

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AGENDA

**For meeting of the Northland Civil Defence Emergency Management Group
to be held in the Council Chambers, 36 Water Street, Whangarei,
on Tuesday 3 June 2014, commencing at 11.00 am**

MEMBERSHIP OF THE COMMITTEE

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

Observer Status: Mr G Gallop (MCDEM)

Apologies

Declaration of Conflicts of Interests

AGENDA

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ISSUE: Confirmation of Minutes – 4 March 2014

ID: A644245

To: Northland CDEM Group, 4 March 2014

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 16 May 2014

Summary The purpose of this report is to present the draft minutes of the Northland CDEM Group meeting held 4 March 2014. It concludes with the recommendation that the minutes are confirmed as a true and correct record.

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

Report:

The minutes are **attached**.

Compliance with decision making processes:

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

Recommendation:

-
1. That the minutes of the Northland CDEM Group meeting held on 4 March 2014 be confirmed as a true and correct record.
-

Northland Civil Defence Emergency Management Group

Minutes of the Northland Civil Defence Emergency Management Group Meeting,
held in the Council Chamber, Northland Regional Council,
36 Water Street, Whāngārei, on
Tuesday 4 March 2014 commencing at 11 am

File A619428

Present:

Cr J Williamson, Acting Chairman
Cr P Dimery
Mr P Winder
Cr D Collard
Inspector M Ruth/Supt. J Price, NZ Police
Mr B Butt, NZ Fire Service

Observer:

Mr G Gallop, MCDEM

In Attendance:

Mr T Phipps, NRC
Mr G MacDonald, NRC
Mr D Alderton, NRC

Also Present:

Mr D Penny, FNDC
Mr S Weston, WDC
Ms V Randall, WDC
Mr B Hutchinson, FNDC
Mr T Andrews, KDC
Mr J Burt, KDC
Mr A Wells
Mr A Kerrisk, NZ Fire Service
Sgt W Kelman, NZ Police
Mr M Going, St John Ambulance
Ms R MacKenzie, Northland Health
Mr M Taylor, Northland Region Rural Fire Authority
Mr M Nicolson, NRC
Mr R Watson, Northland Lifelines

Apologies

Moved (Winder/Dimery)

That the apologies from Supt Le Prou and Cr Kitchen for non-attendance be received.

Carried

Declaration of Conflict of Interest

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

1. Confirmation of Minutes – 3 December 2013

A618386

Moved (Dimery/Winder)

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

Carried

2. Review of Northland CDEM Arrangements

A618717

Report from Graeme MacDonald, CDEM Senior Programme Manager dated 18 February 2014.

Moved (Winder/Williamson)

1. That the report “Review of Northland 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.
3. That the report be conveyed to the respective councils for consideration for inclusion in their annual plan processes.

Carried

3. Ministry of Civil Defence and Emergency Management Work Programme

A618389

Report from Greg Gallop, MCDEM Regional Emergency Management Advisor dated 18 February 2014.

Moved (Winder/Butt)

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

Carried

4. Resilience Fund 2014

A618402

Report from Graeme MacDonald, CDEM Senior Programme Manager dated 17 February 2014.

Moved (Williamson/Dimery)

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 2014 be noted and endorsed.
3. That the level of support from MCDEM to the Northland CDEM Group be acknowledged.

Carried

5. 2014 Work Programme

A618467

Report from Graeme MacDonald, CDEM Senior Programme Manager dated 17 February 2014.

Moved (Dimery/Williamson)

That the report "2014 Work Programme" by Graeme MacDonald, CDEM Senior Programme Manager, dated 18 February 2014, be received.

Carried

6. Coordinating Executive Group - Chair's Report

A618511

Report from Tony Phipps, CEG Chair and Group Controller, dated 17 February 2014.

Moved (Williamson/Dimery)

That the report "Coordinating Executive Group – Chair's Report" by Tony Phipps, CEG Chair and Group Controller, dated 17 February 2014, be received.

Carried

7. Welfare Advisory Group Update

A618557

Report from Claire Nyberg, Welfare Advisory Group Chair, dated 19 February 2014.

Moved (Ruth/Winder)

1. That the report "Welfare Advisory Group Update" by Claire Nyberg, Civil Defence Officer, 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.

Carried

8. Emergency Management Information System (EMIS) Update

A618581

Report from Victoria Randall, CDEM Officer, Whāngārei District Council, dated 18 February 2014.

Moved (Ruth/Dimery)

That the report "EMIS Update" by Victoria Randall, CDEM Officer, Whāngārei District Council, dated 18 February 2014, be received.

Carried

9. Far North District Update

A618592

Report from Bill Hutchinson, Civil Defence Coordinator, Far North District Council, dated 17 February 2014.

Moved (Collard/Butt)

That the "Far North District Update" from Bill Hutchinson, FNDC Civil Defence Coordinator, dated 17 February 2014, be received.

Carried

10. Whāngārei District Update

A618596

Report from Victoria Randall, Emergency Management Officer, Whāngārei District Council, dated 18 February 2014.

Moved (Williamson/Winder)

That the report “Whangarei District Update” by Victoria Randall, CDEM Officer, Whāngārei District Council, dated 18 February 2014, be received.

Carried

11. Kaipara District Update

A618609

Report from Trevor Andrews, Civil Defence Officer, Kaipara District Council, dated 20 February 2014.

Moved (Winder/Ruth)

That the report “Kaipara District Update” by Trevor Andrews, CDEM Officer, Kaipara District Council, dated 20 February 2014, be received.

Carried

12. Youth in Emergency Services (YES) Update

A618612

Report from Shona Morgan, CDEM Officer – Community Resilience, dated 19 February 2014.

Moved (Ruth/Butt)

That the report “Youth in Emergency Services (YES)” Update by Shona Morgan, CDEM Officer - Community Resilience, dated 19 February 2014, be received.

Carried

13. Vulnerable Groups Project Update

A618619

Report from Shona Morgan, CDEM Officer – Community Resilience, dated 19 February 2014.

Moved (Dimery/Williamson)

That the report “Vulnerable Groups Project Update” by Shona Morgan, CDEM Officer - Community Resilience, dated 19 February 2014, be received.

Carried

Next Meeting

The next meeting of the Northland Civil Defence Emergency Management Group is to be held at the Northland Regional Council, 36 Water Street, Whāngārei on Tuesday 3 June 2014 commencing at 11.00 am.

Conclusion

The meeting closed at 12.15 pm.

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ISSUE: Capability Assessment Review of Northland CDEM arrangements

ID: A644257

To: Northland CDEM Group, 3 June 2014

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 18 May 2014

Summary The purpose of this report is to outline the MCDEM proposal to carry out a Capability Assessment in Northland and to introduce a presentation.

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

Report:

As reported in the March agenda the Director of MCDEM has indicated that in the 2014-15 financial year, MCDEM officials will be **repeating a Capability Assessment review** of the Northland CDEM arrangements.

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.

MCDEM officials have indicated that they have completed the detailed timeline and process for the review.

A presentation will be provided by Greg Gallop, MCDEM Regional Emergency Management Advisor to outline the timeline and processes associated with the review.

Compliance with Decision Making Process

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, Capability Assessment, by Graeme MacDonald, CDEM Senior Programme Manager, dated 18 May 2014 be received.
 2. That the presentation from Greg Gallop, MCDEM Regional Emergency Management Advisor be received and the content noted.
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ISSUE: MCDEM Work programme update

ID: A644800

To: Northland CDEM Group Meeting, 3 June 2014

From: Greg Gallop, MCDEM Regional Emergency Management Advisor

Date: 26 May 2014

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

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

Introduction:

Attached for the information of the group is the MCDEM April Work Programme update.

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 MCDEM Work Programme Update by Greg Gallop, MCDEM Regional Emergency Management Advisor and dated 26 May 2014, be received.
-



21 May 2014

Chairs of Coordinating Executive Groups

MCDEM Work Programme Status Report – April 2014

The MCDEM work programme for FY 2013/14 is shown in the Business Plan that was distributed to CDEM Groups at the beginning of the financial year. This report shows progress and developments against the themes shown in the Business Plan. Now that the Government has announced the budget for 2014/15 MCDEM will commence the detailed planning of priorities and the work programme. The appropriation for 2014/15 amounts to \$11.102M, a slight increase from the \$10.84M allocated to this year. One reason for the increase is an allocation that will enable us to develop a business case for public alerting discussed later in this report.

I encourage you to share this report with Managers of CDEM Group Offices and at your discretion, it can be shared with other officials in your Group.

Summary of Progress

1. *Transfer to Department of Prime Minister and Cabinet*

The transfer of accountability for the MCDEM and its work to the Department of Prime Minister and Cabinet (DPMC) occurred on 01 April 2014. At the same time the Ministry also relocated from 22 The Terrace to level 17 of Bowen House in the Parliamentary complex. No changes occurred to staff or to the location of the regional offices in Auckland and Christchurch. The policy staff and those involved in public information are now co-located with the rest of MCDEM staff on one open plan floor. The transition of staff and the routine work programme was accomplished smoothly. The second phase of the transition project is now underway and is focussed on transferring the responsibility for supporting the ICT systems in the NCMC from DIA to DPMC. Originally intended to be completed by the end of June 2014, this work is likely to be delayed while the opportunity is taken to investigate the potential for a public-private support arrangement to be put in place. DIA will continue to provide the support until a new arrangement is established.

2. *Get Ready Week, September 21-27*

The national advertising schedule for Get Ready Week has been confirmed and MCDEM is working with CDEM Groups to provide supporting resources that can be used. These include posters, logos, email and website images and bulk discounts for ordering bags and reprints of publications nationally.

National advertising for the week will not start until Sunday 21 September to ensure the Get Ready messages are not lost in the election campaign advertising.

Contact: Vince Cholewa (04) 817 8560 vince.cholewa@dpmc.govt.nz

3. New Zealand ShakeOut 2015

Initial planning for New Zealand ShakeOut 2015 has begun and details of an inter-agency planning team will come shortly. The planning team will confirm a date for the national earthquake drill, which is likely to be September or October 2015 to fit in with school terms. Similar to 2012, New Zealand ShakeOut will be part of the Get Ready Get Thru campaign and the National Exercise Programme. New Zealand ShakeOut will be the full-time focus of MCDEM's Public Education Advisor for about a year from the date of the national drill. Support from Groups and other agencies, which were so willingly and expertly provided in 2012, will be crucial for success in 2015.

