integrated training framework.**

**Comment** – Understanding the value of a "common operating picture" is a fundamental outcome of controller training. eCRP Phase 2 will enable controllers to more readily develop situational awareness through feedback from community response group activities, which in turn should be driven by their respective eCRP's.

**5. Enable the adoption of public alerting tools such as a national smartphone application and social media monitoring and engagement.**

**Comment** – By providing NEMG staff with tablets and smart-phones they will be able to demonstrate to the public and community groups the link between eCRP's and community resilience.

**6. Undertake research with national applicability.**

**Comment** – By partnering with a tertiary institute credible research such as an environmental scan will be undertaken to identify best practice into community uptake and understanding of digital technology (social media) in the readiness & response phases of emergency management and then these research findings will enhance the eCRP's development process.

**Dissemination of benefits to sector**

Electronic community response plan (eCRP) formatting that is eye-catching, clear, concise and enables access via the social media will enable more members of communities with the knowledge to "Get Ready & Get Thru" by increasing their awareness of such factors as evacuation routes, assembly points and welfare facilities, local hazards and warning systems i.e. by adopting the principles of the reduction, readiness, response and recovery continuum.

**Project design**

Project manager	Trevor Andrews – NRC EMO
Other project members	NRC corporate communications staff / NRC Library staff / NRC GIS staff
External providers/contractors	Database developer / Northland Institute of Technology – NorthTec

**Deliverables**

Milestone	Date for completion	Cost
8 Completed Phase 2 eCRP's for Kaipara District Council.	March 2015	\$5000
Updated and current emergency management database contact database for the Kaipara District Council (KDC).	March 2015	\$15000
7 Tablets		\$7000

**Identified risks**

Risk	Suggested management
ICT / Database technical expertise	Partnership with NorthTec for database development and technical support.


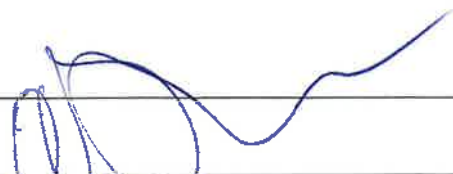
<b>Funding request and use</b>	
CDEM Resilience Fund	\$27000
NRC Student Grant	\$5000
<b>Application confirmation</b>	
Approval of Chief Executive	
<b>CDEM Group comment</b>	
Comment	
Approval of Coordinating Executive Group Chair	



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Far North District Council Capability enhancement
Date of application	5 February 2014
<b>Details on application</b>	
Lead local authority	Far North District Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Nil
<b>Project description</b>	
<p><b>Executive summary [200 words maximum description.]</b>  A capability assessment of the Northland CDEM Group was carried out by the Ministry of Civil Defence Emergency Management in 2010. The assessment identified that variability within the Group in training and professional development may impact on the ability of the Emergency Operations Centres to operate effectively for events longer than 48 hour duration.</p> <p>Since the 2010 capability assessment the Civil Defence Emergency Management arrangements in the Far North District Council have undergone a decline, with a reduction in the Council's capacity and capability. A recent review of the CDEM arrangements carried out in February 2014 has identified a number of opportunities for improvement in the CDEM arrangements within the FNDC. The main areas of concern identified in the review include professional development, training, organisational commitment, appointments and a lack of intent by the previous administration to instil CDEM as core business across and within the council. As a consequence the requirements of Civil Defence readiness and response had been left to a very small dedicated group of individuals. There has been an over reliance on these individuals and the previous administration provided little support. Over a period of time the organisational readiness and response capability has been significantly eroded.</p> <p>In 2013 a new Mayor was elected and the new administration has indicated that they have a very strong commitment to improve and support the CDEM arrangements. There is an acknowledgement that the current arrangements are in need of additional resourcing to improve capability and capacity across the council.</p>	
<p><b>Problem/opportunity [200 words maximum description.]</b>  The outcome of the assessment clearly indicates that the FNDC has a low level of capability and preparedness in some areas, and strong evidence exists to indicate that there is a lack of resources, expertise, skills and competencies across the organisation to manage a Level 3 local emergency or above.</p> <p>Recommended actions include –</p> <ul style="list-style-type: none"> <li>• That action is taken to ensure that staff receives adequate training and opportunities to exercise at the local, regional and national level.</li> <li>• Additional controllers, key EOC managers, recovery managers and welfare managers are appointed and receive training opportunities.</li> <li>• That sufficient resourcing is made available to support the on-going capacity enhancement</li> <li>• That sufficient across council resources are made available to facilitate the on-going community level engagement and inter agency relationship management</li> </ul> <p>Though the FNDC recognises the need to provide urgent attention to the issues outlined funding to support the additional resources is unlikely to be provided at this time.</p>	

