

NORTHLAND CDEM COORDINATING EXECUTIVE GROUP

AGENDA

TUESDAY 1 MARCH 2016 – 9.30AM

Northland Civil Defence Emergency Management Group “Resilient Communities Together”

NORTHLAND DISTRICT HEALTH BOARD
Te Pouri Hauora A Rohe O Te Tai Tokerau



**NORTHLAND
REGIONAL
COUNCIL**



**Far North
District Council**

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT CO-ORDINATING EXECUTIVE GROUP AGENDA

Meeting of the Northland Civil Defence Emergency Management Co-ordinating Executive Group, to be held in the Council Chambers, 36 Water Street, Whangarei, on Tuesday 1 March 2016 at 9.30 am

MEMBERSHIP OF THE COMMITTEE

Mr T Phipps	Northland Regional Council (Chairman)
Mr J Robson	Far North District Council
Mr S Weston	Whangarei District Council
Mr J Burt	Kaipara District Council
Inspector M Ruth	Northland Police
Mr A Kerrisk	New Zealand Fire Service
Mr T Devanney	St John Ambulance
Mr J Titmus	Ministry of Civil Defence & Emergency Management (Observer)
Dr C Mills	Medical Officer of Health
Mr M Taylor	Northland Region Rural Fire Authority
Mr R Watson	Northland Lifelines Group
Mr M Goodman	Northland District Health Board
Ms C Nyberg	Welfare Coordination Group Chair

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Presentations		
	MCDEM Presentations: The Director, MCDEM, Ms. Sarah Stuart-Black, together with Ms. Jo Horricks will be in attendance at the CDEM meeting commencing at 11:00am to provide presentations on MCDEM update and the development of the National Strategy.	

TITLE: Confirmation of Minutes – 1 December 2015

From: Graeme MacDonald, Civil Defence Emergency Management
Manager

Date: 19 February 2016

Report:

The purpose of this report is to present the unconfirmed minutes of the Northland CDEM Coordinating Executive Group meeting held on 1 December 2015.

The minutes are **attached**.

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT CO-ORDINATING EXECUTIVE GROUP AGENDA

Minutes of the Northland Civil Defence Emergency Management Co-ordinating Executive Group, to be held in the Council Chamber, Northland Regional Council, 36 Water Street, Whangarei, on Tuesday 1 December 2015 at 9.30 am

MEMBERSHIP OF THE COMMITTEE

Mr T Phipps	Northland Regional Council (Chairman)
Ms J Robson	Far North District Council
Mr S Weston	Whangarei District Council
Mr J Burt	Kaipara District Council
Inspector M Ruth	Northland Police
Mr W Henwood	New Zealand Fire Service
Mr G Gallop	Ministry of Civil Defence & Emergency Management (Observer)
Mr M Goodman	Northland District Health Board
Mr M Taylor	Northland Region Rural Fire Authority
Mr R Watson	Northland Lifelines Group
Ms C Nyberg	Welfare Advisory Group Chair

Also Present:

Far North District Council - Mr B Hutchinson
Far North District Council – Cr C Kitchen
Far North District Council – Mr A Wells
Whangarei District Council – Ms V Randall
Whangarei District Council – Ms J Thompson
Whangarei District Council – Mr P Dell
Kaipara District Council – Ms S Bain
Northland Regional Council – Ms S Morgan
Northland Regional Council – Ms K Abbott
Northland Regional Council – Ms C Niblock
Northland District Health Board – Ms M Broodkoorn
Ministry of Health – Ms K Crawford (9:58am)

Apologies

Moved (Phipps/Burt)

That the apologies from Ms Sarah Stuart-Black, Ms A Houngh Lee and Mr G MacDonald for non-attendance be received.

Carried

Declaration of Conflict of Interest

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

1.1 Northland CDEM Coordinating Executive Group agenda – items for information and discussion

Moved (Phipps/Weston)

That the reports as listed be received:

1. Confirmation of Minutes of Northland Coordinating Executive Group meeting 1 September 2015, from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 17 November 2015
2. MCDEM Work Programme Update: October/November 2016 from Sarah Stuart-Black, Director of MCDEM, dated 25 November 2015
3. 2015 National Shakeout Exercise from Kim Abbot, Civil Defence Emergency Management Officer, dated 13 September 2015
5. Professional Development and Training from Kim Abbot, Civil Defence Emergency Management Officer, dated 13 November 2015
6. Emergency Management Information System (EMIS) Update from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District, dated 9 November 2015
7. Northland Lifelines Group from Simon Weston, Lifelines Utility Group Chair, dated 13 November 2015
8. Welfare Advisory Group Update from Claire Nyberg, Welfare Advisory Group Chair, dated 13 November 2015
9. Community Resilience Projects from Shona Morgan, Emergency Management Officer, Community Resilience, dated 12 November 2015
10. Far North District Council update from Bill Hutchinson, Civil Defence Coordinator, dated 9 November 2015
11. Whangārei District Council update from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District, dated 9 November 2015
12. Kaipara District Council update from Sharon Bain, Civil Defence Emergency Management Officer, dated 6 November 2015

Carried

4. Approval of Northland CDEM Group Plan

Report from Graeme MacDonald, CDEM Manager, dated 18 November 2015.

Moved (Phipps/Weston)

1. That the report 'Approval of Northland CDEM Group Plan' by Graeme MacDonald, CDEM Manager dated 18 November 2015, be received.

Carried

Mr Phipps noted a formal letter with comments from the Minister of MCDEM was yet to be received and as a result there were three options for consideration by the CDEM group:

- Approve and adopt the plan as is

- Approve and adopt the plan subject to receiving the letter of comment from the Minister of Civil Defence and Emergency Management with minor changes to be authorised by the chair
- Approval to be postponed until the next meeting in March

Mr Gallop noted the MCDEM position was that approval should wait for the letter to be received.

Supplementary Item: Members of the CEG/CDEM Group and key appointments (in relation to item 4)

Report from Tony Phipps, CEG Chair, dated 26 November 2015.

Moved (Burt/Weston)

1. That the report 'Members of the CEG/CDEM Group and key appointments' by Tony Phipps, CEG Chair, be received.
2. That a current list of names of Northland CDEM Group Joint Committee, CEG Members, Group and Local Controllers and Recovery and Welfare Manager appointments be reported to each CEG and Northland CDEM Group Joint Committee meeting.

Carried

Mr Burt noted Local Welfare Manager Jane Stace (KDC) should not be on the list. Mr Phipps advised the list of names will be updated at the March and each subsequent meeting.

Actions

Item 9 - Community Resilience Projects: Civil Defence Officers to report at the March 2016 meeting on the progress and engagement levels with the community response plans.

Item 11 – WDC Update: Victoria to send out a debrief of the Puhipuhi floods exercise held on 30 November 2015.

Next Meeting

The next meeting of the Northland Civil Defence Emergency Management, Co-ordinating Executive Group is to be held at the Northland Regional Council, 36 Water Street, Whāngārei on Tuesday 1 March 2016.

Conclusion

The meeting closed at 10.37am.

**TITLE: Northland CDEM Coordinating Executive Group
agenda – items for information and discussion**

From: Graeme MacDonald, Civil Defence Emergency Management
Manager

Date: 22 February 2016

Executive Summary

Items for the Coordinating Executive Group provided for information and discussion purposes are attached and are summarised below:

National

- 2** Exercise Tangaroa
- 3** Resilience Fund

Group

- 4** CEG Chairs Report
- 5** Appointments
- 6** Work programme and budget
- 7** Professional development and exercises
- 8** EMIS update
- 9** Recovery update

Operational

- 10** Welfare Coordination Group update
- 11** Far North District Council update
- 12** Whangārei District Council update
- 13** Kaipara District Council update
- 14** Resilience Projects
- 15** Alerting technology – Red Cross app and OPTN

Presentations

MCDEM Presentations:

The Director, Ministry of Civil Defence & Emergency Management Ms. Sarah Stuart-Black, together with Ms. Jo Horricks will be in attendance at the CDEM meeting commencing at 11:00am to provide presentations on MCDEM updates and the development of the National Strategy.

Legal compliance and significance assessment

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

Recommendation(s):

That the reports as listed ***be received:***

1. Confirmation of Minutes of Northland Coordinating Executive Group meeting 1 December 2015, from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 19 February 2016.
 2. Exercise Tangaroa report from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 12 February 2016.
 3. Resilience Fund review report from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 13 February 2016.
 4. Coordinating Executive Group Chairs report from Tony Phipps, CEG Chair and Group Controller, dated 18 February 2016.
 5. Membership of the CDEM Group, CEG and key appointments report from Tony Phipps, CEG Chair and Group Controller, dated 15 February 2016.
 6. Work programme and budget report from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 13 February 2016.
 7. Professional Development and Training report from Kim Abbott, Emergency Management Officer, dated 17 February 2016.
 8. Emergency Management Information System (EMIS) update from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District, dated 12 February 2016.
 9. Recovery report from Steve McDowell, Northland CDEM Group Recovery Manager, dated 12 February 2016.
 10. Welfare Coordination Group update from Claire Nyberg, Welfare Coordination Group Chair, dated 12 February 2016.
 11. Far North District Council update from Bill Hutchinson, Civil Defence Team Leader, Far North District, dated 17 February 2016.
 12. Whangārei District Council update from Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District, dated 12 February 2016.
 13. Kaipara District Council update from Sharon Douglas, Civil Defence Emergency Management Officer, Kaipara District, dated 16 February 2016.
 14. Community Resilience Projects update from Shona Morgan, Civil Defence Emergency Management Officer, Community Resilience, dated 18 February 2016.
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TITLE: Exercise Tangaroa

From: Graeme MacDonald, CDEM Manager

Date: 12 February 2016

Introduction

Exercise Tangaroa 2016 is based on a regional source tsunami that impacts the New Zealand coastline and builds on Exercise Tangaroa 2010. The Northland CDEM Group participated in the 2010 exercise and used it to test regional and local initial warning and response arrangements. Exercise Tangaroa 2016 aims to test New Zealand's arrangements for preparing for, responding to, and recovering from a national tsunami impact.

Discussion

Attached for the information of the group is the recently released Coordinating Instruction that contains the detailed guidance for the exercise.

The exercise will test both pre-impact response (from PTWC notification through to tsunami impact) as well as post-impact response, including the transition from response to recovery.

Day one of the exercise will be a full scale functional exercise; days two and three will be undertaken as table-top discussion exercises.

The exercise will not include mandatory physical field activities. CDEM Groups may exercise field activities as an optional activity and is for individual agencies to arrange.