Contact: Vince Cholewa (04) 817 8560 vince.cholewa@dpmc.govt.nz

4. Emergency Management Information System (EMIS)

MCDEM conducted an EMIS Super User's course with the assistance of the North and South Island EMIS trainers in April. Results of the EMIS user survey have been made available to CDEM Groups. Meanwhile testing on the new Alerts function has started while a number of other enhancements are on track for completion by the end of the financial year. A user group is being formed and will meet in June to agree system simplification.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

5. Review of the National CDEM Plan and Guide

The revised National CDEM Plan (revised Plan) has completed a number of critical steps including:

- 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.
- Drafting the revised Plan as a Regulation by the Parliamentary Counsel Office was completed in April 2014.
- Cabinet Committee approved on 15 May 2014 to issue the revised Plan for public consultation and to table the revised Plan in the House.

The revised Plan has been amended to incorporate the feedback provided in 2010 prior to the Christchurch earthquake, the Findings of various reviews and the recommendations and advancements in national CDEM planning that have occurred since the 2011 Christchurch earthquake. The major amendments to the revised Plan include:

- Updating terminology and references to legislation and agency names to reflect current arrangements.
- Providing a more user-friendly document that gives a consistent level and type of information.
- Revise the purpose, objectives and scope of the Plan to more adequately reflect its full intent and scope.
- Amending areas of the Plan that were identified as lacking clarity, to provide for a greater understanding of roles and responsibilities.

- Incorporating recommendations and findings of the *Review of the CDEM Response to the 22 February 2011 Christchurch Earthquake* and the *Review of Emergency Welfare Arrangements*.

The next steps are to release the revised Plan for public consultation (for 40 working days) and to table it in the House (for 90 days). This is scheduled to commence on 23 May 2014 and will close on 25 July 2014. Public consultation will be advertised in several metropolitan newspapers, and the document will be made available on the Ministry's website (www.civildefence.govt.nz). CDEM Groups have been made aware of the impending public consultation via email and will be reminded at the time of its release with further emails as well as via e-Bulletin articles.

Contact: Jenna Rogers (04) 817 8570 jenna.rogers@dpmc.govt.nz

6. 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 revised Coordinated Incident Management System (CIMS) has been finalised and published. Consultation on a concept for the establishment of a 'cadre of experienced emergency managers' is now underway.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

7. Review of Arrangements for Delivery of Welfare Services in Emergencies

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.
- 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 revised National CDEM Plan and the supporting Guide.
- CDEM Group Welfare Forum was held on 19-20 March 2014 in Auckland.
- Commencement of the project to review the Welfare in an Emergency Director's Guideline (DGL 11/10), which will be issued for sector consultation later in 2014.

Contact: Sarah Stuart-Black (04) 817 8574 sarah.stuart-black@dpmc.govt.nz

8. Capability Development Programme

We are finalising contract negotiations with the selected provider so that work can commence this month. We aim to have the first residential Controllers' course delivered in November 2014.

Contact: Grant Morris (04) 817 8581 grant.morris@dpmc.govt.nz

9. Publications - Review, Development and Consultation

A number of the Ministry's publications 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). The document was issued for sector consultation in October 2013, and is currently being finalised and will be published by 30 June 2014.
- *Logistics: Director's Guideline*. A workshop with stakeholders was on 15 May 2014. Sector consultation on the draft document will occur in mid-2014.
- *CDEM Group Planning: Director's Guideline*. A survey seeking stakeholder feedback on this publication was issued in July 2013 and informed the development of the current draft. Sector consultation on the draft document will occur in mid-2014.
- *Recovery Management: Director's Guideline* (review and amalgamation of IS 5/05 Focus on Recovery and DGL 4/05 Recovery Management). A survey seeking stakeholder feedback on this publication was issued in February 2014 and is being used to inform the development of the current draft. A workshop with stakeholders is being held on 24 July (being hosted by the Waikato CDEM Group). Sector consultation will occur in late 2014 or early 2015.
- *Welfare in an Emergency: Director's Guideline*. A survey seeking stakeholder feedback on this publication was issued in February 2014, and is being used to inform the development of the current draft. Sector consultation on the draft document will occur in late 2014.

Contact: Sarah Stuart Black (04) 817 8574 sarah.stuart-black@dpmc.govt.nz

10. 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.

MCDEM appreciates the input to date from CDEM Groups, which was used in developing a set of draft policy proposals to amend the CDEM Act. In May 2014, the Minister agreed in principle to these proposals, which now require further work to round out the details. CDEM Group input will be sought on this work to assist in finalising the proposals. This will likely occur over the next few months.

A final set of policy proposals to amend the CDEM Act is now likely to be submitted to Cabinet after September 2014. The legislative processes to amend the Act are likely to then extend into 2015.

Contact: Geraldine Canham-Harvey(04) 817 8557 geraldine.canham-harvey@dpmc.govt.nz

11. Tsunami Risk Management

Consultation on the draft standard for the use of sirens in tsunami warnings has been extended to 20 May at the request of CDEM Groups.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

12. MCDEM Website Redevelopment

Redevelopment of the MCDEM website, www.civildefence.govt.nz, has been transferred to DPMC. MCDEM has been emailing updates to Group Managers, asking them to forward the messages to EMO's and ICT staff. MCDEM has also copied the updates to PIM staff for information.

The redevelopment project will require a small amount of work by your ICT staff but no other costs will be required by Groups. Your ICT staff will need to check the links between the websites to make sure they will work correctly so that changes to your Group's emergency status will be automatically flagged on the MCDEM website and the public directed to your website for detailed information about the emergency.

The target date for MCDEM's new website to be live is 1 July 2014.

Contact: Vince Cholewa (04) 817 8560 vince.cholewa@dpmc.govt.nz

13. Public Alerting

We are working with MBIE on the development of an emergency services public alerting and 111 calling App. In addition we will also commence a business case on cell broadcasting in the new financial year following a successful budget bid for funds to do this work.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

14. CDEM Resilience Fund

Applications for the 2014/15 CDEM Resilience Fund have been reviewed and allocated. \$1.4M was requested of the \$889k available. The priorities established by the CEG Chair's Forum were taken into consideration during assessment of applications along with factors such as national applicability, work based on the results of the monitoring and evaluation programme and whether the project could be considered core business.

Applications for the 2015/16 CDEM Resilience Fund will close at the end of July in an effort to align the CDEM Resilience Fund with local government budget preparations.

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

Conclusion

I have been very pleased with the manner in which the transfer of MCDEM to DPMC has taken place. Despite the upheaval involved, progress on our work programme and our readiness to activate the NCMC have been maintained. I attribute this to the efforts of those in MCDEM involved in planning the move and their ability to resolve the myriad of issues and irritations that arose. Downstream we will be working with the other elements of DPMC to share approaches to managing national security risks and enhancing resilience with a view to greater harmonisation of crisis management procedures.

It is also pleasing to see the team attain milestones with the draft of the National CDEM Plan and the publication of the new version of CIMS. Both projects indicate evolutionary improvements to the way in which we conduct civil defence emergency management.

Yours sincerely

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

John Hamilton
Director

ISSUE: Resilience Fund Projects update

ID: A643834

To: Coordinating Executive Group, 3 June 2014

From: Graeme MacDonald, CDEM Senior Program Manager

Date: 16 May 2014

Summary The purpose of this report is to provide an update on Resilience Fund projects currently underway and to advise of the approved projects for the 2014/15 year. It concludes with the recommendation that the report be accepted.

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

Background:

The purpose of this report is to provide an overview of the current resilience fund projects, advise the details of the approved projects for the coming year and to outline the new timeline for the applications for the 2015/16 years.

Current Projects

Four Resilience Fund projects were approved for the **current year** in Northland:

- e-Community Response plans
- Vulnerable Groups
- Business Continuity Planning
- Kaipara Capacity and Capability

Reports on each of the projects have been included as separate items in the agenda.

New Projects 2014/15

The outcomes of the 2014/15 Resilience Fund program were notified by the MCDEM Director in the attached letters and spreadsheet on 29 April 2014. The Director advises that **two Northland projects, EMIS Implementation (\$85,000) and Far North District Capability enhancement (\$30,000) were successful**. Two Northland applications were unsuccessful; Tsunami Inundation mapping review and Phase 2 eCRP's submitted by Kaipara.

The scoring and ranking methodology, developed by MCDEM officials to determine the score, and ultimately to rank the various projects is included in the MCDEM notifications. This is the first year that MCDEM officials have released such a matrix. The release of the matrix and scoring criteria has allowed some transparency to the process, although some questions now exist around the criteria and weighting.

The CDEM Resilience Fund guideline, developed by MCDEM indicates clear principles for Resilience Fund applications and the CEG Chairs also set priorities for resilience funding.

2015/16 Resilience Fund

Below is an extract from the CEG Chairs meeting indicating **adjusted timeframes** for Resilience Fund applications.

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.

Legal Compliance & Significance Assessment:

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

Recommendations:

-
1. That the report Resilience Fund report by Graeme MacDonald, CDEM Senior Programme Manager and dated 16 May 2014 be received.
 2. That the change in dates for the Resilience Fund applications be noted and that the authority for approval of applications for the 2015/16 year be delegated to the CEG Chair.
-



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

22 April 2014



#3004610

Mr Malcolm Nicolson
Northland Regional Council
Private Bag 9021
Whangarei Mail Centre
Whangarei 0148

cc. CDEM Group Manager, Graeme MacDonald

Dear Malcolm

Northland Resilience Fund applications 2014/15

Thank you for your applications to the CDEM Resilience Fund for the 2014/15 financial year. The Fund has become a popular means to support local initiatives aimed at increasing community resilience and as such was once again heavily over-subscribed. I have received applications totalling over \$1.4M with \$889,000 available in the Fund for distribution. As with previous years, an assessment was undertaken by the MCDEM Regional Emergency Management Advisors and an independent review panel. The panel comprised:

- Pat Dougherty Kapiti Coast District Council
- Frances Sullivan Local Government New Zealand
- Richard Smith EQC
- Roger Fairclough Neo Leaf Global
- Andrew Burns Department of Internal Affairs

Your applications have been reviewed as follows:

1. EMIS implementation - sought \$85,000, approved
2. Tsunami inundation zone mapping – sought \$30,000, declined.
3. Phase 2, electronic community response plans – sought \$27,000, declined.