<p><b>Alignment with identified goals and objectives</b> <i>[200 words maximum description.]</i>  <b>Stated priorities for the 2013/14 Resilience Fund include –</b>          Deliver improvements to capability in line with capability assessment reports.          This application is made on the basis that there is a recognised need to provide at least minimum levels of readiness and response capability across the FNDC.</p> <p>The various goals and objectives of the Northland CDEM Group Plan 2010 relate directly to the outcomes that are sought from this project including goal 3 Enhancing capability to manage civil defence emergencies and goal 4 Enhancing capability to recover from civil defence emergencies.</p>		
<p><b>Dissemination of benefits to sector</b> <i>[200 words maximum description.]</i>          That the capability and capacity of the Far North District Council will be significantly enhanced and developed through the additional allocation of resources. In particular there are benefits to the wider community, council and existing CDEM personnel within the FNDC.</p>		
<p><b>Project design</b></p>		
Project manager	Northland Coordinating Executive Group	
Other project members	Members of Northland CDEM/CEG	
External providers/contractors	Nil	
<p><b>Deliverables</b></p>		
Milestone	Date for completion	Cost
Project plan for delivery of professional development and training needs assessment	1 July 2014	\$5000
Community engagement	2014/15	\$5000
Appointments – controller, recovery manger and welfare	2014/15	\$10000
Relationship management and engagement with key stakeholders	2014/15	\$10000
<p><b>Identified risks</b></p>		
Risk	Suggested management	
<p>A lack of funding will severely impact the ability of the FNDC to enhance capability and capacity</p> <p>The current economic environment is not conducive to alternate funding options.</p>		
<p><b>Funding request and use</b></p>		
CDEM resilience fund contribution	\$30,000	
Local authority contribution	Nil	
Other sources of funding	Nil	
Expenditure <i>[Please supply details]</i>		

<b>Application confirmation</b>	
Approval of Chief Executive	
<b>CDEM Group comment</b>	
Comment	
Approval of Coordinating Executive Group Chair	

**ISSUE: 2014 Work Programme**

**ID:** A618505

**To:** Northland CDEM Group, 4 March 2014

**From:** Graeme MacDonald, CDEM Senior Programme Manager

**Date:** 18 February 2014

**Summary** The purpose of this report is to provide an update on the work programme for the 2014 year. It concludes with the recommendation that the report be received.

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

**Background:**

Attached is the updated 2014 Northland CDEM Group work programme.

**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 2014 Work Programme by Graeme MacDonald, CDEM Senior Programme Manager and dated 18 February 2014 be received.
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## Northland CDEM Group Draft Work Programme 2014

Goal	Subject	Activity	Status
<b>Goal 1:</b>  To increase community awareness, understanding preparedness and participation in civil defence emergency management.	Public Education	Maintain the current public education programme	Ongoing
		Review the Northland CDEM website content	Commenced
		Provide for social media across the CDEM sector, including Community Groups, in Northland for readiness, response and recovery arrangements.	Commenced and ongoing
		Promote and reinforce the successful Community Resilience Projects on a local, regional and national level.	Commenced and ongoing
	Community Resilience	Review the Volunteer management guidelines with a view to developing a regional Volunteer Management Strategy and Plan - ensure emergent volunteers will be managed effectively and integrated with any CDEM response or recovery arrangements or activities. - Ensure that the Volunteer management plans provide for appropriate links to existing arrangements and organisations	Complete by December 2014
		Assessment of the resourcing required sustaining the Community Resilience Projects (CRP's, VAP's and BCP).	Complete
		Continue the ongoing development and review of - Community Response Plans - Visitor Action Plans - Business Continuity Project - And align plans	Ongoing
		Ensure that the Community Resilience Projects are integrated and support each other.	Ongoing
		Review and consider the youth affairs volunteer programme as outlined by the Minister of Civil Defence. (YES)	Commenced
		Improve engagement with Maori, particularly at the marae level and in community resilience projects. (Focus on Community Response Plans)	Ongoing and commenced
	Public Information Management	Incorporate social media into mechanisms for dissemination of information to the public and other sectors.	Commenced

Goal	Subject	Activity	Status
<b>Goal 2:</b>  To reduce the risks from hazards to New Zealand	Hazard Risk Management	Evaluate the implications of the GNS tsunami review including - Evacuation mapping - Implications on CRP's - Response planning	Commenced
		Commence review of the Northland CDEM Group Plan	Late 2014 and 2015
<b>Goal 3:</b>  To enhance capability to manage civil defence emergencies	Professional development and training	Develop a long term professional development strategy Including provision for Building Inspectors and Community Resilience Project members	By December 2014
		Implement Emergency Management Information System across the Northland CDEM sector	Commenced and on going
		Support the national programme aimed at developing a cadre of experienced emergency managers to respond for immediate deployment during emergency events.	Ongoing
	Exercises	Develop an exercise programme. (Including priority to hold an across agency exercise that includes the Welfare Sector in the 2014 year).	Commenced
	Response	Review EOC arrangements with a view to establishing current levels of capability and whether the arrangements are fit for purpose.	By December 2014
		Develop plan for a "Cruise Ship" specific scenario.	By September 2014
	Controllers	Pursues the development of a national Professional Development standard course for Controllers.	Ongoing
		Reviews the existing Northland standards for controller appointments	Commenced
		Reviews annually the current group and local appointments.	Annual review
	Welfare	Incorporate outcomes and changes from the national review of welfare arrangements into the Northland region arrangements as a matter of priority.	Commenced
		Monitors and provides feedback where appropriate as MCDEM works through the review of welfare arrangements and the development of new arrangements.	Ongoing
	Lifelines	Maintain and support the ongoing Lifelines work programmes and activities.	Ongoing
	Warning Systems and alerting	Maintain and continue to enhance or upgrade the current toolbox arrangements for public alerting.	Ongoing