The Northland CDEM Group is committed to participating in the exercise. An across agency workshop was held to assist in engaging organisations in the exercise planning and readiness, as well as to determine priorities for the readiness phase.

A separate agenda item has been prepared that outlines the group work programme for the year that incorporated those priority activities identified in the workshop that are relevant.

Shona Morgan has been appointed as the region's exercise writer and has attended a National Exercise Planning workshop.

Exercise Tangaroa Coordinating Instruction

31 August, 14 September, 28 September 2016

Version 3: 11 February 2016

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Section 1 Introduction

1.1 Introduction

This Coordinating Instruction provides detailed guidance on participating in Exercise Tangaroa.

This plan should be read in conjunction with the *Exercise Evaluation Plan*, which provides detailed instructions for how the exercise will be carried out and the *Exercise Communications Plan*, which provides detailed instructions on how communication will be conducted about the exercise, and within the exercise itself.

Further detail may be added to this document as the exercise is developed.

1.2 Audience

This instruction provides guidance to all exercise participants, in particular:

- National Planning Group
- Exercise Writers/Planning Teams
- Evaluators

1.3 National CDEM and Inter-Agency (AOG) Exercise Programmes

The National CDEM Exercise Programme was established in 2006 to provide a formal framework to exercising in New Zealand.

The programme is owned collectively by the 16 CDEM Groups and managed through a representative governance group. The Ministry of Civil Defence & Emergency Management (MCDEM) is the overall National Exercise Programme sponsor.

The programme recognises that exercising needs to occur at all levels of the CDEM structure. A four-tier approach to exercising has been adopted. Each tier is expected to be based on and informed by a consistent regime of planning, observation, evaluation, feedback, and continuous improvements.

The National CDEM Exercise Programme comprises a 10-year schedule of CDEM exercises based on a four-tier approach (refer to Table 1).

Table 1: The National CDEM Exercise Programme tier structure

Tier	Description
1	Local exercise (individual organisation)
2	Group exercise (within a CDEM Group)
3	Inter-Group exercise (across CDEM Groups, may include MCDEM)
4	National exercise (New Zealand or part thereof, including central government)

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In addition, Exercise Tangaroa is the first full-scale exercise to be held as part of the Interagency (All-of-Government) National Exercise Programme. The Interagency National Exercise Programme was established in 2013 and is chaired by the Department of the Prime Minister and Cabinet. It was established to provide better coordination across government and to help ensure that New Zealand is prepared to effectively respond to national security (all hazard) events. The Interagency NEP builds capability through a coordinated series of interagency exercises and these are measured against a set of national objectives.

Exercise Tangaroa will test tsunami responses at all levels of the CDEM structure and responses at a Government level.

1.4 Background

Exercise Tangaroa 2016 is based on a regional source tsunami that impacts the New Zealand coastline and builds on Exercise Tangaroa 2010.

The original Exercise Tangaroa (2010) was based on a distant source tsunami originating from South America, and focused on the lead-up to a tsunami arrival. The 2016 exercise will test the sector's response to a regional source tsunami generated less than three hours (travel time) away from the nearest New Zealand coastline.

The exercise will also serve as a preliminary test for post-impact recovery plans. Since 2010, amendments have been made to the national welfare and recovery arrangements and CDEM Groups have continued to develop their capabilities.¹ Exercise Tangaroa 2016 will be the first test of these national recovery arrangements.

The Exercise will be led by the Ministry of Civil Defence & Emergency Management (MCDEM) and supported by all 16 CDEM groups, central government agencies, emergency services, lifeline utilities, and other agencies and organisations as appropriate.

1.5 Exercise Tangaroa 2016

Exercise Tangaroa 2016 aims to test New Zealand's arrangements for preparing for, responding to, and recovering from a national tsunami impact.

As the first full-scale exercise to be held as part of the Interagency National Exercise Programme, Exercise Tangaroa 2016 represents the 'first step' in assessing and planning for one of New Zealand's largest life safety risks (according to expected casualties and damage to infrastructure).² The exercise aims to address and evaluate the current state of national responses when faced with a large-scale and time critical event.

Any gaps identified during the exercise will assist in the creation of a more-informed forward plan for future CDEM and Government work programmes and will assist in shaping future exercises.

¹ See Guide to the National Civil Defence Emergency Management Plan 2015 which can be found [here](#).

² For more information regarding the risks posed by regionally sourced tsunamis to New Zealand see the 2013 Review of Tsunami Hazards in New Zealand [here](#).

1.6 New Zealand's tsunami risk

New Zealand's tsunami risk is comparable to or larger than its earthquake risk. Large tsunamis have occurred in New Zealand within written history, but have resulted in few deaths and only modest damage. However, Maori tradition records several large tsunami killing many people within the last 1000 years. Archaeological evidence indicates that several coastal settlements around New Zealand were abandoned for higher ground in the mid-1400s and there is also geological evidence of tsunami with up to 60m run-ups affecting the New Zealand coast within the last 6000 years.

New Zealand's location astride a plate boundary means that it experiences many large earthquakes. Some cause large tsunamis. New Zealand's coasts are also exposed to tsunami from submarine and coastal landslides, and from island and submarine volcanoes. In addition, tsunami generated by large earthquake at distant locations, such as South America, or western North America and the Aleutians in the north Pacific Ocean, can also be damaging in New Zealand.

Tsunami with run-up heights of a metre or more have occurred about once every 10 years on average somewhere around New Zealand, a similar frequency to Hawaii and Indonesia, but about one third that in Japan. Smaller tsunami occur more frequently, the smallest of which are only detectable on sea-level recorders.

With intensification of coastal development over the last few decades, a large tsunami today is likely to be very damaging. One of the most significant threats comes from tsunami generated within one-two hours travel time from the nearest New Zealand coastline.

New Zealand can expect tsunami in the future. Some coasts are more at risk than others because of their proximity to areas of high local seismic activity, or exposure to tsunami from more distant sources. No part of the New Zealand coastline is completely free from tsunami hazard.³

³ For more on New Zealand's tsunami hazard, see Power, W. L. (compiler). 2013. Review of Tsunami Hazard in New Zealand (2013 Update), *GNS Science Consultancy Report* 2013/131.

Section 2 Exercise concept

2.1 Aim

The aim of Exercise Tangaroa is to test New Zealand's arrangements for preparing for, responding to, and recovering from a national tsunami impact.

2.2 Objectives and Key Performance Indicators (KPIs)

There are nine overall exercise objectives described in the table below.

In addition to this, participating agencies should also consider setting their own (optional) agency-level objectives and key performance indicators in order to exercise any specific areas of interest.

Exercise Objectives	Sub-objectives	Key Performance Indicators
1.0 Lead a coordinated interagency response.	1.1 Identify threat of major incident.	1.1.1 Incident identified as a major incident requiring the activation of the National Security System
		1.1.2 Incident identified as a threat according to the MCDEM thresholds
		1.1.3 Incident identified as a threat according to CDEM Group and local authority thresholds
	1.2 Processes for considering and declaring states of emergency are followed at all levels.	1.2.1 Identify criteria for making a declaration and apply this criteria to the decision making process
		1.2.2 If making a declaration, the correct process is followed (gazetting, current forms, etc.)
	1.3 Activate coordination centres at all required levels in accordance with standard operating procedures.	1.3.1 Lead agency activates a coordination centre in accordance with standard operating procedures.
		1.3.2 Key stakeholders are identified and informed of the activation(s).
		1.3.3 Liaison arrangements are activated in accordance with standard operating procedures.
		1.3.4 Welfare arrangements are activated in accordance with standard operating procedures.

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		1.3.5 Lifelines arrangements are activated in accordance with standard operating procedures.
	1.4 Develop an effective action plan in accordance with standard operating procedures.	1.4.1 Planning processes are followed by the lead agency as established in standard operating procedures.
		1.4.2 The systems, processes and resources are appropriate for developing the action plan.
		1.4.3 Options, analysis of threats and associated risks are embedded in the development of the action plan.
	1.5 Coordinate a tsunami response in accordance with the lead agency's emergency plan, the action plan, CIMS, and legal/policy frameworks.	1.5.1 Liaison arrangements are established and maintained as required throughout the duration of the response.
		1.5.2 Response is managed in accordance with plans and within mandated frameworks.
		1.5.3 The systems, processes and resources are appropriate for implementing the action plan.
		1.5.4 Lead agency is able to delegate tasks to support agencies within legal frameworks.
		1.5.5 Agencies confirm their ability to carry out the delegated tasks in a timely manner in accordance with standard operating procedures.
		1.5.6 As appropriate, implement site, local, regional and national levels of coordination.
		1.5.7 Establish welfare arrangements that demonstrate an understanding of current frameworks and processes.

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	1.6 Lead coordination centres in accordance with standard operating procedures.	1.6.1 Lead agency manages an interagency coordination centre.
		1.6.2 Lead agency is able to sustain an operational response for the length of time required.
		1.6.3 Lead agency can demonstrate there is a process in place to be able to return to business as usual following a response to a major incident.
2.0 Support a coordinated interagency response.	2.1 Support identification of threat of major incident.	2.1.1 Agency supports the identification of a threat as a major incident requiring the activation of the National Security System
		2.2.1 Support agency activates a coordination centre, where required, in accordance with standard operating procedures.
	2.2 Activate coordination centres at all required levels in accordance with standard operating procedures.	2.2.2 Lead agency and other key stakeholders are identified and informed of the activation(s).
		2.2.3 Liaison arrangements are activated in accordance with standard operating procedures.
		2.2.4 Welfare arrangements are activated in accordance with standard operating procedures.
		2.2.5 Lifelines arrangements are activated in accordance with standard operating procedures.
	2.3 Support the development of an action plan in accordance with standard operating procedures.	2.3.1 Support agency contributes to the lead agency planning processes as established in standard operating procedures.
		2.3.2 Threats and associated risks identified by the support agency are considered in the development of the action plan.
		2.3.3 Support agency develops a task plan to detail the tasks assigned to it by the lead agency.

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	2.4 Support a tsunami response in accordance with the lead agency's emergency plan, the action plan, CIMS, and legal/policy frameworks.	2.4.1 Liaison arrangements are maintained as required throughout the duration of the response.
		2.4.2 Response is supported in accordance with plans and within mandated frameworks.
		2.4.3 The systems, processes and resources are appropriate for implementing the action plan.
		2.4.4 Agencies confirm their ability to carry out the delegated tasks in a timely manner in accordance with standard operating procedures.
		2.4.5 As appropriate, implement site, local, regional and national levels of support.
		2.4.6 Establish welfare arrangements that demonstrate an understanding of current frameworks and processes
	2.5 Support coordination centres in accordance with standard operating procedures.	2.5.1 Support agencies are able to support the inter-agency coordination centre as required by the lead agency.
		2.5.2 Support agencies are able to sustain an operational response for the length of time required.
		2.5.3 Support agencies can demonstrate there is a process in place to be able to return to business as usual following a response to a major incident.
3.0 Conduct effective high level All of Government decision making.	3.1 National Security System activated and effective within acceptable period of time.	3.1.1 NSC, ODESC and Watch Groups (National Security System) established as appropriate in a timely manner in accordance with standard operating procedures.
		3.1.2 Relevant National Security System Groups provide strategic direction to relevant agencies, allowing comprehensive operational planning as required.