Agreement detail

Payment of the above sums shall be made by the Ministry on receipt of invoice and written confirmation that auditable accounts support the claim. Copies of invoices and timesheet records relating to the project should be retained for audit purposes but need not be submitted with the claim.

Northland Regional Council agrees to provide quarterly reports on progress against the milestones, deliverables, issues and risks as set out in the Director's Guide and that contained in the application form. A copy of the Guide can be downloaded from <http://bit.ly/10WVArV>

This Agreement will commence on the 1 July 2014 when it has been duly executed by the parties and will expire on 30 June 2015 unless earlier terminated by one party giving three months' notice in writing to the other party.

Should the Ministry not receive advice by 30 June 2015 that the deliverables have been provided; the parties will review this agreement with a view to its extension or its termination.

In the event of termination, the Ministry shall have no obligation to make any, or further payments.

The Ministry's contribution towards the cost of the project, whether completed in part or in full, will not exceed \$85,000 (GST exclusive). The local authority is responsible for any additional costs incurred in meeting the deliverable. The local authority may request additional funds from the CDEM Resilience Fund for any reasonable costs incurred however the decision on the allocation of additional funds will rest with the Director Civil Defence Emergency Management.

Dispute resolution

Negotiation: If any dispute or difference arises between the parties concerning the construction or performance of this Agreement or the rights and liabilities of the parties, the parties will actively, openly and in good faith, discuss that dispute or difference with a view to resolving it by mutual agreement. Neither party shall commence any litigation in relation to this Agreement unless it has provided an opportunity for the representatives of both parties to meet for the purpose of endeavouring to resolve the dispute of difference by mutual agreement.

Mediation: Any dispute or difference arising under this Agreement which cannot be settled by open, active and good faith discussion between the parties, will be submitted to mediation before either party commences litigation. Either party may initiate mediation by giving written notice to the other. If the parties cannot agree a mediator within two working days of notice, then the mediator will be appointed by the Chairperson for the time being of LEADR New Zealand Inc. or its successor.

To formally record your agreement to the terms and conditions set out in this Agreement, please sign and date both copies of this letter, initial all pages except this page, and return a copy to Shane Bayley at our Wellington office. If you have any questions regarding this Agreement or the administration of the CDEM Resilience Fund, please don't hesitate to contact Shane directly.

**For the Ministry of Civil Defence &
Emergency Management**

Signed:
John Hamilton, Director

Date: 22 April 2014

For Northland Regional Council

Signed:
Malcolm Nicolson, Chief Executive

Date: 29th April 2014



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

22 April 2014

#3004610

Mr Malcolm Nicolson
Northland Regional Council
Private Bag 9021
Whangarei Mail Centre
Whangarei 0148

cc. CDEM Group Manager, Graeme MacDonald

Dear Malcolm

Northland Resilience Fund applications 2014/15

Thank you for your applications to the CDEM Resilience Fund for the 2014/15 financial year. The Fund has become a popular means to support local initiatives aimed at increasing community resilience and as such was once again heavily over-subscribed. I have received applications totalling over \$1.4M with \$889,000 available in the Fund for distribution. As with previous years, an assessment was undertaken by the MCDEM Regional Emergency Management Advisors and an independent review panel. The panel comprised:

- Pat Dougherty Kapiti Coast District Council
- Frances Sullivan Local Government New Zealand
- Richard Smith EQC
- Roger Fairclough Neo Leaf Global
- Andrew Burns Department of Internal Affairs

Your applications have been reviewed as follows:

1. EMIS implementation - sought \$85,000, approved
2. Tsunami inundation zone mapping – sought \$30,000, declined.
3. Phase 2, electronic community response plans – sought \$27,000, declined.

Agreement detail

Payment of the above sums shall be made by the Ministry on receipt of invoice and written confirmation that auditable accounts support the claim. Copies of invoices and timesheet records relating to the project should be retained for audit purposes but need not be submitted with the claim.

Northland Regional Council agrees to provide quarterly reports on progress against the milestones, deliverables, issues and risks as set out in the Director's Guide and that contained in the application form. A copy of the Guide can be downloaded from <http://bit.ly/10WVArV>

This Agreement will commence on the 1 July 2014 when it has been duly executed by the parties and will expire on 30 June 2015 unless earlier terminated by one party giving three months' notice in writing to the other party.

Should the Ministry not receive advice by 30 June 2015 that the deliverables have been provided; the parties will review this agreement with a view to its extension or its termination.

In the event of termination, the Ministry shall have no obligation to make any, or further payments.

The Ministry's contribution towards the cost of the project, whether completed in part or in full, will not exceed \$85,000 (GST exclusive). The local authority is responsible for any additional costs incurred in meeting the deliverable. The local authority may request additional funds from the CDEM Resilience Fund for any reasonable costs incurred however the decision on the allocation of additional funds will rest with the Director Civil Defence Emergency Management.

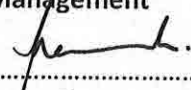
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To formally record your agreement to the terms and conditions set out in this Agreement, please sign and date both copies of this letter, initial all pages except this page, and return a copy to Shane Bayley at our Wellington office. If you have any questions regarding this Agreement or the administration of the CDEM Resilience Fund, please don't hesitate to contact Shane directly.

**For the Ministry of Civil Defence &
Emergency Management**

Signed: 
John Hamilton, Director

Date: 22 April 2014

For Northland Regional Council

Signed: 
Malcolm Nicolson, Chief Executive

Date: 29th April 2014

Project #	Project title	Lead local authority	Removed	\$ Sought	Criteria scores									SCORE	Running total
					1	2	3	4	5	6	7	8	9		
2014/1	EMIS trainer	Nelson City Council		\$108,879	yes	no	yes	yes	no	yes	no	no	yes	75	
2014/7	Emergency Operations Centre advanced and leadership course development	Waikato Regional Council		\$200,000	yes	yes	yes	yes	yes	yes	no	no	no	72	\$308,879
2014/3	Learning from regional recovery events	Gisborne District Council		\$37,500	yes	yes	yes	no	no	yes	no	yes	no	58	\$346,379
2014/22	EMIS trainer (South Island)	Environment Canterbury		\$88,100	yes	no	yes	yes	no	yes	no	no	no	45	\$434,479
2014/8	EMIS implementation	Northland Regional Council		\$85,000	yes	no	no	yes	no	yes	no	yes	no	43	\$519,479
2014/24	Tourism Disaster Risk Reduction	West Coast Regional Council		\$25,000	maybe	no	yes	maybe	no	yes	no	yes	no	41	\$544,479
2014/6	Public alerting and social media monitoring	Waikato Regional Council		\$60,000	yes	maybe	yes	no	no	yes	no	no	no	40	\$604,479
2014/15	EMIS development and implementation	Horizons Regional Council	\$100,000	\$120,000	yes	no	maybe	yes	no	yes	no	no	no	37	\$724,479
2014/4	Public alerting platform	Southland District Council		\$9,800	yes	no	no	yes	no	yes	no	no	no	35	\$734,279
2014/13	EMIS trainer	Taranaki Regional Council	\$70,000		yes	no	no	yes	no	yes	no	no	no	35	\$734,279
2014/2	Tsunami land-use/evacuation workshop	Gisborne District Council	\$59,738	\$60,000	maybe	yes	yes	yes	maybe	no	yes	maybe	no	34	\$794,279
2014/5	Chatham Islands tsunami inundation modelling and signage	Chatham Islands Council	\$140,000		yes	no	no	yes	no	yes	yes	yes	no	33	\$794,279
2014/9	Far North District capability enhancement	Far North District Council		\$30,000	yes	no	no	yes	no	yes	yes	yes	no	33	\$824,279
2014/11	Tsunami inundation zone mapping - review	Northland Regional Council	\$30,000		yes	no	no	yes	no	yes	yes	yes	no	33	\$824,279
2014/12	Local source tsunami inundation modelling	West Coast Regional Council	\$60,000		yes	no	no	yes	no	yes	yes	yes	no	33	\$824,279
2014/20	Te Hikoi a Ruaumoko's walk	Hastings District Council		\$60,000	yes	no	maybe	no	no	yes	no	no	no	30	\$884,279
2014/10	Phase 2 - electronic community response plans (eCRP)	Northland Regional Council		\$27,000	no	no	yes	maybe	no	no	no	yes	no	28	\$911,279
2014/23	Canterbury lifeline utility risks and resilience - stage 2	Environment Canterbury		\$55,700	maybe	no	no	yes	no	yes	maybe	no	no	25	\$966,979
2014/14	Research project: Governance for resilience	Auckland Council		\$75,000	maybe	maybe	maybe	yes	no	no	no	no	no	24	\$1,041,979
2014/18	ATV and tsunami warning system	Rangitikei District Council		\$13,500	maybe	no	no	no	no	no	no	yes	no	21	\$1,055,479
2014/17	Mobile repeater	Rangitikei District Council		\$10,000	no	no	no	no	no	no	no	yes	no	18	\$1,065,479
2014/21	Stan's our man	Environment Canterbury		\$5,505	no	no	maybe	no	no	no	no	no	no	12	\$1,070,984
2014/19	Radio telephone upgrade	Hastings District Council		\$25,500	no	no	no	no	no	no	no	no	no	10	\$1,096,484
2014/16	Public flood alerting Herbertville	Horizons Regional Council		\$40,000	maybe	no	no	no	no	maybe	yes	no	no	6	\$1,136,484

Sort from Highest to Lowest

Sort by Project #

Fill in the blue cells with yes, no, or maybe depending on your interpretation of the application

Yes	10	15	13	14	15	5	-10	8	30
No	2	3	3	7	0	-5	0	0	0
Maybe	5	5	5	7	2	-2	-5	0	0

Criteria categories

- 1 Fits priority themes?
- 2 National level applicability?
- 3 Able to be used by other Groups?
- 4 Aligns with capability development work?
- 5 Aligns with national requests
- 6 Have the risks and mitigations been identified?
- 7 Core business of council?
- 8 80/20 lead authority
- 9 Tacit approval given



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

22 April 2014

CEO Office

#3004662

29 APR 2014

RECEIVED

Mr Colin Dale
Far North District Council
Private Bag 752
Kaikohe 0440

cc. CDEM Group Manager, Graeme MacDonald

Dear Colin,

Far North Resilience Fund applications 2014/15

Thank you for your application to the CDEM Resilience Fund for the 2014/15 financial year. The Fund has become a popular means to support local initiatives aimed at increasing community resilience and as such was once again heavily over-subscribed. I have received applications totalling over \$1.4M with \$889,000 available in the Fund for distribution. As with previous years, an assessment was undertaken by the MCDEM Regional Emergency Management Advisors and an independent review panel. The panel comprised:

- Pat Dougherty Kapiti Coast District Council
- Frances Sullivan Local Government New Zealand
- Richard Smith EQC
- Roger Fairclough Neo Leaf Global
- Andrew Burns Department of Internal Affairs

Your application for \$30,000 for the 'Far North District capability enhancement' project has been approved.