Goal	Subject	Recommendation from review	Status
<b>Goal 4:</b> To increase community awareness, understanding preparedness and participation in civil defence emergency management.	Recovery	Maintains the ongoing development and enhancement of recovery arrangement in the region with a focus on the ongoing development of staff, planning arrangements and developing relationships with the key agencies that provide welfare and recovery services.	By December 2014
		Recovery is included into the professional development programme at a regional and local level and the CEG advocates for a nationally consistent professional development course targeted specifically at recovery professionals.	By December 2014
<b>Enabler 1:</b>  To ensure all agencies have the structures and authorities to be able to reduce risk, be ready for, respond to and recover from civil defence emergencies.	Group organisational structure.	Actively pursue MCDEM to facilitate opportunities for across sector interaction to enable the efficient and effective dissemination of best practice and mutually beneficial information exchange.	Commenced and ongoing
		Consider the impact of proposed Local Government Act changes on the CDEM arrangements in Northland.	Report by December 2014
		Develop a long term financial plan for the group activities.	By September 2014
		Develop and provide an induction programme for new personnel, including roles and responsibilities during recovery.	Ongoing
		Ensure that MCDEM is aware of the implications of the financial assistance provided by the resilience fund.	Ongoing
	Group Emergency Management Office	Evaluate the "shared services" arrangements for the entire region and make recommendations on future structures.	Commenced and ongoing
		Develop initiatives to facilitate inter group relationships to enable sharing of learning's and experience across the CDEM sector.	Ongoing
	Work Programmes	Collaborates with MCDEM to set realistic and achievable benchmark targets for the Northland region Monitoring and Evaluation to be undertaken in 2015. Instigates an "internal audit" with a view to identifying gaps and areas for improvement ahead of the MCDEM Monitoring and Evaluation study.	Commenced and underway
		Review and provide feedback on the review of the National CDEM plan, and all MCDEM plans and guideline revisions (includes Recovery, Welfare, CIMS, Professional Development, Resilience Fund).	Ongoing
	Business Continuity Management	Continue with the BCP workshops and national recognition of programme	Commenced and ongoing

**ISSUE: Coordinating Executive Group - Chair's Report**

**ID:** A618511

**To:** Northland CDEM Group, 4 March 2014

**From:** Tony Phipps, CEG Chair and Group Controller

**Date:** 17 February 2014

**Summary:** The purpose of this report is to provide an update on activities since the last CDEM Group meeting in December 2014.

<b>Report Type:</b>	<input checked="" type="checkbox"/>	Normal operations	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>	Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/>	High	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Low

**Background:**

**Emergency activations**

Since the last CDEM Group meeting in December, the CDEM sector has **monitored several weather related events** with the MetService, issuing several thunderstorm and weather watches. Over the Christmas period a watch was issued for possible significant rainfall along Northland's east coast. MetService were of the view that rainfall would not reach warning levels, however due to the holiday season the watch was distributed in accordance with usual procedures. 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 609 "likes" (up from 500 in December).

**CEG Chairs Forum**

MCDEM officials have advised that they will be holding a **CEG Chairs Forum** in Wellington on 19 March. The following topics are on the agenda –

- Resilience Fund
- Controller's training
- Rapid Impact Assessment
- CDEM Group capability assessment

**Website Review**

The **review of the Northland CDEM section of the NRC website** is ongoing and a recent Facebook survey has been undertaken to gauge what content and priority is wanted on the web page. 155 responses were received and these are being collated. Initial indications are that users are very clear about what content they expect to see. An additional page to host all the group eCommunity response plans has also been added recently.

### **CDEM Group Managers Forum**

The annual CDEM Group Managers Forum is be hosted in Wellington on 17 and 18 March. Ms Victoria Randall will attend this meeting on behalf of the Group Manager. A presentation on the Northland eCommunity response plans outcomes is included into the programme.

### **Professional development**

Due to changes in the Tai Poutani Polytechnic and the recent resignation of the lead tutor used by Northland for a number of years, the proposed **CIMS 4 course for March 2014 has had to be postponed**. The focus of Tai Poutani Polytechnic CIMS course has changed significantly over the past six months. Before any further CIMS courses can be delivered in Northland course content must be reviewed with a view to ensuring that it is consistent with previous CIMS courses in Northland, and that it meets the standards and requirements of the partner agencies. The release of the CIMS review must also be factored into any course content.

### **MetService Radar at Kaeo**

An update on the progress of the installation of the MetService weather radar at Te Huia Hill, near Kaeo has been received from MetService. The Maori Land Court has formalised the establishment of a trust to manage access to the site and with that management structure in place a formalised agreement with the landowners for access across the block to the radar site can progress. The tower has been fabricated at a factory near Wellington and other civil works contracts are well underway. Work on the tower foundation and the power line will get underway over the next few weeks and the **radar should be operational in May**.

### **Lifelines Group**

The Northland Lifelines Group will be holding its **next meeting** on the afternoon of **4 March**. There is therefore no progress report to that submitted at the last CDEM Group meeting.

### **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 17 February 2014 be received.
-

**ISSUE: Welfare Advisory Group Update**

**ID:** A618557

**To:** Northland CDEM Group, 4 March 2014

**From:** Claire Nyberg, Welfare Advisory Group Chair

**Date:** 19 February 2014

**Summary** The purpose of this report is to report on the activities of the Northland Welfare Advisory Group. It concludes with the recommendations that this report is received and the appointment of the WAG chair is confirmed.