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		3.1.3 Decisions are communicated to key stakeholders in a timely manner in accordance with standard operating procedures.
		3.1.4 Relevant National Security System groups monitor and evaluate decisions throughout the incident.
	3.2 Effective communication with key stakeholders	3.2.1 Coordination of domestic and international stakeholders as appropriate in accordance with standard operating procedures.
4.0 Initiate the transition of response to recovery including planning and arrangements.	4.1 Effective integration of response and recovery planning	4.1.1 Demonstrate that consideration of early recovery is incorporated into response planning
		4.1.2 Planning documents demonstrate an awareness of likely medium and long term impacts of response actions and decisions
	4.2 Develop an appropriate recovery plan	4.2.1 Establish recovery arrangements that demonstrate an understanding of current frameworks and processes
		4.2.2 Conduct a transition from response to recovery in accordance with established recovery arrangements.
		4.2.3 The systems, processes and resources are appropriate for developing the recovery plan.
		4.2.4 Options analysis of threats and associated risks is embedded in the development of the recovery plan.
		4.2.5 Lifeline utilities communicate restoration and recovery plans and priorities.
5.0 Effectively manage information horizontally and vertically	5.1 Incident information is effectively managed and communicated by all agencies involved in the response.	5.1.1 A strategic communication plan is developed.
		5.1.2 A strategic communication plan is implemented.

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		5.1.3 Accurate information is communicated internally in a timely manner in accordance with standard operating procedures.
		5.1.4 Information is communicated across appropriate internal and external stakeholders in a timely manner to create a common operating picture.
		5.1.5 Information is appropriately stored in accordance with standard operating procedures.
		5.1.6 Each agency has the appropriate equipment and resources to share and manage information effectively.
		5.1.7 Lifeline utilities make contact with CDEM and provide status reports and establish an appropriate line of contact.
	5.2 Support requirements are effectively communicated.	5.2.1 Domestic support requests are effectively managed in accordance with standard operating procedures.
		5.2.2 International support requests are effectively managed in accordance with standard operating procedures.
	5.3 Situation reports effectively fused from various sources and promulgated in a timely manner to relevant stakeholders.	5.3.1 Situation reports accurately disseminated to key stakeholders in accordance with standard operating procedures.
	6.0 Deliver effective public information management	6.1 Public communications reinforce confidence in the response and provide appropriate levels of public assurance
		6.1.1 Provide timely, accurate, and clear information to those who need it in accordance with standard operating procedures.
		6.1.2 Messages align with and support the operational response and government priorities.
		6.1.3 Proactive messaging across the full range of platforms meets the demand for accurate information.

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		6.1.4 Public information/messaging is coordinated and consistent across agencies.
7.0 Implement business continuity arrangements.	7.1 Agency is able to continue to effectively meet essential business as usual outputs.	7.1.1 Essential and non-essential business outputs are identified.
		7.1.2 Agency has, or is able to acquire from other agencies, the capacity needed to meet essential business requirements whilst simultaneously meeting response requirements.
		7.1.3 Each agency's business activities are adjusted and communicated in accordance with business continuity plans.
8.0 Integrate lessons identified from previous events and exercises in order to engender a culture of continuous improvement.	8.1 Evaluation and post activity reporting of the inter agency outcomes is undertaken.	8.1.1 Evaluation is coordinated by the lead agency against relevant national objectives.
		8.1.2 Supporting agencies provide relevant information to the post activity reporting.
	8.2 Continuous improvement processes are implemented.	8.2.1 Inter agency capability building Information is collected and shared with relevant agencies by the lead agency to allow continuous improvement across government.
		8.2.2 During the development of inter-agency exercises, previous lessons identified are integrated by the lead agency.
9.0 Further develop collaborative relationships, to enhance interagency knowledge; creating capability and resilience.	9.1 Agencies share information to engender an all hazards, all of government approach to response management.	8.2.3 Best practices are discussed and shared across agencies.
		9.1.1 Information is shared and utilised across agencies to assist in relationship and resilience building.
		9.1.2 Best practices are discussed and shared across agencies.

2.3 Scenario

The scenario for Exercise Tangaroa will be a regional source tsunami originating in the Kermadec Trench region and affecting the entire New Zealand coastline.

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2.4 Exercise dates and phases

The exercise will be conducted in three phases, as follows:

	Phase 1	Phase 2	Phase 3
Date	31 August 2016	14 September 2016	28 September 2016
Theme	Warning and impact: From initial notification through to tsunami impact.	Post impact: Response elements with a welfare focus.	Recovery: Early elements of recovery.
Exercise type	Full scale: Activation of NCMC, ECCs, and EOCs.	Table top: Discussion exercises across Groups, partner agencies, MCDEM, and national agencies.	Table top: Discussion exercises across Groups, partner agencies, MCDEM, and national agencies.
Phase length	1 full day (extended hours)	1 full day (business hours)	1 full day (business hours)
	If required, exercise activities can take place outside of the three main days of exercise play, for example, if a Group wishes to exercise other activities, such as a Community Response Plan, this can be done on any day that suits between 31 August and 14 September 2016.		
Examples of what may be tested	<ul style="list-style-type: none"> National Crisis Management Centre (NCMC), Emergency Coordination Centre (ECC) and Emergency Operations Centre (EOC) activations Emergency Management Information System (EMIS) Public Information Management Evacuations National Warning System Declarations Business continuity Welfare arrangements Alerting mechanisms Rapid Impact Assessment Lifeline utilities 	<ul style="list-style-type: none"> Welfare arrangements Impact and needs assessments Post-impact response arrangements Community response plans (optional) Evacuations (optional) 	<ul style="list-style-type: none"> Transition to recovery Recovery arrangements
Participants	NCMC, CDEM Groups, and partner agencies together.	Individual CDEM Groups with appropriate partner agencies.	NCMC, CDEM Groups, and partner agencies together.
Exercise time	Played in real-time and there will be no compression of timelines or artificial times/dates for this phase of exercise play.	Played in real time, but for exercise purposes it will be the day after the tsunami impact (i.e. notionally 1 September 2016).	Played in real time, but for exercise purposes it will be notionally two weeks after the tsunami's impact (i.e. notionally 14 September 2016).

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2.5 Scope and type

Exercise Tangaroa is a joint local government and central government exercise with an emphasis on strategic coordination and decision-making across agency interfaces, with activities occurring at various venues across New Zealand. The exercise will test both pre-impact response (from PTWC notification through to tsunami impact) as well as post-impact response, including the transition from response to recovery.

Day one of the exercise will be a full scale functional exercise; days two and three will be undertaken as table-top discussion exercises.

The exercise will not include mandatory physical field activities. CDEM Groups may exercise field activities as an optional activity and is for individual agencies to arrange.

2.6 Assumptions

The following assumptions apply to exercise planning and play:

- There will be no, or minimal, building and infrastructure damage resulting from the earthquake that generates the tsunami.
- The exercise is a learning activity designed to educate agencies on the assembly of appropriate management groups, the application of available information and decision-making on the issuance of appropriate warning, public alerting, evacuation and other response actions.
- All participating sectors and agencies are expected to exercise according to their own arrangements and plans, and use the exercise to evaluate their response capability.
- To prevent alarming the public, communication with broadcasters/other media will be simulated. Local public warning systems are not expected to be triggered as part of this exercise, however, exercising of such activities is optional and for individual participants to arrange. Such agencies will take special care to identify messages as “Exercise Only” if communicating with public/media.
- For the purposes of this exercise, ‘national agencies’ will include national clusters.

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2.7 Participation

Agencies wishing to participate in the exercise must consider their level of commitment to the exercise and communicate this with the Exercise Planning Team.

The following table outlines the four broad levels of participation for Exercise Tangaroa.

Category	Description	Example
Full	Agency commits to participating in all exercise activities.	Your agency will fully activate its emergency operations centre on day 1 and hold table top workshops on days 2 and 3.
Partial	Agency participates in a specific part of the exercise.	Your agency may partially activate its agency emergency operations centre and only participate on day 1 or have limited staffing on days 2 and 3.
Facilitation	Agency personnel are made available to facilitate exercise injects or enquiries (i.e. a control function).	Your agency will not activate its agency emergency operations centre, but instead have one or more people simulating exercise activities.
Not engaged	Agency not involved in exercise play.	Your agency inputs and outputs will be notional if required (i.e. exercise writers will make up your agency's input if required). Note: No communication or contact is made with your agency during the exercise.

It is vital that all agencies inform the Exercise Tangaroa Planning Team of their expected level of participation. This will allow the Exercise Planning Team to give those who participate in the exercise an accurate list of contact details, with Exercise Control substituting for any agency that is not taking part.

All agencies must confirm their participation in the exercise to the exercise planning team as soon as possible, and **no later than 30 April 2016**. A copy of the participation form is attached as Appendix 1.

2.7.1 CDEM Groups

All 16 CDEM Groups will participate. They are:

CDEM Groups	
Northland CDEM Group	Wellington CDEM Group
Auckland CDEM Group	Nelson-Tasman CDEM Group
Waikato CDEM Group	Marlborough CDEM Group
Bay of Plenty CDEM Group	West Coast CDEM Group
Gisborne CDEM Group	Canterbury CDEM Group
Manawatu-Wanganui CDEM Group	Otago CDEM Group
Hawke's Bay CDEM Group	Southland CDEM Group
Taranaki CDEM Group	Chatham Islands CDEM Group

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2.7.2 National agencies

Effective response to a major tsunami event requires an all-of-government approach. It is anticipated that a number of national agencies will participate in the exercise.

2.7.3 Observer agencies

Agencies may wish to participate in the exercise in an observer capacity. We have invited our CDEM bilateral partners at the Federal Emergency Management Agency (FEMA) in the United States and at Emergency Management Australia to participate as observers.

An observer programme will be further discussed and developed as part of exercise planning.