Agreement detail

Payment of the above sum shall be made by the Ministry on receipt of invoice and written confirmation that auditable accounts support the claim. Copies of invoices and timesheet records relating to the project should be retained for audit purposes but need not be submitted with the claim.

Far North District Council agrees to provide quarterly reports on progress against the milestones, deliverables, issues and risks as set out in the Director's Guide and that contained in the application form. A copy of the Guide can be downloaded from <http://bit.ly/10WVArV>

This Agreement will commence on the 1 July 2014 when it has been duly executed by the parties and will expire on 30 June 2015 unless earlier terminated by one party giving three months' notice in writing to the other party.

Should the Ministry not receive advice by 30 June 2015 that the deliverables have been provided; the parties will review this agreement with a view to its extension or its termination. In the event of termination, the Ministry shall have no obligation to make any, or further payments.

The Ministry's contribution towards the cost of the project, whether completed in part or in full, will not exceed \$30,000 (GST exclusive). The local authority is responsible for any additional costs incurred in meeting the deliverable. The local authority may request additional funds from the CDEM Resilience Fund for any reasonable costs incurred however the decision on the allocation of additional funds will rest with the Director Civil Defence Emergency Management.

Dispute resolution

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To formally record your agreement to the terms and conditions set out in this Agreement, please sign and date both copies of this letter, initial all pages except this page, and return a copy to Shane Bayley at our Wellington office. If you have any questions regarding this Agreement or the administration of the CDEM Resilience Fund, please don't hesitate to contact Shane directly.

**For the Ministry of Civil Defence &
Emergency Management**

Signed:
John Hamilton, Director

Date: 22 April 2014

For Far North District Council

Signed:
Colin Dale, Chief Executive

Date: 1/5/14

ISSUE: Coordinating Executive Group - Chair's Report

ID: A644201

To: Northland CDEM Group, 3 June 2014

From: Tony Phipps, CEG Chair and Group Controller

Date: 17 May 2014

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

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

Emergency activations

Since the last CDEM Group meeting in March, the CDEM sector has monitored several weather related events, including **Ex Tropical Cyclone Lusi and Ita**. The first event, Lusi, attracted widespread media and public interest, as there was uncertainty around the track of the cyclone and the likely impact on Northland. The event brought widespread rain at levels that were forecast, accompanied by gale winds on 14 and 15 March. Ex-Tropical Cyclone Ita also brought forecast amounts of rainfall accompanied by damaging winds causing widespread power outages on 17 April. Both events did cause some damage in the Paihia area due to storm surge along the water front.

MCDEM officials sent out a **Tsunami Advisory** potential threat to New Zealand at 08.38 am on Saturday 13 April after an 8.3m earthquake near the Solomon Islands. This advisory was cancelled at 9.56 am. Initial response was taken in accordance with standard operating procedures within the required timeframes. A No Threat advisory was distributed by MCDEM at 2.12 am on Sunday 20 April after a 7.8m earthquake again in the Solomon Islands. No action was required.

Social media, Facebook, continues to be used very successfully for the dissemination of weather related information and warnings. The page now has over 850 "likes" (up from 609 in March).

CEG Chairs Forum

MCDEM officials held a **CEG Chairs Forum in Wellington** on 19 March. The following topics were on discussed –

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

ITEM: 5

Page 2 of 3

MCDEM have indicated that the Controllers course development is well progressed and anticipate that the first new course will be scheduled towards the end of this year. The course format and content is well developed.

Website Review

The review of the Northland CDEM section of the NRC website is progressing with the page format finalised and content headings on the page agreed. The development of the content for the pages is now being finalised.

Professional development

Notification has been received of the **final approvals** for the NZ Coordinated Incident Management System (CIMS), 2nd edition, Safer Communities through Integrated Emergency Management. Further information and electronic copies of the document are available on the MCDEM website. **The Northland CDEM Group has approached current course providers Tai Poutini Polytechnic to incorporate the changes into the current course content** while also maintaining the accredited NZQA units. This has been achieved and the first course will take place in Whangarei from 17-19 June. Enrolments have been strong and we are expecting the course to be fully subscribed. Two further courses are scheduled for September and November. There has been significant **demand for a refresher course** for previously accredited individuals. Tai Poutini Polytechnic are developing a workshop to cater for this demand.

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. Issues regarding access and the resource consent have been resolved and the construction phase of the radar is nearing completion and data is being sent from the radar to the Metservice.

Lifelines Group

The Northland Lifelines Group held its quarterly meeting on 4 March. The Lifelines Group is continuing to work through the list of recommendations that arose out of Exercise Kermadec and EMIS. **A workshop was held to review the Critical Sites Severe Weather Storm information.** The information from the workshops will be used to update the critical sites spread sheets and maps and draft severe weather storm plan. The next meeting is scheduled for 2 July.

Emergency Management Assistance Team

The independent review of the response to the 2011 Christchurch Earthquake recommended that a *“cadre of highly trained emergency managers from organisations across the country be established to lead and control emergency responses.”* The review found that during the response, Christchurch City Council staff with limited experience or training in emergency management were required to act as controllers, directors of operations, or manage other functions within the emergency operations centre. The review argued this was neither fair to them nor to the community that they are protecting. It concluded that an otherwise competent manager cannot manage a major emergency effectively without the required extra skills and experience in this regard. Cabinet agreed in September 2012 that the **Ministry of Civil Defence & Emergency Management (MCDEM) will explore options for such a cadre** to enhance the ability to control large scale emergency responses. DPMC have drafted a document that proposes a concept for the establishment of a suitably qualified New Zealand Emergency Management Assistance Team (EMAT) for the purpose of rapid, short duration deployment to assist or augment senior operational capacity in complex

ITEM: 5

Page 3 of 3

or large scale emergency response situations. It provides an overview of the general concept, composition and maintenance of an EMAT as well as deployment principles and arrangements. It draws on a similar initiative developed by Emergency Management Australia (EMA) following the Queensland floods of 2011. Following consultation of this concept document with New Zealand response agencies, it will be submitted to ODESC (Readiness and Response Board) for approval.

Tsunami Mapping

The **CEG has received a report detailing the options and costs** associated with reviewing the existing Northland Tsunami Inundations maps. The report has had input from GNS personnel and there are several options for the CEG to consider before making any decisions on whether to have the existing tsunami inundation maps reviewed and the methodology that could be used.

National Plan Review

MCDEM have advised that the National CDEM Plan review is progressing (see attached MCDEM update). The contents of the plan will be reviewed and where necessary it is intended that **submissions will be made** by the Northland CDEM Group.

National Warning System

In April 2014 the Northland contacts on the National Warning System were reviewed, updated and the number of contacts increased to a level which is consistent with the requirements previously discussed by the Northland group.

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 16 May 2014 be received.
-

ISSUE: Draft Work Programme

ID: A644261

To: Northland CDEM Group, 3 June 2014

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 May 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.

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

Background:

Attached is an update on the progress of the 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(s):

-
1. That the Draft Work Programme report by Graeme MacDonald, CDEM Senior Programme Manager dated 21 May 2014 be received.
 2. That the work programme progress be noted.
-

Northland CDEM Group Work Programme 2014

Goal	Subject	Activity	Status
Goal 1: 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	Ongoing
		Provide for social media across the CDEM sector, including Community Groups, in Northland for readiness, response and recovery arrangements.	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 (See agenda item)
		Continue the ongoing development and review of - Community Response Plans - Visitor Action Plans - Business Continuity Project - And align plans	Ongoing (See agenda item)
		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 (See agenda item)
		Improve engagement with Maori, particularly at the marae level and in community resilience projects. (Focus on Community Response Plans)	Ongoing and underway
	Public Information Management	Incorporate social media into mechanisms for dissemination of information to the public and other sectors.	Commenced

Goal	Subject	Activity	Status
Goal 2: 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	See agenda item
		Commence review of the Northland CDEM Group Plan	Late 2014 and 2015
Goal 3: 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 (See agenda item)
		Support the national programme aimed at developing a cadre of experienced emergency managers to respond for immediate deployment during emergency events.	No progress
	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.	Actioned
		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 (See agenda item)
		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
Goal 4: 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
Enabler 1: 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 (See agenda item)
	Group Emergency Management Office	Evaluate the “shared services” arrangements for the entire region and make recommendations on future structures.	See agenda item
		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 Presentation at meeting
		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 See agenda item

ISSUE: CDEM Group Funding

ID: A644265

To: Northland CDEM Group, 3 June 2014

From: Graeme MacDonald, CDEM Senior Programme Manager

Date: 21 May 2014

Summary: The purpose of this report is to provide information on the Northland CDEM Group funding.

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

Background:

At the time of establishing the Northland CDEM Group a fund was established to administer expenses, costs and projects. The funds have been held in a balance sheet and administered in accordance with the conditions outlined in the Establishment Agreement.

On an annual basis **each council has contributed \$15,000** to the Group funds. This amount has remained constant since the group was established.

In the past four years additional income has been provided from the National Resilience Fund to managed identified projects.

Attached for the information of the committee is **the income and expenditure for the 2013/14 year** as at 8 April 2014.

Explanation of Financial Performance

Income for the past year is made up of the council contributions, the resilience funding contributions from the 2013/14 year, YES contribution and training course fees.

Invoices for this year's Resilience Fund contributions have been forwarded to MCDEM for payments as each of the projects is complete or will be completed by the close of the financial year.

Expenditure to date associated with the CDO – Community Resilience as forecast in the September 2013 agenda have yet to be finalised and at this time the direct cost to the CDEM Group is projected to be lower than what was indicated.

Salary and costs to date associated with the KDC Capability and Capacity Project are included in the expenditure.