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

**Background:**

This report provides an update of the first meeting for the year of the Welfare Advisory Group (WAG) held on 14 February 2014. The meeting was well attended and had good discussion and engagement around key issues.

**Welfare Advisory Group Chairperson:**

The incumbent WAG chair, Ms Jo Field has resigned. The resignation came about from a restructure within MSD at a regional level, resulting in a change of responsibilities and job description.

As the group may be aware the current National CDEM Plan, Welfare Operational arrangements, section 12.8 provides that WAG's are **generally chaired** by a senior representative of the Ministry of Social Development.

MCDEM officials have recently undertaken a review of the National Plan including a comprehensive review and realignment of the Welfare services section. The draft National Plan has been finalised and is about to enter the final process for approval, including consultation and Ministerial approval. The plan is expected to be approved late 2014 or early 2015.

The **revised Welfare services arrangements include a change in approach to the organisational responsibility for the appointment of the Welfare Advisory Group chairs** whereby WAG chairs **shall** be appointed from within the CDEM Group rather than from MSD.

To ensure continuity an **interim appointment** of a suitably qualified and experienced member from within the CDEM Group has been recommended to the WAG. This proposal has been outlined to the Regional Commissioner of MSD who agrees with the proposal.

The interim appointment will carry through until the new National Plan is approved and then a formal appointment can be made. It should be reiterated that the current

National Plan wording is that WAG's **are generally chaired** by a Senior Representative of MSD, which does not make the interim appointment outside of the plan's intent.

**Ms Claire Nyberg is recommended for approval** as the Welfare Advisory Group chair.

### **Changes to the National and Group Welfare services**

At the recent WAG meeting Kim Abbott, Group Welfare Manager provided a presentation on some of the **key changes** that are contained in the final draft of the welfare services section in the revised National Civil Defence Emergency Management Plan.

Welfare Advisory Group members were encouraged to read through and become familiar with the welfare services changes. It was accepted that the Northland WAG would, where possible, work towards transitioning the changes over the preceding year. The changes have also been incorporated in the WAG work programme.

The presentation highlighted the plan's intent of a move towards **clearer roles and responsibilities for agencies, organisations, management**, MCDEM and CDEM groups. The plan outlines nine sub-functions (clusters):

- Registration
- Inquiry
- Needs Assessment
- Care and protection services for children and young people
- Psychosocial Support
- Household goods and services
- Financial Assistance
- Shelter and Accommodation
- Animal Welfare

Each sub function has been assigned a responsible agency as well as supporting agencies at a national and regional level. The **plan requires** that some agencies are responsible across a number of the clusters. The current WAG membership already includes the majority of agencies identified; however there will need to be some work within the WAG to identify any missing agencies that have cluster responsibilities and determine if they have a presence within the region.

### **Training and Professional Development**

There are a **number of training opportunities** in the first half of the year for WAG members and both local and group welfare managers. These include:

- **EMIS Welfare Introduction and Registration.**

This is open to all WAG members and welfare managers and with morning and afternoon sessions be held on 27 March. The training is facilitated by the North Island EMIS trainer, who will guide participants through the newly completed EMIS welfare component.

- **National Welfare Forum**

MCDEM and the Auckland CDEM Group have coordinating a Welfare Forum from 19-20 March in Auckland. This is an opportunity for those directly involved in coordinating and managing CDEM welfare to discuss best practice approaches to the provision of welfare, to workshop some of the issues arising from changes to the draft

**ITEM: 7**

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revised National CDEM plan and to be involved in the refinement of future policy and practice for the delivery of welfare in an emergency. There is a great deal of interest from Welfare Managers and CDEM officers from Northland in attending this course. MCDEM have indicated that there is a limit of four places per CDEM group, currently nine Northland based staff have indicated an interest in attending the forum.

- **Northland Welfare Training**

Expressions of interest are currently being sought for a **local welfare training course** to be held at the Red Cross training rooms on 15 May and facilitated by Claire Nyberg. The course will cover the welfare framework along with regional and local welfare arrangements, concluding with an exercise in the afternoon.

**PRIDE Registration**

The Red Cross PRIDE registration database **will cease** to operate from the end of July. This has been the national registration method for emergency registration, tracking and inquiry. The EMIS registration component will take over PRIDE's role. Thanks were passed on to Red Cross representatives for operating this system. It is worth noting that some of the forms created by the Northland CDEM have been incorporated into the new EMIS registration module.

**Work Plan for 2014**

The proposed **WAG work plan** is attached to this agenda item. Key additions to the work plan are the review of the Group Welfare Emergency Operating Plan (EOP) which will be developed to align with the changes in the revised National Civil Defence and Emergency Management Plan. This will also have some impact on and require a review of the Local Welfare plans. Also under development is a WAG exercise scheduled for October to incorporate EMIS, processes and communication pathways.