2.8 Exercise General Instructions

Exercise General Instructions define the aims and objectives of each sector or 'cluster' (in addition to the overall exercise aim and objectives), how they will be achieved, and the role of each agency within those sectors or 'clusters'. They also outline how the exercise will be coordinated at each sector/'cluster' or agency level, an explanation of how tasks are initiated and what sort of response or outputs are expected from participants. It also provides staff with all the information they need to know about the exercise such as roster details and meal break times.

Exercise General Instructions are expected to be prepared for each sector/'cluster' by the respective lead agencies (and in some cases for individual agencies). A template for this document will be posted to the MCDEM website when developed.

Other agencies may also find it useful to prepare Exercise General Instructions to inform their participants about the exercise. They should be provided to all sector/'cluster' participants by the sector/'cluster' lead agencies and outline all the information that the "players" need to know to get started.

2.9 Documentation

The following documents or websites support planning and participating in Exercise Tangaroa:

2.9.1 Exercise Tangaroa planning documents

- [Exercise Tangaroa 2016 Warning Order](#)
- Exercise Coordinating Instruction (*this document*)
- Communications Plan (*to be developed*)
- Evaluation Plan
- Exercise Control and Evaluator Rules of Play (*to be developed*)
- Evaluation form(s) (*to be developed*)

2.9.2 Exercise Tangaroa website and newsletters

- [Exercise Tangaroa 2016 webpage](#) (*including regular Exercise Tangaroa e-newsletters*)

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2.9.3 Tsunami context

- [National Tsunami Advisory and Warning Plan](#)
- [Review of Tsunami Hazard in New Zealand](#)

2.9.4 Exercise Programmes

- [National CDEM Exercise Programme](#)
- [National Interagency Exercise Programme](#)

2.9.5 Exercise Writing Guidance

- [CDEM Exercises guideline](#)

2.9.6 Emergency Management Director's Guidelines

- [Response Planning in CDEM](#)
- [Welfare Services in an Emergency](#)
- [Response Management](#)
- [Lifeline Utilities and CDEM Groups](#)

Further Director's Guidelines are available on the [MCDEM website](#).

2.9.7 Other

- Own agency plans and SOPs

Section 3 Evaluation and reporting

3.1 Evaluation Plan

A separate Evaluation Plan for Exercise Tangaroa will provide guidance to participating agencies on how to plan for their exercise evaluation. This document will be available on the MCDEM website.

3.2 Evaluation criteria

Post-exercise evaluations will be based on both national and agency-level criteria. The national criteria will be based on the overall exercise objectives, while the agency-level criteria will be determined by individual agencies. Individual agency objectives are over and above the national objectives and are optional for all participating agencies.

Evaluation forms for the exercise will be developed by the lead evaluator appointed by MCDEM and will be issued separately.

The Exercise Planning Team will complete an evaluation report, which will inform the overall end of exercise report.

3.3 Evaluators

Due to the size and complexity of Exercise Tangaroa, it is recommended that a CDEM Group or 'Cluster' (eg. National Welfare Coordination Group) evaluation coordinator be appointed to coordinate and guide local authority and/or individual agency evaluators.

Given the breadth of this exercise and the number of participating agencies, agencies are required to appoint their own evaluators for the exercise.

3.4 Debriefs

Each venue will conduct its own hot debrief (on each of the exercise days), with each agency conducting its own cold debrief in the weeks following the last exercise day (28 September 2016). The focus of this structured debrief is to be on the standard evaluation forms which are to be based on the overall exercise objectives, plus any additional evaluation forms developed by each participating agency. Other specific agency learnings are also to be identified through this process.

Section 4 Exercise delivery

4.1 Exercise format

Exercise Tangaroa is a national exercise, however, the format of the exercise, and involvement in it, will vary considerably across the country due to the varying impacts the scenario will have on communities around the country.

4.2 Exercise hours

The exercise will be run over three full days:

- Wednesday 31 August 2016
- Wednesday 14 September 2016
- Wednesday 28 September 2016

Day one of the exercise will require a full day's engagement. Exercise-related activities may be held in between each of the main days of the exercise. There may also be some exercise-related work required in between each of these days to prepare for each day's activities.

Agencies should make their own decisions about operating hours.

4.3 Types of Injects

The injects for Exercise Tangaroa will be either common to all functions/venues or function or venue specific and can be characterised in the table below:

Nature of Inject	Example
Scientific	PTWC Threat Message
	GeoNet analysis
	Tsunami Expert Panel (TEP) advice
	Other reports or statements
General	Incidents/discoveries
	News bulletins
	Media statements
	Media questions
	Field reports to operations centres
	Situation reports
	Requests for information
Meeting Summaries (produced "in exercise")	Summaries of key actions and/or decisions resulting from meetings
Public Information (produced "in exercise")	Media statements

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Scientific injects will be developed by GNS Science. These will contain detailed data about the earthquake location and magnitude along with the tsunami propagation (times and wave heights).

The scientific aspects of the scenario are being kept 'secret' from all but the Exercise Planning Team so that decision making of all agencies can take place in a realistic environment of uncertainty.

Other generic and function-specific injects are to be developed by the Exercise Planning Team in conjunction with CDEM Group Exercise Writers/Planners, having due regard to both:

- direct physical and agency impacts; and
- associated demands from other sectors and agencies.

4.3.1 Inject process

Not all exercise participants will see all injects, particularly in the case of the more technical injects. Instead, as in reality, participants may see the product of subsequent analyses and discussion by second and third parties. This section describes the process by which injects will be disseminated to exercise participants.

Science injects will be received, interpreted and analysed initially by the MCDEM Duty Team. After discussion with the GeoNet Duty Officer, any significant results will be fed into the Tsunami Experts Panel for further analysis and advice about possible impacts. The results of this discussion (best advice about where, when, how, etc.) will form injects to the wider exercise participants (particularly the CDEM Groups and MCDEM).

Other 'general' injects will be disseminated to all participants, or to specific functions/agencies, as appropriate. These may lead to actions and decisions from key agencies (recorded as meeting summaries), and public information messages.

4.4 Communication

A separate Communications Plan for Exercise Tangaroa will provide detailed guidance for how communication about and within the exercise will be conducted. This document will be available on the MCDEM website.

4.4.1 Operational communication during exercise

Information about a simulated destructive tsunami generated in the Pacific will be communicated through Tsunami Threat Messages issued (notionally) by the Pacific Tsunami Warning Centre (PTWC) to MCDEM (as the 24/7 designated national communication point responsible for tsunami warning in New Zealand) and to other agencies that would normally subscribe to PTWC messages.

For the purposes of this exercise, most normal means of communication are functioning for the majority of the exercise duration. Real communication will take place between the NCMC and all the participant organisations during the exercise. Communication between the NCMC and participants/ECC's will be in electronic and telephone format. Teleconferencing may be used.

All phone numbers to be used in the main exercise phase will be requested by the Exercise Planning Team in July 2016 for the purposes of compiling the Participant and Venue List.

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4.4.2 Exercise cancellation

The exercise will be put on hold or postponed in the event of significant seismic activity occurring in the Pacific in the period immediately prior to or on 31 August 2016, or in the event of a significant emergency occurring in New Zealand close to or on the exercise dates.

If a real event occurs, or for whatever reason the exercise is to be stopped, such a message will be preceded with “No Duff”. A clear communication will be sent to all participants by MCDEM, if the exercise is put on hold or postponed.

4.4.3 Media information

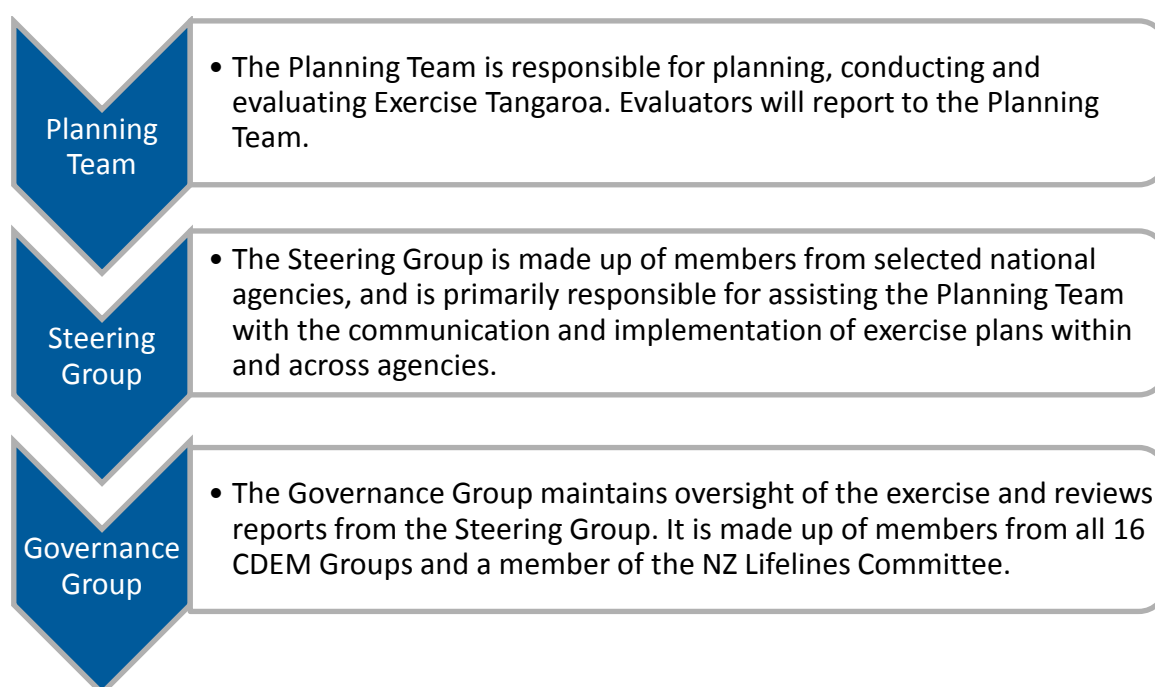
MCDEM is responsible for the coordination of national media communication while CDEM Groups may issue local news releases. MCDEM will share its news releases with participants to support consistency.

Participating agencies/CDEM Groups may respond to individual approaches by the media concerning the exercise.

Section 5 Responsibilities and administration

5.1 Governance

Exercise Tangaroa is an all-of-government exercise coordinated by MCDEM. Three levels of governance have been established for Exercise Tangaroa.



5.2 Exercise coordination and control arrangements

The role of the Steering Group is to determine the functions and arrangements to be exercised, along with agencies required to participate in the exercise. The Exercise Planning Team will assist in development, and engage with agencies whose participation is required.

The Steering Group and Exercise Planning Team will also review and approve key documentation including the Exercise Coordinating Instruction, the Communications Plan and the master schedule of events, in addition to delivery arrangements.