Expenditure for the year is **made up primarily of the contribution to the FNDC tsunami siren project and resilience fund projects.**

Forecast for the 2014/15 year include the EMIS Implementation and FNDC Capability and Capacity (Resilience Funded) and ongoing project costs including Community Response Plans and finalisation of the Vulnerable Groups project.

Resourcing

At the September 2013 CDEM Group meeting **approval was given to employ an FTE** on a one year contract to provide support to the various Community Resilience Projects (Vulnerable Groups and e-CRP development/maintenance). The CDEM Group approved the FTE for an initial one year term. Group members recognised the need to ensure **sufficient on-going resourcing** to sustain the Community Resilience projects, particularly Community Response plans. Funding for this additional resource was to be drawn from Resilience Fund Projects with the CDEM Group reserves contributing up to \$30,000 if required. For the past financial period the cost of this resource has been drawn in part from the various resilience fund projects, the YES project (new and unbudgeted, yet funded externally) and from other means. The YES project coordinator role has been added into the Community Resilience Officers role successfully and it has been confirmed that further national funding from MSD will be available in the 2015 year to maintain the YES programme.

The CDEM Group fund reserve has **increased to \$252,000** over the past 12 months. The CEG has reviewed the Community Resilience Position and considers that the position is integral to the ongoing development of and progress of various projects, most importantly the Community Response Plan project. It is therefore strongly recommended that the CDEMG approves the **extension of the Community Resilience FTE contract for a further 12 months** in order to maintain delivery of Community Resilience Projects and ongoing support to the local level CDEM arrangements. Authority is sought for funding of up to \$60,000 from the CDEM Group reserves for the additional period.

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 and therefore of low significance in terms of council's policy.

Recommendations

1. That the report CDEM Group Funding by Graeme MacDonald, CDEM Senior Programme Manager dated 15 May 2012 be received.
 2. That the CDEM Group approves the extension and funding of the Community Resilience Coordinator (FTE) for a further 12 months and it gives approval for up to \$60,000 funding from existing CDEM reserves.
-

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CDEM GROUP (Account 6223)		Period 1-7-2012	Period 1-7-2013	2013-14
as at 5-8-2014		to 24-4-2013	to 8-5-2014	Forecast
Opening Balance	146,821	225,689	225,689	
plus income				
Income	38,195	0	0	
Resilience Fund and Other	0	146,000	115,000	
Tsunami Signage	0	21,000	0	
YES	0	10,000	0	
Annual Council Contributions	0	60,000	60,000	
	38,195	237,000	175,000	
less expenditure				
Tsunami Sirens	0	-86,771	0	
Consultancy	-29,307	-3,420	-3,500	
Training and Conferences	-16,571	-13,047	-13,000	
Catering /Refreshments	-3,239	-3,017	-3,000	
CRP's and Vulnerable Groups	0	-62,000	0	
Travel and accommodation	-6,714	-4,250	-4,250	
Promotions & Public education	-6,762	-7,698	-8,000	
Met Service	-2,790	-1,500	-1,500	
Stationary	-1,165	0	0	
Communications	-1,370	-380	-1,000	
Gifts / Koha	-240	0	0	
EMIS Implementation / FNDC Capability	0	0	-115,000	
KDC (Resilience fund)	0	-28,133	-34,000	
Uniforms	-163	159	159	
	-68,321	-210,058	-183,090	
Closing Balance as at 30/06/2012	116,695	252,631	217,599	

ISSUE: Welfare Advisory Group Update

ID: A644267

To: Northland CDEM Group, 3 June 2014

From: Claire Nyberg, Welfare Advisory Group Chair

Date: 12 May 2014

Summary The purpose of this report is to report on the activities of the Welfare Advisory Group. It concludes with the recommendation that this report be received.

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

Background:

This report provides an update on the second meeting of the year for the Welfare Advisory Group (WAG) on 30 April 2014 and an overview of the training attended by Group and Local Welfare Managers.

Welfare Advisory Group meeting:

The **WAG meeting was held on the 30 April**, directly after the Civil Defence Forum, to enable two speakers from the forum to present at the WAG. Sarb Johal, Associate Professor of Disaster Mental Health, from the Joint Centre for Disaster Research and Angela Reade (Napier siege) from the Bay of Plenty Regional Council both provided presentations.

Angela Reade was involved with the Napier siege, providing welfare to those individuals and families who were displaced from the cordoned area around the gunman, Jan Molenaar. Angela advised the WAG that one of the best decisions the Napier City Council made, at the time, was to approach the police and provide them with assistance, rather than to wait for the police to approach them. This enabled a welfare centre to be set up quickly, at the edge of the cordoned area and to provide services for those displaced from within the cordoned area.

The welfare centre never accommodated people overnight but provided a central place for people to seek information and services. Accurate information was provided on the police response by the Police Liaison Officer who was located in the welfare centre.

Although the welfare response was considered a big success, due in part to the extensive exercising the local welfare volunteers undertook prior to the siege, there was still some room for improvement. One of these improvements included the need for better checks of the legitimacy of people presenting at the welfare centre, as some people took advantage of the free accommodation and food being offered, even though they were not from within the cordoned area.

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Angela also highlighted the importance of using psychosocial support, for both those presenting at the welfare centre and for those working within the centre.

Sarb Johal focused his talk on the **psychosocial issues** which have arisen from the Christchurch earthquakes. The findings of the studies have found cumulative events take a much bigger toll as opposed to a singular event and the group most affected by the earthquakes, are the 35-49 year olds which have had money tied up in their properties, and are still battling both their insurance providers and the Earthquake Commission.

Sarb stressed the need to provide psychosocial support to all involved with response and recovery. One of the tools they have used in Christchurch has been the 'All right' campaign which is a social marketing campaign designed to help people think about the mental health and wellbeing of themselves and others. This campaign is the first of its kind in the world and is supported by a twice yearly survey to measure the wellness of Cantabrians.

The WAG will remain in contact with Sarb and **follow his work in 'psychological and social impacts'** and how people cope as individuals and communities after natural and environmental disasters. Any information from Sarb, such as fact sheets and study findings will be distributed to members of the WAG.

The CDEM Group Welfare Forum (Auckland March 2014)

The first ever **CDEM Group Welfare Forum for New Zealand** was held in March 2014, hosted by Auckland Council and run by MCDEM. This forum was well attended by Local Welfare Managers, the Group Welfare Manager and Chair, Civil Defence Officers and Ministry of Social Development, with a total of nine attending from Northland.

The **intention of this forum** was to firstly focus on the discussions needed to forge a common understanding of good practice in CDEM welfare and secondly to think about the future state of emergency welfare services. The programme was centred around 6 main sessions:

- Roles and responsibilities of Group Welfare Managers
- Standardising terms of reference for welfare coordination groups
- Welfare plans and planning
- The welfare sub-functions for which CDEM is responsible for
- Welfare in response
- Capability development requirements of Welfare Managers.

Each of these topics was introduced and then discussed in breakout groups by forum attendees with groups reporting back at the end of each session.

The **forum was well attended** by most regions in New Zealand and highlighted for those that attended from our region, that arrangements here in **Northland are very solid** and that in many cases we are ahead of the country in terms of training, planning, WAG relationships and experience. However, like all other regions in NZ, we do have some work ahead of us to ensure that we are in a good position to transition into the new welfare services section of the National CDEM Plan when it is released.

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Overall the CDEM Group Welfare Forum was well run, allowing plenty of discussion and opportunities for staff to network. It has been proposed that these forums need to be held by MCDEM at least annually especially while we transition over to the new arrangements

Emergency Management Information Systems (EMIS) Welfare training

The welfare registration component of EMIS has recently been completed by MCDEM in anticipation of the Red Cross Pride system no longer being available from 30 June 2014. **Northland welfare agencies were invited to a training session** delivered by Meaghan Gallagher, the North Island EMIS trainer. Representatives from most welfare agencies attended.

The **welfare registration component of EMIS is easy to use**, with as much or as little information being entered for a successful registration to be completed. The needs assessment component of the registration is also very comprehensive being based upon Northland's 2007 needs assessment survey.

The major change from the traditional Red Cross registration system to the new electronic EMIS is that it does not assign a number to a person and there is no hard copy capture of people's details. Therefore some work will need to be completed around; how the data is captured given Northland's intermittent power and internet connection during events; how the data is to be extracted and shared between welfare agencies and; how we are going to decide when registration is required.

It is envisioned that issues pertaining to registration within EMIS will be discussed and resolved at future WAG meetings.

Legal Compliance & Significance Assessment:

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

Recommendation:

-
1. That the report Welfare Advisory Group by Claire Nyberg, Civil Defence Officer dated 6 June 2014 be received.
-

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ISSUE: Emergency Management Information System (EMIS) Update

ID: A644269

To: Northland CDEM Group, 3 June 2014

From: Victoria Randall, Civil Defence Officer, Whangarei District

Date: 9 May 2014

Summary The purpose of this report is to update on the MCDEM latest developments and Northland training within EMIS. It concludes with the recommendation that the report be received.

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

Background:

The purpose of this report is to provide an update on the progress of the EMIS implementation at both national and local levels. There have been a number of developments recently including the recent release of two reports from MCDEM concerning site consistency and the use of the Welfare Registration and Inquiry system.

MCDEM Developments

MCDEM has released a short report that includes an overview and outcomes of questions put to the EMIS governance group, responses to a general survey of CDEM Groups involving site simplification and the proposal to establish a EMIS User Group.

The **survey of the Governance Group** focused on consistency of the EMIS site, whether modification should be allowed and whether the site should be simplified. The report is attached and the outcomes are in support of a **consistent approach nationally**. From the outset of the introduction of EMIS the Northland CDEM Group has been advocating for national consistency and standardisation across EMIS.

The results of a CDEM Group survey carried out in February 2014 are also summarized in the report. The questionnaire focused on the development of implementing a marketing strategy for EMIS and assisting MCDEM in planning EMIS support and enhancements. The outcomes of the survey were consistent with the EMIS Governance Group findings and the results will be included in the site simplification initiatives to be addressed by a yet to be established EMIS User Group.

To facilitate the site simplification process MCDEM has now advocated **establishing formally a CDEM EMIS User** Group, with representation from each of the 16 groups. Nominations were due by 16 May 2014. The EMIS User Group had met informally in November 2013 and the formal establishment of the User Group was discussed and agreed at the March meeting of the CDEM Group Managers.