**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.

**Recommendations:**

- 
1. That the report Welfare Advisory Group update by Claire Nyberg, Civil Defence Officer and dated 19 February 2014, be received.
  2. That the appointment of an interim Welfare Advisory Group chair from within the CDEM Group be approved.
  3. That the appointment of Ms Claire Nyberg is confirmed as the Northland Welfare Advisory Group chair.
  4. That the 2014 Welfare Advisory Group Work Plan be endorsed.
-

# Proposed WAG Work Plan for 2014



Activity	Who (proposed)	When (proposed)
<b>1. Review of the Group Welfare Emergency Operating Plan (EOP):</b> <ul style="list-style-type: none"> <li>Review Group Welfare EOP to incorporate changes to the welfare section of the National Civil Defence Emergency Management Plan, learning's from other regions, the introduction of EMIS and the use of the new registration system</li> <li>Review of plan by WAG members (draft to be circulated prior to the August meeting)</li> <li>Final Group Welfare EOP to be distributed in December 2014</li> </ul>	<p>NRC</p> <p>WAG NRC</p>	<p>July 2014</p> <p>July 2014 September 2014</p>
<b>2. Review of welfare centre locations, access and facilities:</b> <ul style="list-style-type: none"> <li>Review of welfare centre location across Northland</li> <li>Review of access to facilities (alternative access required if possible)</li> <li>Review of the location of welfare centres in respect to known hazards (i.e. flooding, tsunامي, land slips...)</li> <li>Review of facilities available at welfare centres (layout maps to be created)</li> <li>Review of welfare centre contact lists for volunteers</li> <li>Location of welfare centres, contacts and information to be loaded into GIS as part of EMIS project</li> </ul>	<p>TLA TLA TLA</p> <p>TLA TLA TLA</p>	<p>Mar 2015 Mar 2015 Mar 2015</p> <p>Mar 2015 Mar 2015 Mar 2015</p>
<b>3. Welfare Managers work programme:</b> <ul style="list-style-type: none"> <li>Attendance at WAG and Local Managers meetings</li> <li>Input into local ready reference guides (replacing Local Welfare Plans)</li> <li>Community training days as required</li> <li>Update for forms and checklists</li> <li>Develop clearer clarification around welfare manager roles and reporting streams (information pathways)</li> <li>Work on developing local level relationships within and across welfare partner agencies.</li> </ul>	<p>TLA/NRC TLA/NRC/WAG TLA TLA/NRC TLA/NRC</p> <p>TLA/NRC</p>	<p>Ongoing Oct to Mar 2015 Ongoing Dec 2014 Oct 2014</p> <p>On-going</p>
<b>4. Development of local welfare plans:</b> <ul style="list-style-type: none"> <li>Rewrite Local Welfare Plans (LEOP's) to become ready reference guides with an operational focus and to incorporate changes from the Group EOP and changes from the National Civil Defence Emergency Plan.</li> </ul>	<p>TLA</p>	<p>Mar 2015</p>

<b>5. Professional Development opportunities 2014:</b> <ul style="list-style-type: none"> <li>Welfare workshop for Group/Local welfare managers 19/20<sup>th</sup> March (Auckland)</li> <li>EMIS training scheduled for 27<sup>th</sup> March for registration component</li> <li>Civil Defence Emergency Management (CDEM) Forum on 30<sup>th</sup> April</li> <li>Welfare Group workshop 15<sup>th</sup> May</li> <li>Community welfare workshops as requested</li> </ul>	TLA/NRC WAG WAG/TLA/NRC WAG/TLA/NRC TLA/NRC	19/20 <sup>th</sup> March 27 <sup>th</sup> March 30 <sup>th</sup> April 15 <sup>th</sup> May <i>To be advised</i>
<b>6. Group/local exercises 2014:</b> <ul style="list-style-type: none"> <li>Activate the WAG to test activation process and communication pathways</li> <li>Test response capability during a table top exercise and response to a single task</li> <li>Use EMIS to record and report welfare information.</li> </ul>	WAG/NRC/TLA WAG/NRC/TLA WAG/NRC/TLA	October 2014 October 2014 October 2014
<b>7. Emergency Information Management System (EMIS)</b> <ul style="list-style-type: none"> <li>Attend EMIS training for welfare agencies (27 March)</li> <li>Complete training tasks as requested.</li> </ul>	WAG Members WAG Members	27 Mar 2014 <i>To be advised</i>
<b>8. Vulnerable Groups Project</b> <ul style="list-style-type: none"> <li>Implement project as agreed for the resilience funding</li> <li>Evaluate learning's and agree next steps</li> </ul>	NRC/Working party NRC/Working party	<i>To be advised</i> <i>To be advised</i>
<b>9. Review of WAG processes/plans</b> <ul style="list-style-type: none"> <li>Liaise with MPI to confirm arrangements for companion animals during an emergency. Develop a guide for companion animal welfare during an emergency accordingly</li> <li>Develop an induction process for new WAG members</li> <li>Review the emergency registration process and update plans accordingly</li> </ul>	NRC/WAG/Working party NRC/WAG NRC/WAG	<i>To be advised</i> <i>October 2014</i> <i>To be advised</i>

**WAG Meeting dates:**

- Friday 14 February
- Wednesday 30 April (afternoon meeting after the CDEM forum)
- Friday 1 August
- Friday 7 November

**All meetings will be held at the Northland Regional Council's Council Chambers (36 Water St) at 10.30am unless advised otherwise.**

**ISSUE: Emergency Management Information System (EMIS) Update**

**ID:** A618581

**To:** Northland CDEM Group, 4 March 2014

**From:** Victoria Randall, CDEM Officer, Whangarei District

**Date:** 18 February 2014

**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.

<b>Report Type:</b>	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<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 checked="" type="checkbox"/> Other
<b>Significance:</b>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Low

**Background:**

The Emergency Management Information System (EMIS) has continued to be developed in Northland and users updated and refreshed. The system has also been tested in an operational environment.