An Exercise Control and Evaluator Arrangements and Rules of Play document will be prepared and issued separately.

Participating agencies will need to appoint their own Exercise Control (EXCON) staff. Ideally EXCON staff will be those staff members involved in planning and writing the exercise within their agency. Participating agencies will be asked to provide EXCON staff contact details to the Exercise Coordinators and a form will be provided for submitting this information. CDEM Groups and national agencies will be briefed by the Exercise Coordinators prior to the exercise and will be provided with appropriate exercise documentation and exercise control details. Local EXCON staff will be briefed by the relevant CDEM Group.

5.3 Organisational responsibilities

Each CDEM Group/national agency or 'cluster' will be responsible for:

- During the initial phase of the exercise – participating in planning meetings as appropriate and determining their level of participation.
- Prior to the exercise – developing their own Exercise General Instruction and planning their aspects of the exercise (dependant of the level of participation) and forwarding exercise planner/writer and EXCON staff details to the Exercise Coordinators.
- During the exercise – responding as necessary to fulfil their all-of-government and National CDEM or CDEM Group plan obligations.
- After the exercise – debriefing and evaluating their own performance and contributing this to the overall evaluation.

5.4 Finance

Participating agencies and local authorities will fund their own costs.

5.5 Contact details

Should questions arise, please direct them to the Exercise Coordinators:

CDEMexercises@dpmc.govt.nz

or

Jo Guard

Exercise Coordinator/Director

Ministry of Civil Defence & Emergency Management

Direct Dial: +64 4 817 8582 ext. 8582

Jo.Guard@dpmc.govt.nz

Level 4, Bowen House, Parliament Buildings PO Box 5010, Wellington 6145

Sara Leighton

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Sara.Leighton@dpmc.govt.nz

Level 4, Bowen House, Parliament Buildings PO Box 5010, Wellington 6145

Further detail about the exercise, including exercise documentation can be found on the MCDEM website: www.civildefence.govt.nz/cdem-sector/exercises/exercisetangaroa2016/

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Appendix 1: Exercise Tangaroa 2016 Agency Participation Form

<p>The Exercise Planning Team needs to know the level of commitment your agency is giving to Exercise Tangaroa 2016. This will help to ensure that each sector/agency gets the most out of the exercise and that we can tailor exercise activities to best effect.</p> <p>The Exercise Planning Team also needs to know who to contact at each agency to ensure that exercise planning information goes to the right person/people.</p>	
<p>This form must be returned to the Exercise Coordinators at the Ministry of Civil Defence & Emergency Management no later than <u>30 April 2016</u> to confirm your agency's participation in Exercise Tangaroa 2016:</p> <p>Send to: CDEMexercises@dpmc.govt.nz</p>	
Agency name:	
Point of Contact: This person will be the point of contact in your agency/organisation for exercise correspondence, e.g. for forwarding on the Exercise Instructions or newsletters to relevant staff.	
Point of Contact Name:	
Position Title:	
Phone:	
Mobile:	
Email:	
Exercise Writer/Planner: This person will be privy to the detailed scenario and will be required to develop the exercise at the CDEM Group/Agency level, including liaising with partner agencies and local authorities as relevant. This person will be best suited to an Exercise Control role during exercise play.	
Exercise Writer/Planner Name:	
Position Title:	
Phone:	
Mobile:	
Email:	

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Confirming your agency participation level					
The following table defines the levels of participation in exercise planning and exercise play. Please indicate which category relates to your agency. You may select different categories of participation for the different days of the exercise.					
Category	Description	Example	Day 1 (31 Aug)	Day 2 (14 Sep)	Day 3 (28 Sep)
Full	Agency commits to participating in all exercise activities.	Your agency will fully activate its emergency operations centre on day 1 and hold table top workshops on days 2 and 3.			
Partial	Agency participates in a specific part of the exercise.	Your agency may partially activate its agency emergency operations centre and may only participate on day 1 or have limited staffing on days 2 and 3.			
Facilitation	Agency personnel are made available to facilitate exercise injects or enquiries (i.e. a control function). Note: Any contact person nominated must be contactable for exercise related matters or enquiries.	Your agency will not activate its agency emergency operations centre, but instead have one or more people simulating exercise activities.			
Not engaged	Agency not involved in exercise play.	Your agency inputs and outputs will be notional if required (i.e. exercise writers will make up your agency's input if required). Note: No communication or contact is made with your agency during the exercise.			

What is / are the main thing(s) your agency wants to test in Exercise Tangaroa 2016?	Provide a brief description of what your agency wants to get out of this exercise.				
If required, please provide any further explanation about your expected participation.					
Comments:					

Appendix 2: Exercise Tangaroa: Project Timeline

Milestones/Deliverables	Planned start	Planned finish
Check multi-year training and exercise programme	Aug 2014	Aug 2014
Conduct a needs assessment	Sep 2014	Jan 2015
Determine the type of exercise	Sep 2014	Sep 2014
Select an exercise name	May 2015	May 2015
Develop Project Plan	Jan 2015	Jun 2015
Develop Exercise Concept and obtain high level signoff	Sep 2014	Aug 2015
Determine the scope of the exercise	Sep 2014	Sep 2015
Establish Steering Group and Planning Group <ol style="list-style-type: none"> 1. Appoint Exercise Coordinators 2. Appoint personnel to the Governance, Steering and Planning Groups 3. Establish a Terms of Reference for the Governance, Steering and Planning Groups 4. Appoint exercise control roles 5. Establish event timeline (include planning meetings) 	Jan 2014	Jul 2015
Establish the exercise aim	Apr 2015	Aug 2015
Define the exercise objectives	Apr 2015	Oct 2015
Define the key performance indicators (KPIs)	May 2015	Oct 2015
Develop the outline scenario	Jul 2015	Aug 2015
Announce the exercise (Warning Order)	Aug 2015	Late-Aug 2015
Develop the detailed scenario	Sep 2015	Jan 2016
Confirm agency participation	Feb 2016	May 2016
Determine the risks	Jul 2015	Dec 2015
Develop and issue exercise documentation <ol style="list-style-type: none"> 1. Coordinating Instruction 2. Communications plan 3. Evaluation Plan 4. Control staff instruction (including evaluation form) 	<ol style="list-style-type: none"> 1. Sep 2015 2. Feb 2016 3. Jan 2016 4. Feb 2016 	<ol style="list-style-type: none"> 1. Feb 2016 2. Mar 2016 3. Feb 2016 4. Aug 2016
Develop major and detailed events	Feb 2016	Aug 2016
Develop control documents (messages and injects)	Feb 2016	Aug 2016
Develop evaluation plan, forms and checklists	Feb 2016	Aug 2016

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Milestones/Deliverables	Planned start	Planned finish
Develop master schedule of events	Feb 2016	Aug 2016
Exercise set-up	1. Jun 2016	1. Sep 2016
1. Logistics and administration	2. Aug 2016	2. Sep 2016
2. Physical room/field set up	3. Feb 2016	3. Aug 2016
3. Simulators (if required)	4. Feb 2016	4. Aug 2016
4. Casualty simulation	5. Jul 2016	5. Aug 2016
5. Evaluator training	6. Feb 2016	6. Jul 2016
6. Observer programme		
Conduct control staff and evaluator briefing	Jul 2016	Aug 2016
Conduct briefings to staff, evaluators, other agency personnel and media	Jul 2016	Sep 2016
Start the exercise; introduce problems; sustain and control exercise activity; end the exercise	Aug 2016	Sep 2016
Conduct hot debrief(s)	Aug 2016	Sep 2016
Conduct cold debrief	Sep 2016	Sep 2016
Compile umpire, evaluator reports and participant feedback forms	Sep 2016	Oct 2016
Complete post exercise report	Sep 2016	Apr 2017
Exercise follow up (implementation of the corrective action plan)	Sep 2016	Apr 2017

TITLE: Resilience Fund review

From: Graeme MacDonald – CDEM Manager

Date: 13 February 2016

Introduction

This report provides an update on the Ministry of Civil Defence & Emergency Management (MCDEM) review and proposed changes to the National CDEM Resilience fund. A draft Resilience Fund guideline has been released for consultation by MCDEM with feedback due by 2 March 2016. In late 2015 the Northland CDEM Group provided feedback to MCDEM on the proposal to make changes to the manner in which the fund is to be administered.

Discussion

As the committee is aware the Northland CDEM Group has made very good use of resilience funding to deliver a number of projects; with outcomes clearly focused on community level resilience. The fund has been a valuable tool in contributing to enhancing community level resilience through a variety of mechanisms in Northland. Without the resilience funding these projects would not have been possible.

A review of the Resilience Fund, administered by the MCDEM has been completed and changes to the fund are imminent as outlined in the attached guideline.

Significant changes in the fund are:

- Eligibility to apply for and receive funding
- Changes to the approval processes and review panel.

The key change is that whereas the fund was exclusively for territorial authorities it is now open to “any agency or individual.”

Historically the \$1m fund was set exclusively to support the development of civil defence capability across the territorial authorities nationally. The \$1m was dispersed as a percentage of CDEM total expenditure to all territorial authorities.

In 2010 MCDEM introduced a contestable fund, exclusively for territorial authorities with criteria attached around the purpose and use of the fund.

During the MCDEM 2015 review the Northland CDEM provided feedback. This feedback highlighted how successful the fund had been in Northland, and how it had been applied across a range of projects.

The group asked that the fund remain unchanged and clearly indicated that it did not support the changes that are now proposed to be implemented.

A draft submission reiterating our position of not supporting the draft guideline and eligibility criteria has been prepared for lodging with MCDEM prior to the 2 March deadline.

CDEM Resilience Fund

Information for the CDEM sector [IS 11/16]

DRAFT

CDEM Resilience Fund

Information for the CDEM sector [IS 11/16]

February 2016

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Section 1 Introduction

This section provides an introduction to this document and key terms.

1.1 About this document

The **purpose** of this document is to provide information to potential applicants on the purpose of the CDEM Resilience Fund, the process for applying, a description of the application review process, approvals, project reporting and payments, and monitoring and evaluation of projects.

The **intended audience** of this document is anyone considering applying to the Ministry of Civil Defence & Emergency Management (MCDEM) for project funding.

Structure

This document has the following main sections:

- Section 1 [Introduction](#) – an introduction to this guideline, including a clarification of the key terms used.
- Section 2 [Background and purpose](#) – a brief history of the fund, the purpose, key themes and criteria.
- Section 3 [Application and review process](#) – how applications are reviewed, the criteria they are scored against, hearings, moderation and approval.
- Section 4 [Reporting, payment, and evaluation](#) – quarterly reporting, final reports project evaluation and invoicing.
- Section 5 [Appendices](#) – application form and quarterly report template.