The nominee for the Northland region is Victoria Randall, who already represents the Northland region and others on the National EMIS Governance Group.

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MCDEM proposes a number of sub-groups under the EMIS Governance Group; these are:

- EMIS Technical Advisory Group, to advise the Governance Group on technical issues.
- EMIS Mapping Group to finalise the mapping component
- EMIS User Group to discuss operational issues and forward recommendations to the Governance Group.

The structure will be finalised once nominations for the User Group have been received and the User Group established.

Registration and Inquiry System

Questions have been raised nationally regarding the use of the EMIS Welfare Registration and Inquiry component. In a second report released recently **MCDEM have clarified a number of areas of concern**, including that paper registration forms are available and the need to develop further forms is not required. Group and local processes for registration and inquiry should be tested against available resources at civil defence centres to ensure they are effective prior to an event.

Northland Training

The Northland CDEM Group held **a week of EMIS training**, beginning 24 March. Meghan Gallen, North Island EMIS trainer delivered a three day programme for Northland super users, two half day sessions on Welfare Registration and Inquiry, and a half-day EMIS introductory session for emergency services.

There are currently 15 trained EMIS super users in Northland and the total number of registered Northland EMIS users currently stands at 204.

On 9 April 2014, Kaipara District Council used EMIS in a tsunami exercise (see separate agenda item regarding outcomes of exercise).

The National EMIS Governance Group met in Wellington on 21 May and was attended by the Northland representative. A verbal update on the outcomes of the meeting will be provided.

Legal Compliance & Significance Assessment:

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

Recommendations:

1. That the report Emergency Management Information System (EMIS) Update by Victoria Randall, Civil Defence Officer, Whangarei District dated 9 May 2014, be received.
 2. That the Northland CDEM Group representative on the National EMIS User Group be confirmed as Victoria Randall.
 3. That the Northland Coordinating Executive Group continues to advocate for and support a nationally consistent approach to the EMIS.
-

ISSUE: Electronic Community Response Plans (eCRP's)

ID: A644272

To: Northland CDEM Group, 3 June 2014

From: Shona Morgan, CDEM Officer – Community Resilience

Date: 13 May 2014

Summary The purpose of this report is to provide an overview of the electronic upgrade of the community response plans. It concludes with the recommendation that the report be received and accepted.

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

Introduction:

The purpose of this report is to provide an overview on the e-Community Response Plan's (CRP's) to date, in particular the electronic upgrade of these plans. The report will include an outline of the plans already in existence in Northland, the number of eCRP's including a detailed map of the plan locations together with the latest tsunami siren locations. The review process will be briefly outlined together with some discussion regarding the resources required for these reviews.

Background: Northland currently has 52 CRP's in operation. Late in 2013 it was decided to upgrade all plans to a new template using consistent branding and messaging while still being tailored to each community's needs. Trevor Andrews, Kaipara District Council's CDEM Officer began this process with the Mangawhai plan and this is now being rolled out to all plans throughout Northland.

Upgrade: of the 52 plans, 12 have been converted to the new eCRP version and six are in the process of being upgraded. An Auckland based graphic designer has been contracted to upgrade the plans to date and while this has been invaluable and her work is of a high standard, the CDEM group is currently investigating the opportunity to bring this work within council. This should speed up the process, making updates and changes to the plans more efficient.

A map showing all Community Response Group and tsunami siren locations is attached. The various stages of each plan are highlighted

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 Electronic Community Response Plans (eCRP's) by Shona Morgan, CDEM Officer – Community Resilience and dated 13 May 2014, be received
-



ISSUE: Northland CDEM Forum 2014

ID: A644273

To: Northland CDEM Group, 3 June 2014

From: Kim Abbott, Civil Defence Emergency Management Officer

Date: 12 May 2014

Summary The purpose of this report is to provide a review of the 2014 Northland CDEM Group Forum. It concludes with the recommendation that this report is received.

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

Background:



The Northland Civil Defence Emergency Management Group (CDEM) hosted the **9th annual forum** on Wednesday 30 April at Forum North, Whangarei. Over 180 representatives from a broad cross section of the civil defence community attended the half day seminar including: emergency services, Lifelines and Welfare Advisory Group (WAG) stakeholders groups, council and community response groups.

Discussion:

This year's theme was around "**Vulnerable Groups**" and this was reflected in the program and the key speakers.

The Forum was **opened by Far North District Council (FNDC) Councillor and Northland CDEM Group Chair Colin Kitchen** and the early presentations identified the current state of the sector and the strong position of the Northland CDEM Group, as well as the future plans both regionally and nationally. These included presentations from Mayor John Carter (FNDC), Shane Bayley, Ministry Civil Defence and Emergency Management (MCDEM) and Graeme MacDonald, Northland CDEM Group.

Angela Reade followed with a presentation on her experiences as the welfare manager during the 2009 siege in Napier.

Key points made were:

- The Napier CDEM made contact with the NZ Police early to offer assistance. The early acceptance of help enabled the team to activate the EOC and welfare centre.



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- The welfare centre did not provide overnight shelter, local accommodation providers were sought.
- Displaced people arrived in waves ie after school, after work,
- Due to the nature of the incident not many people had ID on them, this meant it was difficult at times to ascertain the legitimate needs from 'the rogues'.
- The event was classified as "Terrorism" by MCDEM to assist with expenditure
- 294 registered. 210 persons sheltered overnight. Total cost \$16,000.
- Overall a positive response due to good planning, good training and a large number of dedicated volunteers.

After the morning tea break Northland District Health Board (NDHB) **Dialysis Manager, Nicolette Crump presented** the audience with a greater understanding of renal failure and the needs of these patients within an emergency situation.

Key points made were:

- The NDHB team have worked extensively with their patients to build personal resilience and make sure they have their own plans in place.
- This is a continuous process as new patients are enrolled in the unit.
- Within a welfare centre, dialysis patients have special needs including special dietary requirements.
- Fatalities are high in this group during and directly after an event but the statistics don't often reflect these casualties as part of the incident.



Northland CDEM team members **Bill Hutchinson and Shona Morgan presented updates of the Youth in Emergency Services (YES) and Vulnerable Groups** projects currently being undertaken.

The final speaker was **Sarb Johal: Associate Professor of Disaster Mental Health for the Joint Disaster Research Centre**, Sarb engaged the audience with his presentation: *'How do disasters affect people and what we can do to help'* highlighting his findings from the Christchurch earthquakes and the psychosocial progress of the community.

Key points made were:

- The phases of psychosocial recovery are often initially positive with feelings of altruism, a sense of shared survival and anticipation of help and a return to normal.
- These can often be followed by a lengthy period of disappointment, anger, disillusionment and exhaustion as simple tasks are made more difficult i.e. roading, basic services.
- This can be exacerbated by the lack of normal social outlets i.e. cafes, friends/ family moving outside the region, sporting facilities.
- Response and recovery strategies need to be mindful of the simple needs of communities in support
- Cumulative events i.e. Christchurch, have been found to have a greater impact on individuals than one single event

At the conclusion of the forum, attendees were invited to a light lunch.

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There was **no cost to attendees** and the overall budget for the event was \$5162 excl GST, this included all catering, audience gifts, speaker's flights and accommodation and sound/audio engineering.

Use of the Capitaine Bougainville Theatre and Cafler Suite was kindly sponsored by the Whangarei District Council. This has been the case for the last three forums and without this contribution, financing these events would be considerably more costly.

Feedback since the event has been overwhelmingly positive.

Legal Compliance & Significance Assessment:

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

Recommendation:

1. That the report 2014 Northland CDEM Forum by Kim Abbott, Civil Defence Emergency Management Officer and dated 12 May 2014, be received.
-

ISSUE: Far North District Update

ID: A644275

To: Northland CDEM Group, 3 June 2014

From: Bill Hutchinson- Civil Defence Coordinator - FNDC

Date: 15 May 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.

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

Background

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

Discussion

The Civil Defence Coordinator **attended a meeting of the Rawene Ratepayers Association** on 10 April to explain the principals of Civil Defence Emergency Management and to discuss the review of the Rawene Community Response Plan.

Draft eCRPs have been completed for **Punguru and Kaeo** and a meeting held with Okaihau representatives to introduce the new format plan to their group.

Cyclone LUSI impacted on Northland on 14 March 2014. Far North District Council Emergency Operations Centre Staff were placed **on standby** for the duration of the storm warning. Most of the damage sustained to the Far North District Council area was to coastal areas of Paihia caused by high winds and storm surge. Sandbags were deployed to Paihia and Kaeo to assist to mitigate damage to affected property.

The Civil Defence Coordinator and local welfare manager attended and participated in the **National Welfare Forum** hosted by Auckland Civil Defence on 19-20 March. The focus of this forum was forge common understandings of good practice in CDEM welfare and the future state of emergency welfare services.

Six staff attended the **Emergency Management Information Systems (EMIS)** training held between 24 - 27 March at the Northland Regional Council.

Tsunami Alarm testing was carried out at the change back from daylight savings on Sunday 6 April. A full report is included in this agenda.

The Far North District council Civil Defence Coordinator assisted in an **exercise held at the Kaipara District Council** offices on 9 April.

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A meeting was attended on 14 April with stakeholder groups coordinated by the Bay of Islands Coastguard, to consider expressions of interest and the merits of a **joint emergency coordination centre** located at the Kerikeri airport

The Civil Defence Coordinator and 10 staff members participated and attended the **Northland Civil Defence Emergency Management Group Forum** on 30 April. An overview of the forum is included in this agenda.

The Far North District Council is supporting the **Youth in Emergency Services Program**. The orientations phase of the program commenced on Saturday 3 May. A report on this project is included in this agenda.

A presentation outlining regional and local arrangements including community response planning was given to local area members of the **Red Cross at their Bi-Annual Forum** held in Paihia on 8 May.

Staff inductions outlining local and regional civil defence responsibilities and a brief overview of the Emergency information Management System were held at the Far North District Council on 20 May to assist to build on civil defence staffing capacity.

The Civil Defence Coordinator and Councilor Colin Kitchen attended the **Emergency Media and Public Affairs Conference** in Auckland held on 22-23 May.