**Discussion:**

The Ministry of Civil Defence Emergency Management released an **EMIS User Training Environment** for each CDEM group at the end of 2013. The training environment allows users to practice skills away from the EMIS production environment, which can be kept for actual events only.

The training environment is identical (apart from the colour) to the production environment. One drawback is that it doesn't include a welfare component, so Northland has created a welfare event site within the production environment to allow for welfare training and exercises. Training environment user instructions have been created in Northland and distributed to all Northland EMIS users.

**A week of EMIS training** is scheduled to take place at NRC from 24–28 March. EMIS trainer Meghan Gallen, contracted to the Wellington CDEM Group for North Island EMIS training, will be delivering the training. The aim is to train approximately three people from each district council and a number from the regional council as super users and to train as many representatives from the Welfare Advisory Group and emergency services in their specific components. The programme as follows:

Date	Subject
24 – 26 March	EMIS Super User training
27 March - 2 sessions (a.m. and p.m.)	Welfare Registration and Inquiry
28 March – 1 session (a.m.)	Emergency Services / Liaison

Attendees for these training sessions are currently being sought and finalised.

**Northland Lifelines representatives had further specific EMIS** Lifelines training in December as an outcome from the September 2013 Lifelines exercise. Staff had an introductory session and the opportunity to complete lifelines status reports.

WDC Emergency Operations Centre staff used the new training environment to practice skills in situation report writing.

A representative from Kaipara District Council, who will be a super user and cannot attend Day 1 of the super user training has received 'one on one' introductory training in preparation for Days 2 and 3 super user training.

Northland continues to take part in MCDEM monthly testing of EMIS and provides 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.

**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:**

- 
1. That the report EMIS Update by Victoria Randall, CDEM Officer, Whangarei District and dated 18 February 2014 be received.
-

**ISSUE: Far North District Update**

**ID:** A618592

**To:** Northland CDEM Group, 4 March 2014

**From:** Bill Hutchinson- Civil Defence Coordinator - FNDC

**Date:** 17 February 2014

**Summary** The purpose of this report is to provide a brief overview of civil defence activities within the Far North district. It concludes with the recommendation that this report be accepted.

<b>Report Type:</b>	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Low

**Background**

This report provides an update on the activities in the Far North District Council (FNDC) jurisdiction.

**Report**

The Civil Defence Coordinator assisted by Shona Morgan Emergency Management Officer – Community Resilience Projects, attended a Local Civil Defence Group meeting in Kerikeri in January to **review and update the Kerikeri / Waipapa Community Response Plan**. Arrangements are underway to review further plans which have become inactive due to key people moving out of their respective communities. When future plans are reviewed we will recommend the new format eCRP be introduced to better provide access to local civil defence information across the wider community.

To date, four of the five **Tsunami Alarms** that failed the systems test in September have been sent back to Northpower for repair and have been returned. Top Energy have re-installed and tested the alarms at the respective sites. Northpower has indicated that the manufacturer has acknowledged there was a fault with the sirens but are still awaiting a full report from them.

As outlined at the last CDEM meeting, the Far North District Council has been approached by the Ministry of Youth Development with regard to the **Youth in Emergency Services Programme**. This is a national programme run collaboratively with the Ministry of Youth Development and the Ministry of Civil Defence Emergency Management. The programme is designed to strengthen and encourage young people's connection to their community by encouraging them to engage with the emergency services, whilst potentially providing a new pool of volunteers for local emergency responders. The Northland CDEM Group is assisting the Civil Defence Coordinator to deliver this programme. A Memorandum of Understanding including roles and responsibilities has been agreed on by key agency groups. Two further meetings have been held in Kaikohe to implement Phase 2 the project.

As a result of the Ministry of Civil Defence's decision to close down their **High Frequency Radio** capability in favour of modern communication technology, the Far North District Council has purchased two new Iridium satellite phones. These will also replace the existing Civil Defence satellite phone which, due to advances in technology, is now obsolete. The council's HF radios will remain in place in the interim, but will no longer be tested on a weekly basis.

The Far North District Council has participated in a "snapshot" **assessment of current Local Civil Defence Capability**. The review does not cover all the aspects of the MCDEM Capability Assessment and was not intended to, but rather focuses on two key operational areas to assess current capability using a strengths, weakness, opportunities and threats model. The outcome of the assessment will be used as a gap analysis to assist the council to better gauge resourcing requirements.

#### **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:**

- 
1. That the Far North District Update from Bill Hutchinson, FNDC Civil Defence Coordinator dated 17 February be received.
-

**ISSUE: Whangarei District Update**

**ID:** A618596

**To:** Northland CDEM Group, 4 March 2014

**From:** Victoria Randall, CDEM Officer, Whangarei District

**Date:** 18 February 2014

**Summary** The purpose of this report is to give a brief overview of the ongoing civil defence emergency management work being undertaken in the Whangarei District. It concludes with the recommendation that the report be received.

<b>Report Type:</b>	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Low

**Background:**

CDEM in the Whangarei District is continuing to provide community response group support through a number of activities including the introduction of the new e-format of community response plan, optimizing public awareness opportunities, increasing the tsunami siren network and completing tsunami signage. On-going continuing professional development opportunities continue to be provided.