1.2 Key terms

This section provides clarification for some of the key terms used in this guideline.

CDEM Resilience Fund Coordinator

The CDEM Resilience Fund Coordinator is a MCDEM staff member appointed to provide oversight of the CDEM Resilience Fund. They support applicants through the application process, facilitate the review and selection process, monitor progress on the implementation of projects, and facilitate invoice payments and project evaluation.

Project Manager

The Project Manager is a person appointed within the contracting agency to be the primary point of contact for the project. This person is directly involved in the delivery of the project and will be accountable for the project outcomes and outputs.

Key and tangible milestone

A key milestone is a point in a project that marks progress e.g. employed a key person in the project or completion of designs. A tangible milestone is a

point in the project where if nothing else happened, you would still have something tangible for the money spent, e.g. took delivery of products, a survey was completed or equipment was commissioned.

Tangible milestones are potential triggers for payment.

Section 2 Background and purpose

This section provides a description of the CDEM Resilience Fund, including

- the intended purpose
- a brief history of the Fund
- key themes, and
- eligibility criteria.

2.1 Purpose of the CDEM Resilience Fund

Purpose

The purpose of the CDEM Resilience Fund is to enhance New Zealand's hazard risk resilience through the development of local, regional, and national capability and practices.

Allocation

The Fund is allocated by the Director of Civil Defence Emergency Management (the Director) with guidance and advice from the CDEM Resilience Fund Review Panel, comprising CDEM Group and sector representatives.

Key themes

From time to time, the Director will seek guidance from the Coordinating Executive Group Chairs on key themes. This is to assist in allocating the fund in a manner consistent with high level needs identified by the sector. Key themes might include items such as:

- Promoting and enabling data sharing,
- Developing and delivering professional development content, or
- Promoting and enabling consistency.

Eligibility criteria

While any agency or individual can apply to the Director for project funding, there are a number of eligibility criteria that will be considered as minimum conditions. These are:

- Projects meet the purpose of the fund.
- Projects are able to demonstrate a contribution to increasing hazard risk resilience.
- Projects are aligned with the goals of the National Strategy, National CDEM Plan and where appropriate, CDEM Group Plan.
- Projects should provide enhanced opportunity for resilience, and as a general rule:
 - will result in material change, not purely academic research
 - will be developed and delivered under Creative Commons licence i.e. will not result in intellectual property that is unable to be shared
 - will not result in developments that are embedded in commercial

products or services

- may have a project life up to three years on one application (subject to annual funding availability)
- leverage funding and in-kind contributions from other sources.

Project areas that do not qualify for funding

Project areas that do not qualify for funding include:

- emergency response and recovery costs
- ongoing operational, maintenance and depreciation costs
- ongoing support of existing activities
- debt repayment, re-financing existing loans, insurance
- property management
- retrospective or back-dated costs
- projects that entail restriction on intellectual property
- participation in statutory processes or litigations, and
- activities that are the responsibility of other government organisations.

2.2 Background

Origin of the fund

A civil defence subsidy was introduced by the Government in 1966 to support local authorities in the development of CDEM capability. The original intent was to increase the number of civil defence officers across the country in order to develop New Zealand's civil defence capability.

\$1M to reimburse expenditure

The method for allocating the subsidy has varied since its establishment. The total amount paid has remained set at \$1 million including GST. Prior to the 2010/11 financial year, the subsidy was provided as a pro rata reimbursement to local authorities for direct operational costs of civil defence emergency management. For the 2009/10 financial year, a total of 4.3 per cent of total expenditure claimed was refunded (GST exclusive).

A number of shortfalls were identified in implementation of the pro rata allocation of the subsidy. With the funding untargeted, there was no link to CDEM-focused outcomes or certainty that the funding would support capability development rather than be absorbed into local authorities' funding. The allocation of funding on the basis of expenditure also led to a higher proportion of the subsidy going towards the larger councils rather than the less well-off councils who were less able to allocate resources towards their CDEM responsibilities. There was no assurance that the expenditure represented by the subsidy was providing the Government with the best value for its money.

The move to a contestable fund

A review undertaken by MCDEM identified that a more collaborative model would represent a better use of the funds to support the development of resilience. In December 2009 the Minister of Civil Defence approved a

change in the allocation criteria for the subsidy to it becoming a 'contestable' fund and charged MCDEM with the development of the criteria in consultation with the sector.

**Appropriation
scope amended to
enable projects
not directly
managed by local
authorities**

An assessment of the 2013/14 projects resulted in a number of lessons being identified. MCDEM discussed opportunities for improvement with the CDEM Groups as a result of the assessment. The change in scope of the appropriation for emergency management grants provides an opportunity for projects to be managed by other agencies in addition to local authorities. This revised Information Series document is a result of that consultation and change.

Section 3 Application and review process

This section describes the application and review process, including:

- submitting an application
- assessment of applications (including scoring criteria, hearings, moderation, and recommendations to the Director), and
- notification.

Annual timeline for applications

While applications can be received at any time, Figure 1 provides some guidance on the expected review period.

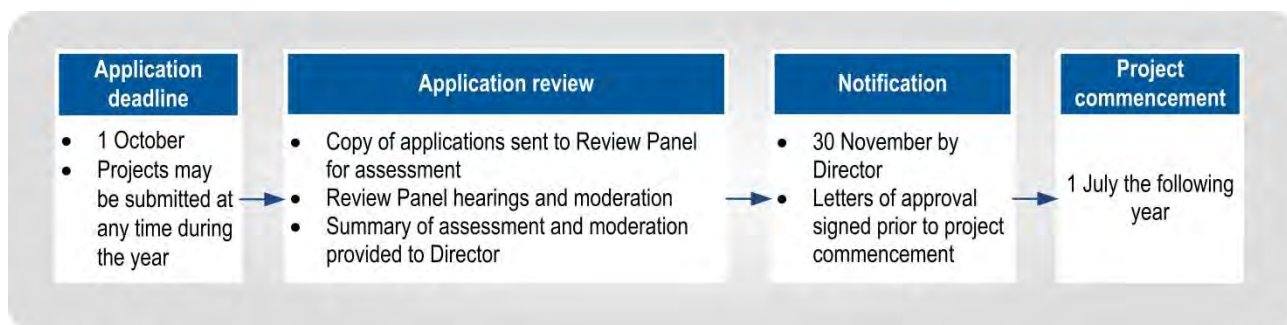


Figure 1 Annual timeline for applications

3.1 Submitting an application

Application form

Appendix A [Resilience Fund Application Form](#) on page 19 should be considered the minimum information required to support an application. Applicants are encouraged to provide as much information as necessary, in whatever form is appropriate, to support the application.

CDEM Resilience Fund Coordinator

In considering whether a project is suitable for funding by the CDEM Resilience Fund, potential applicants are encouraged to discuss their project with MCDem's CDEM Resilience Fund Coordinator. The Fund Coordinator will provide guidance on:

- key themes and eligibility criteria
- the process for applying, and
- the timeline for approvals and project commencement.

Where a project does not meet the key themes or eligibility criteria, the Fund Coordinator may be able to recommend other funding mechanisms.

Address for applications

Applications should be submitted to:

CDEM Resilience Fund Applications
Director Civil Defence Emergency Management
Ministry of Civil Defence & Emergency Management
PO Box 5010

Wellington 6145

emergency.management@dpmc.govt.nz

Further information

Applicants may be requested to provide further information or clarification to support their application. Where this is requested, applicants should be aware of the application timeline (see next page).

3.2 Assessment of applications

Review Panel

The CDEM Resilience Fund Review Panel is appointed by the Director, and comprises CDEM Groups and sector representatives.

The Review Panel reviews each application, and assists the Director in the impartial assessment of applications, and recommends projects for approval. Applications are assessed according to set scoring criteria (see below).

MCDEM staff assessment

In addition to the individual assessments undertaken by the Review Panel, a number of MCDEM staff are involved in reviewing applications. This is undertaken in order to:

- provide independent comment on projects
- support the Review Panel with 'inside knowledge' where the broader context of an application may not be evident, and
- keep MCDEM Emergency Management Advisors apprised of the nature of applications being received.

Scoring criteria

Scoring criteria

The criteria in Table 1 are scored 'yes', 'no', 'maybe' by the Review Panel and the criteria are weighted according to relative importance.

Table 1 Scoring criteria

Criteria	Yes	No	Maybe
Aligns with the CDEM strategic direction			
Will make a material difference			
Aligns with capability assessment work			
Delivers multi-Group outcomes			
Enables national level consistency			
Promotes capability development			
Is co-funded			
Builds on core business			

Each of the criteria is described on the next page.

Aligns with the CDEM Strategic direction	Projects should have a demonstrable connection to the CDEM framework and the direction of the sector. Key themes for the CDEM Resilience Fund should be considered with this criterion, being one means of identifying current priorities expressed by the sector.
Will make a material difference	Projects should make (or contribute to) a material difference to communities or organisations. Where a project is intended to scope a larger project, provided the larger project is intended to make a material difference, the scoping project can be considered to make a material difference.
Aligns with capability assessment work	This describes a project that has been developed by a CDEM Group to address a gap identified during its CDEM capability assessment. The application is likely to contain reference to the Capability Assessment Report and the work programme intended to address opportunities for improvement.
Delivers multi-Group outcomes	Projects that provide benefit across several CDEM Groups promote consistency and cooperation. These projects potentially benefit from increased critical mass and buying power.
Enables national level consistency	These projects may be larger scale with the intention of providing a national standard or methodology. Projects looking to promote national level consistency are likely to involve MCDEM staff to facilitate endorsement of the project outcomes.
Capability development	Although not intended for individual professional development, the Fund may be used to develop resources and deliver courses for capability development.
Co-funding	A favourable view will be taken where projects leverage funding from other sources. Contributions in-kind may also be considered part of co-funding.
Builds on core business	<p>The projects should not build core business in what a reasonable person would consider good practice for the organisation.</p> <p>However, the fund may be considered for a clear and separate aspect of a larger project even though the larger project is core business of the organisation. The sub-project would need to demonstrate alignment with the key themes and eligibility criteria of the fund. Where this is the case, this criterion will score 'maybe'.</p>

Hearings

Supporting applications over \$100k

An opportunity will be provided to applicants to be heard by the Review Panel. Hearings will only be available for projects that exceed \$100k over the life of the project e.g. \$120k over one year or \$35k/year for three years. Applicants may request a hearing when making their application if this threshold is met.

The Fund Coordinator or a member of the Review Panel (via the Fund Coordinator) may also request that an application be supported by a hearing.

All costs associated with presenting an application to the Panel are the responsibility of the applicant.