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 Far North District Council update from Bill Hutchinson, FNDC Civil Defence Coordinator dated 14 May be received.
-

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ISSUE: Kaipara District Update

ID: A644276

To: Northland CDEM Group, 3 June 2014

From: Trevor Andrews, Emergency Management Officer

Date: 16 May 2014

Summary The purpose of this report is to provide an update of activities within the Kaipara District over the previous three months. It concludes with the recommendation that the report be received and approved.

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

Introduction

The purpose of this report is to provide an overview of the CDEM activities in the Kaipara District since the last meeting.

Reduction:

Continued public education of Kaipara residents and visitors to the district has been undertaken this quarter. This has been mainly targeted at the Mangawhai area and based on the contents of the Community Response Plan and the Bream Bay/Mangawhai Visitor Action Plan (VAP).

Advantage was taken of heightened public awareness created for the six monthly tsunami siren testing programme on 6 April, when the public and visitors to the Mangawhai area were given information through the local radio station (106.4FM – Heads FM) and the use of a trailer mounted electronic sign board (VMS board) parked in the township, directing them to the Community Response Plan on the NRC Civil Defence website. This resulted in 16 page views on the community response plan page and 12 downloads of the Mangawhai CRP between 4-8 April. Heads FM have also loaded the Mangawhai eCRP on to their website so it is possible other people have accessed the information through this portal as well. Although not a large number of “hits”, it is encouraging to see the public is now able to access this information and download the plans if they desire.

In summary, an effective tool to inform and educate the public i.e. the electronic Community Response Plans is now in place and accessible to the wider community. The challenge is to increase the number of people and organisations who actually seek the information in a proactive manner, rather than waiting for disaster to strike. The next phase is to increase and measure public uptake of the information.

Readiness:

Following the tsunami siren testing on 6 April, the Northland Civil Defence Group received written positive feedback from the community on the location and effectiveness of the modified tsunami siren network in Mangawhai. After involving the

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local Community Response Group and listening to the concerns of locals, three new sirens were installed and one was relocated, which appear to have met local community needs. Initial discussions have been held on the installation of two tsunami sirens into Ruawai. Ruawai is shown to be at risk according to the GNS tsunami inundation maps.

A major Civil Defence exercise was undertaken by Kaipara District Council staff, NZ Fire Service personnel, Northland CDEM Group personnel, the MCDEM Regional Emergency Management Advisor, KDC volunteers, KDC contractors, Mangawhai Community Response Group personnel and the Mangawhai Community on 9 April. The scenario was based on a magnitude 7 earthquake and tsunami striking Mangawhai, with significant loss of life and damage to the community and infrastructure. "Live" communications were made into Mangawhai from the Emergency Operating Centre (EOC) simulating what would happen on the day. It was also a good opportunity to involve the community in response planning arrangements for Mangawhai as laid down in the Community Response Plan and the KDC Welfare Plan arrangements.

A key outcome of the exercise was the completion and forwarding of the Situation Report to the Northland Group ECC utilising the national Emergency Management Information System (EMIS).

Five KDC personnel attended the EMIS Super User training in March. This gives KDC significant capability in the use and application of this emergency management tool.

Response:

Two severe weather events struck Northland during the reporting quarter i.e. Cyclone Lusi around 15 March and an unnamed event on 17 April which ironically caused more damage than was forecast for Lusi. Most damage during the April event was the result of strong winds causing damage to power transmission lines with resultant power outages.

KDC personnel and contractors responded to interruption to the waste water and sewerage treatment infrastructure in Maungaturoto and Kaiwaka caused by the power losses, and were assisted by the planning information contained within the Northland Lifelines Group, Infrastructure Resilience Plan; Part A: Critical Infrastructure Sites in Northland.

Recovery:

No Recovery activity to report this 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:

-
1. That the Kaipara District Update by Trevor Andrews, Emergency Management Officer, dated 3 June 2014 be received.
-

ISSUE: Whangarei District Update

ID: A644277

To: Northland CDEM Group, 3 June 2014

From: Victoria Randall, Civil Defence Officer, Whangarei District

Date: 9 May 2014

Summary The purpose of this report is to provide an update on CDEM activities within the Whangarei District. It concludes with the recommendation that the report be received.

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

Introduction

The purpose of this report is to provide an update of the emergency management activities within the Whangarei district. Response procedures were tested during two weather events and three tsunami advisories. Support for community response groups continues with the provision of professional development opportunities for both volunteers and staff.

Event Responses

Storm Events

Ex-tropical cyclone Lusi and ex-tropical cyclone Ita arrived 14-15 March and 17 April respectively; arrangements were in place in anticipation of their arrival. MetService watches and warnings were received and disseminated to the distribution groups including, community groups, council staff, council contractors and external agencies.

Duty EOC staff and the Civil Defence Emergency Management (CDEM) Officer monitored the situation throughout both events, monitoring information and public reports to the call centre. Council infrastructure departments took all required measures to prepare and contractors assisted with the removal of fallen trees and keeping council services running during and after the event. Some Northpower customers were affected but no other major problems reported.

Tsunami Advisories

MCDEM sent out **two tsunami Advisories**, Potential Threat to New Zealand and one No Threat to New Zealand message through the National Warning System in response to earthquakes in Chile and the Solomon Islands.

The local duty controller and the CDEM Officer liaised with the Northland Group controller within 30 minutes of receipt of the messages. Information was disseminated to distribution groups by email and e-text until the advisories were officially cancelled. Both events were monitored and reports were received on Thursday 3 April that

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strong currents were being experienced at the Tutukaka Marina as a result of the previous day's earthquake in Chile. Sea levels within the marina were reported as rising and falling up to 700mm every 20 minutes and vessels were experiencing difficulties. The decision was made to activate the tsunami marine light as a warning of the currents until conditions improved.

**Community Response Group Support
eCRPs**

The new **eCRP format has been introduced to Ruakaka, Bland Bay and Pataua** community response groups. Ruakaka and Bland Bay are happy for the new format to be used, Pataua have decided to stay with their existing format but will use some of the new information for 'Before, during and after' an event in some of their public education information in the community.

Community Support

The CDEM Officer and the coordinator of the **Ruakaka community response group (CRG)** met with the Ruakaka Residents and Ratepayers Association on Tuesday 11 March. The purpose of the meeting was to give an overview of the work the Ruakaka CRG has carried out over the previous seven years. The information was well received and it has strengthened relationships between the two groups.

The CDEM Officer attended a **meeting of the Bland Bay CRG**. The meeting was well attended including managers of two camp grounds in the area (including DOC staff). The CRG were updated on the latest Northland CDEM Group projects including the eCRPs and the availability of the newly developed tsunami information posters. The group will be updating their plan and telephone trees in the near future.

A request was sent through the **Parua Bay Community Focus Group Chair** and forwarded to its members for a volunteer to fill the role of CRG coordinator in that community. To date three people from the community have come forward for further information. A meeting will be organised to introduce them to the community response group and a coordinator identified.

Tsunami information posters, as reported to a previous CEG meeting, have been circulated to the Tutukaka Coast and Whananaki response groups. Posters have now been made available to all community response groups across Northland.

Community Training

As a follow up to an earlier event a joint training evening was **held with the Ruakaka and Waipu response groups**. A tsunami scenario was given to the groups to consider how they would prepare themselves and assist their respective communities, prior to the arrival of a distant source tsunami with land inundation requiring orange zone evacuations. The groups worked well, identifying communication networks and evacuation routes. Undertaking tabletop exercises is an effective method for community groups to focus on response actions.

Staff Professional Development and Training

Three WDC staff attended the National Welfare Forum in Auckland.

EMIS training was undertaken, both super user and the welfare registration and inquiry system component.

The CDEM Officer held a training session for the council EOC staff on incident planning and EMIS Incident Action Plans. The tabletop exercise was based on a storm/flooding scenario in the district and included some evacuation of the Whangarei CBD.

Six more council staff recently volunteered to join the civil defence team to work within the emergency operations centre (EOC). Basic training and information has been given and CIMS and EMIS training will be available in the near future.

The CDEM Officer and a local Public Information Manager (PIM) attended New Zealand's First Disaster Communications Conference in Auckland on 22-23 May held by Emergency Media and Public Affairs.

Victoria Randall CDEM Officer, Whangarei district and Claire Nyberg, CDEM Officer Northland **attended the Australian Emergency Management Institute (AEMI)** in Mount Macedon, Victoria, from 24–31 May. Victoria Randall studied 'Community in Emergency Management' and Claire Nyberg studied 'Coordinate resources for a multi-agency incident'. Both papers are part of the Australian Advanced Diploma in Public Safety (Emergency Management) and required pre-course and post-course assessments. MCDEM have an arrangement with AEMI to cover course and accommodation fees and the Northland CDEM Group cover travel costs.

Local CDEM Activities

The **Northland Emergency Services Group meeting was held on 3 April** at the Whangarei Central Police station and included a visit to the Northland Police District Command Centre.

The CDEM Officer assisted with the Kaipara Tsunami exercise in April and attended the Northland Region Red Cross Annual Forum in Paihia on 8 May, in support of Bill Hutchinson, CDEM Officer Far North as a guest speaker and represents the CDEM Group. Involvement with the Forum builds upon existing relationships and supports the Northland Region Red Cross.

Local controllers met on 4 April for an overview of the new eCRP format now being rolled out across the district, a MCDEM update and to discuss funding for tsunami inundation mapping in Northland. On 16 May local controllers will visit the Alternate EOC location at Whangarei Hospital.

The CDEM Officer attended the **National CDEM Group Managers** meeting in Wellington 17-18 March on behalf of Graeme Macdonald, Senior Programme Manager, Northland CDEM Group. A presentation was delivered on the eCRP project and was very well received.

A report was requested from the CDEM Officer to outline the budgetary needs for CDEM in the Long Term Plan 2015-2017. A report is currently being compiled taking

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into account a number of long term CDEM projects including tsunami readiness, professional development and EOC resources and equipment.

Public education resources in personal preparedness have been distributed recently to a number of agencies including Sport Northland and ACC.

Legal Compliance & Significance Assessment:

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

Recommendation:

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1. That the report Whangarei District Council Update by Victoria Randall, Civil Defence Officer, Whangarei District dated 9 May 2014, be received.
-

ISSUE: Youth in Emergency Services (YES) Update

ID: A644784

To: Northland CDEM Group, 3 June 2014

From: Shona Morgan, CDEM Officer – Community Resilience

Date: 9 May 2014

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

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

Introduction:

The purpose of this report is to provide an update on the Youth in Emergency Services (YES) programme since the last Northland CDEM Group meeting in March 2014. The update includes the dates for the programme, the selection process for the candidates, media attention and the national coordinators meeting.