**Discussion:**

The **new e-Community Response Plan** (e-CRP) format has been introduced to the Whangarei Heads and Tutukaka Coast communities as part of the review process. Both groups received the new 'look and feel' of the plan very enthusiastically and can see the benefits of having further public education messages and an easy to read format added to the plans. Both groups are keen to retain community specific information in the appendix of the document. The new e-CRP format will be introduced to community response groups across the district as and when reviews of plans are carried out.

Ongoing support for community meetings is being provided, including meeting with the Ruakaka Residents and Ratepayers Association to increase support for the Ruakaka community response group, and holding another joint tabletop exercise with Ruakaka and Waipu to consider community actions during a tsunami event scenario.

The Onerahi community response group supported by Victoria Randall and Shona Morgan held a stall at the Onerahi Santa Parade promoting personal preparedness. The stall was extremely popular and was also visited by WDC Councilor Sue Glenn.

An article for the 2014 edition of **the Business Finder Directory** has been produced to promote civil defence emergency management and the personal preparedness messages. This will go to approximately 10,000 households along with an article for the recent edition of the Onerahi Orbit magazine as part of public awareness and supporting the business continuity workshop held in the Whangarei district in March.

**Temporary tsunami signage** has been designed and produced for use in coastal communities across Northland. This is for the interim period until the tsunami maps are reviewed and more permanent signage can be produced. The Whananaki communities will trial the tsunami signage in eight locations. The signage will be available for all coastal communities to use, with the insertion of their tsunami mapping.



**Staff training** opportunities have included, WDC representatives of the Lifelines group attending EMIS lifelines specific training to practice status reporting and become more familiar with the system as an outcome from the Northland Lifelines Exercise in September 2013.

An **EMIS situation report writing** training session was held for Emergency Operations Centre (EOC) staff. The exercise included receiving intelligence regarding a flooding event, practising inserting information in the correct areas of the EMIS Sitrep, making sense of incoming information and producing accurate Sitreps. In December members of the Northland CDEM Group held a morning training session to focus on the activation and operational phases of the EOC and looked at the role of the Operations Section. The session was well attended by council EOC staff.

**WDC Local Controllers** have also received an hour's training session on the role of the Operations Section within the EOC.

Two **additional tsunami sirens** are being added to the network, one in the community of Mokau and another to be decided. Tsunami siren testing will take place on Sunday 6 April. The advertising campaign will commence mid-March.

#### **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:**

- 
1. That the report Whangarei District Update by Victoria Randall CDEM Officer, Whangarei District and dated March 18 February 2014, be received.
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**ISSUE: Kaipara District Update**

**ID:** A618609

**To:** Northland CDEM Group, 4 March 2014

**From:** Trevor Andrews, CDEM Officer

**Date:** 20 February 2014

**Summary** The purpose of this report is to provide an update on the activities carried out in the Kaipara District Council area. It concludes with the recommendation that the report be received.

<b>Report Type:</b>	<input checked="" type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<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
<b>Significance:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Low

**Background:**

Completion of **three key projects** has been achieved in Kaipara district over the last quarter with the going live of the first **electronic community response plan** (eCRP) for Mangawhai, the **installation of four extra tsunami sirens** in Mangawhai and the completion of the set-up and **resourcing of the emergency operations centre** (EOC) for Kaipara at the Dargaville office.

**Reduction**

As a result of the Northland Regional Council's flood mapping project, 26 river catchments around Northland were identified as priorities for flood risk planning. Flooding was calculated on a 10 year and 100 year probability basis and inundation levels mapped for each potential scenario.

The rivers and streams in these priority catchments pose potential threats to lives, buildings, road access, infrastructure and agriculture. Our role is to work with communities and help reduce these risks where practical.

There are **two significant flood risk zones identified in the Kaipara district**. One zone is the lower Kaihu River from the Ahikiwi Road / SH 12 intersection north-west of Dargaville down to the confluence of the Wairoa River in Dargaville township and the suburb of Mangawhare. The second zone is the Wairau River at Maungaturoto from Doctors Hill Road, east to Brynderwyn Road, which effectively covers that stretch of SH 12.

Of particular concern in the Maungaturoto flood zone is the location of the Fonterra plant which would be severely impacted by a 100 year flooding event. As a result of this potential impact, the KDC emergency management officer has provided Fonterra management with the latest flood mapping information for inclusion into Fonterra's business continuity planning (BCP) arrangements. Also provided to Fonterra management was the Maungaturoto community response plan with a view to more fully involving Fonterra in community planning arrangements in the near future when the current CRP is converted into the eCRP format.

### **Readiness**

As stated above, **Mangawhai has had three extra tsunami sirens installed** by Northpower and one siren moved to a more suitable site. By utilising the tsunami mapping developed by GNS and overlaying the heavily populated locations in Mangawhai in the tsunami zones, along with input and feedback from members of the community response group, a better appreciation of the Mangawhai hazardscape was achieved.

Considerable time and effort went into informing and consulting with Mangawhai residents living in the vicinity of the siren that was removed due to the strong possibility of their adverse perceptions of its removal and risks to them. However, there appears to be general agreement and support from the affected resident's for the rationale of moving the siren.

### **Response**

There have been **no emergency activations** or incidents in the Kaipara during the last quarter. Close liaison with the rural sector over the impacts of the ongoing dry conditions have been maintained at the group level, with technical advice coming from the NRC hydrology department on weather prognosis.