Format of the hearing

Hearings will be held in an 'open forum' with members of the Review Panel, MCDEM staff, and potentially other applicants and participants present. Applicants will be provided with the opportunity to present further details and information for the Review Panel.

Hearings may be face-to-face, by teleconference, or video conference.

Moderation

The master scoring sheet

Following individual assessments and hearings, the Review Panel discuss each application, reconsider initial assessments, and agree their final score for each criteria for inclusion in the master scoring sheet.

At the conclusion of discussions, the master scoring sheet will provide the first prioritised results of the moderated assessment of applications.

Reasonableness

Members of the Review Panel will review the prioritised applications to determine whether the results seem 'reasonable'. A 'reasoned position' will then be applied and it is at this point that some projects that scored below the threshold may be increased in ranking. This will be particularly important where some projects score very similar around the threshold. A balance allocation of funding will also be a consideration.

Recommendations

Recommendations provided to the Director

At the conclusion of the application and review process, the Fund Coordinator will provide a summary report to the Director, outlining the results of the assessment and the justification for the reasoned position of the application.

The Director may have further questions that need to be answered by the Fund Coordinator, Review Panel, or applicant prior to final approval.

When satisfied, the Director will approve projects for funding.

3.3 Notification

**Notification and
letter of
agreement**

Once final decisions have been made on the success of an application, applicants will be informed of the decision. Where a project has been unsuccessful, a letter advising of the decision will end the process for those applicants. Where a project has been approved, letters of agreement between the Director and the contracting agency will be signed.

**Provisional
approval**

The letter of agreement will refer to 'provisional approval'. As the announcements regarding Resilience Fund projects are made prior to Crown approval of the Budget, it is not possible to guarantee funding. Provisional approval allows successful applicants time to further plan the delivery of their project. It is also a useful indication, to other potential funders, that the project has the backing of the MCDEM.

Appeals

The final decision on funding of projects sits with the Director and his/her decision is final.

Section 4 Reporting, payment, and evaluation

This section describes:

- quarterly progress reports
- end of project report
- how material from the project should be made available
- the payment process, and
- project evaluation.

4.1 Quarterly reporting

Quarterly progress reports should be prepared by the Project Manager and submitted to the Fund Coordinator. A one year project should have three quarterly reports and a final report.

A quarterly reporting template is provided in Appendix B. The template provides for the minimum information required to keep the Director informed of progress with projects. Additional information may be submitted to demonstrate progress. Project Managers are also encouraged to contact the Fund Coordinator to discuss issues and opportunities arising from the project. This may include opportunities for the Director or Minister of Civil Defence to engage with the project at key and tangible milestones.

Key and tangible milestone

A key milestone is a point in a project that marks progress e.g. employed a key person in the project or completion of designs. Milestones should be identified in the project scope and reported against to demonstrate progress.

A tangible milestone is a point in the project where if nothing else happened, you would still have something tangible for the money spent, e.g. took delivery of products, a survey was completed or equipment commissioned.

Tangible milestones should also be identified in the project scope and are reported against to demonstrate tangible progress. Tangible milestones are potentially triggers for part payment.

4.2 Evaluation

Initiating evaluation

Once the project is complete and all invoices have been received by the Project Manager, a project evaluation should be initiated. This is the responsibility of the Project Manager. Close liaison with the Fund Coordinator will ensure that an evaluation can be undertaken in such a timely manner as to minimise any delay in final payment.

The project evaluation will form three parts:

1. Success against the project scope
2. Financial acuity

3. Commentary for the Director and Review Panel.

Evaluator	An evaluator will be appointed by the Ministry which will be influenced by the nature of the project. This may or may not be the Fund Coordinator.
The cost of evaluation	The cost of evaluating the project will be considered by the Fund Coordinator and added to the total cost of project delivery to be funded by the CDEM Resilience Fund. The cost of evaluation does not need to be included in the funding application.
Successful evaluation	Where a project has been evaluated and the deliverables confirmed, invoices audited and a satisfactory final report received, final payment will be approved. The evaluation report and final project report will be submitted to the Director and the Review Panel.
Additional time or work to complete	When additional time or work is required to successfully complete the project, the Fund Coordinator and Project Manager will agree the time or scope of work required to complete the project, the timeline for completion and evidence to support a successful evaluation.

Final report

At the conclusion of the project, a final report should be prepared for submission to the Director. The final payment is dependent upon receipt of the final report and a successful evaluation of the project.

Report content	<p>The report should tell a story of the project that is informative about the project itself but that also assists others considering running a CDEM Resilience Fund project. As a minimum, the final report should:</p> <ul style="list-style-type: none">• identify the purpose and intended outcomes (drawing on the information from the Resilience Fund application)• provide a commentary on the successes and challenges of the project• describe the products resulting from the project and how they were developed• describe the management arrangements, processes for project management, staff involved in delivery and expertise engaged (including a list of suppliers).• describe the funding arrangements and detail on how the budget was spent (a table of revenue and expenditure)• explain where/how resulting products and materials can be acquired, and• describe lessons identified during the project.
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The inclusion of photos, news clippings, media engagement, copy of the resources produced and feedback are also encouraged in the final report.

Payment process

Quarterly payments

Payments can be made on a quarterly basis, against tangible milestones, or at the completion of the project.

If quarterly payments are required, a copy of the invoice detailing what the payments are for should be included with the quarterly progress report. Invoices and the report should be submitted to emergency.management@dpmc.govt.nz

Tangible milestone against which payments will be made need to match those in the project scope

Where the payment of salaries has been approved as part of the project, quarterly reimbursement of salaries may also be approved.

Final payment

As the project draws to an end, close liaison with the Fund Coordinator will be required to ensure that the final report, evaluation of the project and invoice payment can be expedited as soon as possible. Final payment will not be made until the project is completed, a satisfactory final report submitted and the project evaluation is complete.

4.3 Publication

Products and material produced as part of the project should be available for general use. In many cases this will mean making electronic copies available online. Where hard copies were produced as part of the project, the templates or plans to allow for reproduction should be available. Details of suppliers used for hardcopy production or manufacture should also be available online.

A copy of the final report should also be available online. MCDEM will also provide a copy of the final report and a link to project outcomes on the Ministry website.

Section 5 Appendices

Appendix A Resilience Fund Application Form	19
Appendix B Quarterly Report Template	20

TITLE: Coordinating Executive Group Chairs report

From: Tony Phipps, CEG Chair and Group Controller

Date: 18 February 2016

Introduction

The purpose of this report is to provide an update on activities since the Northland CDEM Group last met in December 2015.

Warnings and activations

Date	Event	CDEM Action
4 December	Thunderstorm watches - Northland	Monitored
30 December - 2 January	Severe weather warnings	As per SOP's
7 January	Thunderstorm watches - Northland	Monitored
8 January	Thunderstorm watches - Northland	Monitored
15 January	MCDEM test of National Warning System	As per SOP's

Over the New Year period significant rainfall was forecast across Northland with predications of 150 mm to 180 mm of rain about Northland's eastern hills in the 42 hours. As a consequence media releases and public information was distributed via social media and the situation was monitored due to the timing. Records show that in some eastern areas rainfall of up to 170 mm was recorded in the forecast period. No response was required by CDEM with some minor surface flooding occurring.

Weather Warning SOP

The Severe Weather Warning Standard Operating procedure has been reviewed and changes made to the thresholds when information is sent out by email, text or posted on Facebook. Higher thresholds have been agreed that will see Severe Weather Watches no longer being automatically distributed through email, text and social media.

Staffing and resourcing

The Northland Regional Council has established a dedicated facility on the 2nd level in its Whangarei Water Street offices to facilitate operational response. The area is strategically located next to CDEM existing working areas and offices, and also adjacent to larger meeting rooms. The facility will be used for operational response, including the monitoring of severe weather events.

Murray Soljak has been employed, .6 FTE to undertake specialist tasks and to deliver the outcomes outlined in the 2015/16 Resilience Fund Projects. Murray's role is also closely aligned to a number of the projects identified in the work programme for the year.

Meetings, Working Parties and engagement

A number of Northland staff are engaged or appointed to various National working groups or attend national level meetings. The following table refers.

Meeting or Working Party	Attendees	Date
Meeting with MCDEM Officials – Appointment of REMA for Northland	Tony Phipps, Graeme MacDonald	15 January
Civil Defence Officers meeting (Northland CDEM Group)	Civil Defence Officers in region and MCDEM REMA.	29 January
Recovery Managers Workshop for upper North Island (coordinated by Northland CDEM Group in Auckland)	Recovery Managers	11 February
Exercise Tangaroa National Exercise Writers Workshop	Shona Morgan	23 February
National Tsunami Working Group (MCDEM Wellington)	Graeme MacDonald	26 February
National Exercise Tangaroa Steering Group Meeting (MCDEM Wellington)	Graeme MacDonald	3 March

Lifelines

The Northland Lifelines Utility Group (NLG) is scheduled to meet on 6 April for its next meeting. Further meetings have been scheduled for August 4 and December 2, as well as a date to be confirmed for participation in the Tangaroa exercise. The group has nothing further to report since the last agenda item of December 2015.

TITLE: Membership of the CDEM Group, CEG and key appointments

From: Tony Phipps - CEG Chair and Group Controller

Date: 15 February 2016

Introduction

As agreed at the December 2015 CEG meeting attached is the current list of members and key appointments for the Northland CDEM Group. The list of key appointments is also available on the same webpage as the Northland CDEM Group plan. The list has also been referenced in the group plan.