Dates:

The dates for the orientation phase were set as follows:

Saturday 3 May	NZ Fire Service/Rural Fire
Saturday 10 May	Coastguard
Saturday 17 May	St John
Saturday 24 May	NZ Red Cross
Saturday 7 June	Combined Services/Final Day
TBC	Graduation Dinner

Candidates

Northland College, Okaihau College, Te Kura Kaupapa and Kaikohe Christian School were visited in March and the programme was introduced to principals who were asked to nominate suitable students for the programme. **15 nominations were received from three of the schools** as well as from other areas within the community. The gender split was five male and ten female, aged 16-18. All candidates were police vetted and accepted into the programme.

Media:

There has been a lot of **media interest in the programme**, particularly after a media release was distributed on 5 March by the NRC PIMS team. This resulted in an interview on Radio Live outlining the programme. The Northern Age printed an article on 11 March and one of their photographers has attended the Fire Service and Coastguard sessions. 3 News have expressed an interest in attending an orientation day and would like to interview some of the candidates. Also the Kaikohe YES

Facebook page has generated a lot of interest and has been an excellent tool for keeping the candidates and the community up to date on the progress.

National Coordinators Meeting

This was held on Monday 5 May at the National Fire Training Centre in Rotorua. The six coordinators from Alexander, Kaikoura, Gisborne, Mangakino/Turangi, Rotorua and Kaikohe were in attendance as well as other staff from the Ministry of Youth Development. **Each coordinator provided an overview** of their respective programmes, highlighting successes and making suggestions for future developments.

The topic of unit standards was discussed as some communities opted to provide this for their candidates. There were varying results and opinions and it was suggested that any structure of this type be kept as an “optional extra” rather be prescribed into the programme.

Funding was also discussed, in particular whether or not this was sufficient. There were varying opinions on this as each community distributed the funds differently. It was also suggested that any community wishing to run the programme in the future could apply for extra funding through other avenues, such as the Community Organisation Grants Scheme or other DIA volunteer funding options

The workgroup coordinating the programme in Kaikohe are unanimous that the YES programme should continue and further that the group should be consulted about the location of further programmes.

In the recent budget funding of **\$200,000 has been allocated nationally** for the continuance of the YES programme across 20 locations in 2015. Further details of the locations are not available at this time.

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:

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1. That the report Youth in Emergency Services (YES) Update by Shona Morgan, CDEM Officer – Community Resilience and dated 9 May 2014, be received.
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ISSUE: Vulnerable Groups Update

ID: A644279

To: Northland CDEM Group, 3 June 2014

From: Shona Morgan, CDEM Officer – Community Resilience

Date: 9 May 2014

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

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

Introduction:

The purpose of this report is to provide an update on the Vulnerable Groups Project since the last Northland CDEM Group meeting in March 2014. The update includes progress on the development of the database, liaison with community groups that support vulnerable people and their interest in civil defence and in attending the workshops.

Progress:

The **database has increased to over 60 support service** organisations region wide. This number is likely to increase as information on health service providers is still being collated at this time.

To better capture information provided by the organisations, a survey has been developed and will be conducted over the coming weeks. This will be carried out largely via telephone or in person if deemed necessary. The information will be used to gauge the level of preparedness of these organisations, define the numbers of clients they are supporting, as well as their level of interest in attending workshops.

Initial consultations with community groups such as the Disability Advisory Group and the Positive Aging Advisory Group have been very positive. Many of these community members have not previously been engaged in Civil Defence arrangements and the concept of a programme being implemented specifically for vulnerable people has been very well received. Their level of awareness and preparedness around emergencies is as suspected, very low and with minimal planning in place.

The presentation on the Vulnerable Groups Project delivered at the Northland Civil Defence Forum on 30 April also generated some interest at both the community level as well as within the civil defence sector. Key contacts have been made regarding the project, some of these from other regions.

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The projects workgroup will be meeting again on 16 May 2014. **Dates for the workshops** will be discussed at this meeting as well as the opportunity to hold workshops **throughout Northland**.

Legal Compliance & Significance Assessment:

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

Recommendation:

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1. That the Vulnerable Groups Update by Shona Morgan CDEM Officer – Community Resilience, and dated 9 May 2014, be received.
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ISSUE: Northland Business Continuity Workshop Programme

ID: A644281

To: Northland CDEM Group, 3 June 2014

From: Kim Abbott, Civil Defence Emergency Management Officer

Date: 14 May 2014

Summary The purpose of this report is to provide a review of the Business Continuity Planning program. It concludes with the recommendation that this report is received.

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

Background:

The Northland Business Continuity Planning (BCP) workshop programme was developed and introduced in 2012. Key partnerships have been developed with the NZ Fire Service and Northland Chamber of Commerce. To date more than 173 Northland business owners and operators have enrolled in the program held around Northland.

Discussion:

Following recent workshops undertaken in Whangarei, the Northland CDEM were approached by the Ministry of Primary Industry (MPI) to discuss how best to encourage participation in the **BCP workshops from the rural sector**. MPI are keen to support and assist with the marketing of the programme and will encourage involvement from the Northland Rural Support Trust (RST), DairyNZ, and Beef+Lamb.

Much of the content around Northland risks and templates is equally relevant regardless of the sector however some modification will be necessary to fully capture rural owners and operators including: rural examples and case studies and a greater emphasis on possible biosecurity events like fruit fly or foot and mouth.

The **timing of these workshops** needs to be carefully scheduled to coincide with the seasonal lulls of each producer: before July/ August spring calving for dairy farmers or after picking for fruit producers.

Initial **pilot workshops will target existing rural support and supply chains** who have day to day contact with farmers ie: insurers, farm suppliers, advocacy groups, banks etc with the aim of these organisations championing the programme for their client bases for future presentations.

NZ Fire Service is committed to continuing the successful partnership into the rural sector and will co-present at the workshops.

The first workshop has been tentatively scheduled for Thursday 26 June.

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The broader BCP workshops are continuing with planned days for Paihia, Mangawhai and Kerikeri.

Legal Compliance & Significance Assessment:

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

Recommendation:

1. That the report 2014 Northland Business Continuity Workshop Programme by Kim Abbott, Civil Defence Emergency Management Officer and dated 14 May 2014, be received.
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ISSUE: Northland Tsunami Siren Testing

ID: A644284

To: Northland CDEM Group, 3 June 2014

From: Victoria Randall, Bill Hutchinson and Trevor Andrews,
Civil Defence Officers, Whangarei, Far North and Kaipara districts

Date: 6 May 2014

Summary The purpose of this report is to provide an update on the outcomes of the test of the tsunami sirens across Northland on 6 April 2014. It concludes with the recommendation that the report be received.

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

Introduction

The purpose of this report is to provide an overview of the eighth **test of the 144 sirens** that make up the Northland tsunami siren network carried out on the morning of **Sunday 6 April 2014**. As with all previous tests the timing coincided with the day of the change in daylight saving time. The region wide test was coordinated by the Civil Defence Officers from the Whangarei, Kaipara and Far North districts in conjunction with Top Energy, North Power and representatives of Community Response Groups.

A standard operating procedure has been developed for the regular testing of the siren network. This SOP ensures that all key stakeholders, emergency services, community groups and internal personnel are made aware of the testing time and date.

In the three weeks prior to the test there was **extensive media coverage** with accompanying public education messages on what actions should be taken during a tsunami alert. Advertising occurred in local newspapers, radio, council websites, NZTA electronic road signs, Social media, including, Facebook pages of the Northland Civil Defence Group, WDC, FNDC, Ruakaka Civil Defence and the Houhora Police. Twitter messages were also distributed by the WDC.

Customer Services Departments and out of hours centres were **briefed** and the Northpower control room activated an answer phone message explaining the testing.

Representatives from **Community Response Groups were asked to monitor** sirens and to complete questionnaire that covered functioning of the devices. To date a number of questionnaires from the FNDC area have not been returned and this matter is being followed up.

On testing day, the respective **CDO's followed the agreed standard** operating procedures to activate the siren network with Northpower and Top Energy control

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rooms. Sirens were activated as requested for 10 minutes at 9.20 am and again for 30 seconds at 10.00 am. Lights on the sirens were activated from 9.20 am through until just after 10.00 am.

Whangarei reported three faults and Kaipara one fault; repairs are being coordinated with Northpower.

The Far North district had a number of faults which are being worked through with Top Energy and Northpower. Repairs have been scheduled and will be completed in the immediate future.

The next siren testing is to take place on Sunday 28 September 2014.

Siren Assessments

As part of the on-going development of the tsunami siren network an **assessment has been carried to determine the potential gaps in coverage** in the Whangarei district. Using GIS mapping a 400 metre radius has been plotted around each siren location to identify where potential gaps may exist.

Thirteen potential locations have been identified:

- Waipu – Cove Road after Seascape Crescent Port Marsden Highway – near the Refinery
- One Tree Point – Albany Road (Marsden Cove)
- Loop Road – Otaika Valley Intersection area
- Kioreroa Road – Near RD1 area
- Waikaraka – near start of area (Onerahi side)
- Parua Bay – Ritchie Road
- Little Munroe Bay – Whangarei Heads
- Church Bay – Tutukaka
- Kowharewa Bay – Tutukaka
- Pacific Bay – Tutukaka
- Oakura – Camp Ground area end of Ohawini Road
- Whananaki South – between Pitokoku Point and the Captain Bougainville Memorial

Further assessments will be carried out **to prioritise** any further installations based on the following criteria:

- population
- risk
- evacuation zones
- community response planning
- availability of suitable infrastructure to support a siren

In the Far North District, requests have been received from residents in Opua via Far North Holdings to install another alarm that will cover the marina, and from the Hihi community to install one more alarm to cover the low lying residential area in Marchant Road.

Ruawai has been identified as a community that would benefit from installation of sirens and the Kaipara CDO is working towards installing two sirens in the area.

Legal Compliance & Significance Assessment:

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

Recommendation(s):

1. That the report Northland Tsunami Siren Testing by Victoria Randall, Bill Hutchinson, Trevor Andrews, Civil Defence Officers, Whangarei, Far North and Kaipara dated 6 May 2014, be received.
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