Completion of the set-up and **resourcing of the KDC virtual EOC** have now been completed with the installation of the emergency power supply being a significant undertaking and contributing factor to the EOC's functionality and resilience. This resource i.e. the back-up power supply has also given KDC corporate much improved business continuity capability.

The **Mangawhai eCRP is now live and on-line on the NRC website**, with the intention of having the eCRP also available on the KDC website. It is available at [www.nrc.govt.nz/communityresponseplans](http://www.nrc.govt.nz/communityresponseplans). Dargaville's CRP is due for review and conversion into the eCRP format with a community response group meeting planned for early March to consider the layout and content of the new plan.

**KDC's Welfare Plan** is now updated and has been tabled at the Northland CDEM Group Welfare forum. Two individuals have been identified and are being trained and undergoing development for welfare manager roles in CIMS / EOC positions.

Ongoing disruption and temporary arrangements at the **Mangawhai fire station** are an area of concern. Effective response from first responder agencies such as the Fire Service is critical during civil defence emergencies, particularly when a community is totally reliant on its volunteers, their resourcing and their morale.

### **Recovery**

There has been no recovery activity in the KDC over the last quarter.

### **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 Kaipara District Update by Trevor Andrews, CDEM Officer and dated 20 February 2014 be received.
-

**ISSUE: Youth in Emergency Services (YES) Update**

**ID:** A618612

**To:** Northland CDEM Group, 4 March 2014

**From:** Shona Morgan, CDEM Officer – Community Resilience

**Date:** 19 February 2014

**Summary** The purpose of this report is to provide an overview and update of the Youth in Emergency Services Programme. It concludes with the recommendation that the report be received and accepted.

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

**Background:**

**Youth in Emergency Services (YES)** is a national programme run collaboratively with the Ministry of Youth Development and the Ministry of Civil Defence and Emergency Management. It has been designed **to strengthen the connection between young people and their communities** by way of a hands-on introduction to the work of the emergency services in their area. The pilot programme was run in Rotorua in 2013 and Kaikohe was selected as one of the six communities for this year's pilot programme. The Minister for Youth Development announced in mid-2013 that Kaikohe had been selected as a community that would benefit from a YES programme.

**Discussion:**

The **Kaikohe YES Workgroup** was formed in December and has met on two occasions to organise and coordinate the orientation phase of the programme. The workgroup is made up of representatives from Red Cross, St John, NZ Fire Services, Rural Fire, Coastguard, the CDEM Group, FNDC, MSD and NZ Police. A **Memorandum of Understanding** has been developed and the **delivery agreed** for the programme.

Orientation will be run over a 4-5 week period. Each agency will provide a 2-hour introduction/theory phase followed by a practical session giving the candidates a hands-on experience in a working environment.

Budgets have been provided by each agency, most choosing to fund the bulk of the programme themselves. Extra funding is being applied for to cover gear costs and equipment hire for the exercise at the conclusion of the programme.

The **selection of candidates** for the programme is underway. It is expected that the majority will be sourced from local high schools in the area.

A **media release** has been organised through the NRC Communications team to help build the profile of the programme and raise public awareness. The next meeting of the working group is scheduled for 19 March 2014.

**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 Youth in Emergency Services (YES) Update by Shona Morgan, CDEM Officer - Community Resilience and dated 19 February 2014, be received.
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**ISSUE: Vulnerable Groups Project Update**

**ID:** A618619

**To:** Northland CDEM Group, 4 March 2014.

**From:** Shona Morgan, CDEM Officer – Community Resilience.

**Date:** 19 February 2014

**Summary** The purpose of this report is to provide an update on the Vulnerable Groups Projects. It concludes with the recommendation that the report be received and accepted.

<b>Report Type:</b>	<input type="checkbox"/> Normal operations	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<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 checked="" type="checkbox"/> Other
<b>Significance:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input type="checkbox"/> Low

**Background:**

A key problem for the CDEM sector is how to link with vulnerable groups so they are better able to cope with emergency situations and disasters. The purpose of this project is **to link with support service organisations** who have existing relationships with vulnerable people and provide them with information about how to improve their preparedness, as well as their clients' resilience and ability to cope in an emergency.

A workgroup for the project was formed in mid-2013 and includes representatives from Northland CDEM group, Northland DHB, Red Cross, Salvation Army and MSD. Key components of the project were decided and include the development of a Northland-wide database of organisations that assist vulnerable people, production of an information pack to provide these organisations with information of preparedness and resilience, and a workshop aimed at improving understanding of the CDEM environment and how support service organisations can work within it.

**Discussion:**

**A database has been compiled** of over 40 support service organisations across Northland. It is intended that this list will be reviewed by the workgroup and all relevant organisations will be surveyed to assess their current preparedness, any emergency response planning already in place and the number of members/clients they service.

**Items for the information pack** are being compiled and include general material about civil defence in Northland, personal assessment forms, household emergency checklists, information about survival kits/grab bags, caring for pets in an emergency including disability assist dogs, home safely emergency lights and personal household tsunami sirens.

**Details about the workshop(s)** are yet to be decided by the workgroup. It is thought this will be carried out in June/July with the locations and the exact number of workshops that will be held yet to be decided.

**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(s):**

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1. That the report Vulnerable Groups Project update by Shona Morgan CDEM Officer – Community Resilience, and dated 19 February 2014 be received.
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