Membership of the Northland Civil Defence Emergency Management Group:

- Cr Paul Dimery (NRC)
- Cr John Williamson (WDC)
- Cr Colin Kitchen (FNDC)
- Mr P Winder, Commissioner (KDC)
- Mr K Gregory, Assistant National Commander (NZ Fire Service)
- Superintendent Russell Le Prou (NZ Police)
- Mr John Titmus (MCDEM) in observer role

Membership of the Coordinating Executive Group:

- Ms Jacqui Robson (FNDC)
- Mr Tony Phipps (NRC)
- Mr Simon Weston (WDC)
- Mr John Burt (KDC)
- Inspector Martyn Ruth (NZ Police)
- Mr Allan Kerrisk (NZ Fire Service)
- Mr Mark Goodman (Northland Health)
- Mr Tony Devanney (St John Ambulance)
- Mr John Titmus (MCDEM)
- Dr Clair Mills (Medical Officer of Health)
- Mr Miles Taylor (Northland Region Rural Fire Authority)
- Mr Russell Watson (Northland Lifelines Group)
- Department of Conservation (appointment to be advised)
- Mr Brian Roberts (Northland Inc.)
- Mrs Claire Nyberg (Northland Welfare Advisory Group)

Group Controllers:

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg

Local Controllers for the Whangarei District:

- Jude Thompson
- Simon Weston
- Victoria Randall
- Paul Dell

Local Controller for the Kaipara District:

- John Burt

Local Controllers for the Far North District:

- Alistair Wells
- Ken Ross

Group Welfare Managers:

- Claire Nyberg
- Kim Abbott
- Shona Morgan

Local Welfare Managers:

- Raewyn Smythe (FNDC)
- Kylie Cox (FNDC)
- Paula Ulrich (WDC)
- Darlene Lang (KDC)

Group Recovery Manager:

- Graeme MacDonald
- Steve McDowell (on contract)

Local Recovery Managers:

- Owen Thomas (WDC)
- Malcolm Perry (WDC)
- Janice Smith (FNDC)
- Joanne Field (FNDC)
- John Burt (KDC)

TITLE: Work programme and budget

From: Graeme MacDonald – CDEM Manager

Date: 13 February 2016

Introduction

This report provides an overview of the Northland CDEM Group work programme, income and expenditure for the year to date and outline budget for remainder of the year.

Discussion

The work programme has been developed taking into consideration the MCDEM Monitoring and Evaluation report opportunities for improvement, the Northland CDEM Group Plan and priority actions related to Exercise Tangaroa.

Exercise Tangaroa priority actions were developed during a CEG workshop held in February.

In developing and reviewing the proposed work programme it is clear that there are number of resource intensive tasks identified, which also have limited or condensed time-frames. The Civil Defence officers have held a meeting to discuss the shared work load and to plan the delivery of the respective activities.

Some of the activities have been commenced; progress will be closely monitored with a view to ensuring continuity of existing projects and delivery of the priority new work. Where, and when necessary priority actions will be reviewed to ensure that those actions required for Exercise Tangaroa are delivered.

Attached for the information of the group is a breakdown of the income and expenditure to date, with forecast expenditure for the remainder of the year.

It is noted that a funding reserve has built up over several years. A discussion paper will be prepared for the next CDEM Group meeting to outline how funding that has accumulated will be managed. Such things as the sustainability of the Community Resilience Projects, the YES Project, Professional Development in Welfare and Recovery arrangements and the on- going resourcing of the current CDEM region capability will all need to be considered.

CDEM GROUP (Account 6223)		Period 1-7-2015	Forecast to
as at 15-2-2016		to 15-2-2016	Year End
Opening Balance 1-7-2015		377,881	377,881
plus income			
Income		435	435
Professional Development		4,350	4,350
Resilience Fund and Other		0	65,000
YES		20,000	20,000
Annual Council Contributions		45,000	60,000
		69,785	149,785
less expenditure			
Consultancy		-9,138	-29,138
Training, Meetings and Conferences		-28,349	-38,349
Catering /Refreshments		-10,410	-12,410
Promotions & Public education		-23,120	-30,120
Met Service		0	-1,500
Stationary		109	109
Communications		-949	-949
Equipment		-3,776	-3,776
Uniforms		-212	-212
Yes Expenditure		-2,200	-20,000
		-78,045	-136,345
Transfer to NRC - Salaries			-30,000
Closing Balance as at 15-2-2016		369,621	361,321

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Activity	Lead	Timeframe
Public Education and Media		
Tsunami public education programme with key messages focused on local source tsunami, level of risk and natural warning signs developed and implemented.	Murray / Susan	1 June
Public education programme on alerting mechanisms i.e. regional and distant source events and use of siren's developed and implemented.	Murray / Susan	1 June
Communications, notifications and warnings.		
Review existing warning and alerting mechanisms, including OPTN, text, email, g-mail, social media, contact lists including CRP's with a view to identifying the most efficient and economical technology for Northland.	Murray / Kim	By 1 March CEG
Implement new technology and training	Graeme / Kim	1 July
Plan reviews		
Review Tsunami Plan	Graeme / Workshop	By CEG 1 June
Review Warning Plan	Murray / Graeme	By CEG 1 June
Review Public Information and Media Plan	Susan / Graeme	By CEG 1 June
Review Maritime Tsunami Response Plan	Jim Lyle / Claire	By CEG 1 June
Review Visitor Action Plans	Alistair Wells	By CEG 1 June
Review Evacuation Plan	Graeme / CDO's	By CEG 1 June
Review and update existing Group Recovery plan including review of "Task Group" system.	Steve / Graeme	By 1 August
Evacuations and drills		
Engage with selected communities to enhance preparedness arrangements, including evacuation drills.	CDO's – Bill / Victoria / Sharon	Up to 31 August
Establish and agree defined roles and responsibilities, including initial actions with the emergency services for evacuation and all clear. Develop an agreed Standard Operating Procedure.	Graeme / CEG / ESCG	By CEG 1 June
Declarations and delegations		
Brief governance and position holders on Declaration's and Delegations.	Graeme	CDEM Workshop
Test during exercise. (Include in Induction for new Councillors after local body elections).	Exercise	

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Mapping, plans and Community Response Plans Review existing Tsunami evacuation zone maps (new threat levels).	GIS Specialist (Gail)	Urgent
Identify and map population, housing, schools, marae, retirement villages, vulnerable groups etc in the tsunami evacuation zones by community (include analysis of information i.e. batch, permanent residence, seasonal). Note WDC completed part of this work.	GIS Specialist (Gail)	1 June
Identify and quantify hazardous sites in Tsunami Zones (i.e. potential for environmental damage and human risk)	Lifelines Utility Group GIS Specialist	Urgent
Community signage project is developed and implemented in selected communities	Murray / Victoria	By day of exercise
Welfare Prioritise and implement where appropriate Welfare Services in an Emergency arrangements	Claire / WCG	By day of exercise
Test registration, needs assessment and emergency accommodation.	Claire / WCG	Exercise
Agencies to test their sub function plans	Claire / WCG	Exercise
Test Welfare information management.	Claire / WCG	Exercise
Consider establishment of CDC's	Claire / WCG	Exercise
Lifelines Test the existing protocols and EMIS Engage in recovery phase.	Lifelines Utility Group Lifelines Utility Group	Exercise Exercise
EOC and ECC's Develop a region wide plan for Rapid Damage, Impact and Needs Assessment. Review Group ECC EOP.	Graeme Graeme / Claire / Kim	By 1 August By 1 August
ECC's (Regional Council) training and staffing (include Sitrep and Action plan training). Test ECC's and EOC's establishment and arrangements including siren activation, inter regional collaboration, agency collaboration.	Graeme All	Up to Exercise Exercise
Use of EMIS and other technology Test EMIS during exercise Ensure EMIS is functional with appropriate documentation and forms.	All Victoria	Exercise Up to exercise

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Review Kobo Assessment toolbox for use during exercise. (Link to assessment phases).	Graeme / CDO's / Claire	By 1 August
Train and exercise in use of Kobo (include Building Inspectors)	Graeme / CDO's / Claire	Up to exercise
EMIS training including exercise pre Tangaroa.	Victoria	Up to exercise
Recovery plans and structure Test establishment of recovery arrangements including transition from response to recovery, handover, action planning, recovery office establishment, implementation of recovery act on plan including reporting.	Exercise Phase 3 day	Exercise
Building Assessments during Recovery phase are tested (Building Inspectors).	Exercise Phase 3 day	Exercise
Organisational readiness and response Raise awareness of Business Continuity Planning s and need for organisational readiness (across the board)	Kim	Up to exercise
Councils test BCP arrangements	CDO's	Up to exercise

TITLE: Professional Development and Training

From: Kim Abbott - Emergency Management Officer

Date: 17 February 2016

Introduction

This report is an outline of the professional development undertaken by the Northland Civil Defence Emergency Management (CDEM) team, both externally and internally.

Discussion

December and January were a quiet period for training, however February was a busy month with a number of Ministry of Civil Defence and Emergency Management (MCDEM) facilitated meetings in Wellington, the beginning of the tertiary academic year and the planning for the Tangaroa exercise.

External CDEM training

The following is an outline of the training, courses, forums and seminars that have been attended by members of the Northland Civil Defence Team in recent months:

- Regional Recovery Workshop (CDEM Team, Auckland)
- Integrated Training Framework workshop for the development of the Advanced Welfare in Coordination Centre training, (Claire Nyberg, Hamilton)
- MCDEM National Public Education Reference Group (NPERG) annual meeting and 2 day workshop (Kim Abbott, Wellington)
- National Tsunami working group meeting (Graeme McDonald, Wellington)
- Tangaroa Exercise Writing Workshop (Shona Morgan, Wellington)
- Tangaroa Northland Workshop (CDEM Team)

Tertiary CDEM Study

- Sharon Douglas is commencing her Master of Emergency Management at Massey University.
- Victoria Randall and Shona Morgan are commencing their Postgraduate Diploma in Emergency Management at Auckland University Technology (AUT)

Northland CDEM Training

The following is an outline of training and course carried out locally by members of the Northland CDEM team.

- EMIS mini desktop exercises, in December and February to all EMIS registered users, facilitated by Victoria Randall
- EMIS introduction workshop to Far North District Council (FNDC) and Top Energy staff facilitated by Bill Hutchinson.
- Desktop joint exercise with Refining NZ and the WDC EOC Senior management Team, 'Exercise Arab Crude' facilitated by Victoria Randall
- Exercise writing course, facilitated by Claire Nyberg and Shona Morgan
- *District and individual council training identified in district updates.*

Co-ordinated Incident Management Systems

Further CIMS 4 and CIMS Refresher training has been scheduled for June, September and November. Funding assistance through Tai Poutini Polytechnic is expected to continue through 2016 enabling the three day CIMS 4 to be offered to students at \$155.

TITLE: Emergency Management Information System (EMIS) Update

From: Victoria Randall, Civil Defence Emergency Management Officer, Whangarei District

Date: 12 February 2016

Introduction

This report is to provide an update on the Emergency Management Information System (EMIS) Northland Implementation Project and EMIS activities in the last three months.

Inter-Regional EMIS Activities

Three representatives from the **Wellington Regional Emergency Management Office** (WREMO) visited Northland for a full day on 20 January, to discuss with Victoria Randall and Graeme MacDonald, how Northland had implemented EMIS, including teaching plans, super user and user issues and solutions, exercises and general management of the system. Feedback was the visit was extremely useful and thought provoking, which will assist WREMO greatly in planning their introduction of EMIS to the Wellington region.

The next **National EMIS User Group** meeting is being held in Wellington on 17-18 March. The group will be deciding on the components of the next improved version of EMIS and its integration with SharePoint 2013/16. Victoria Randall is the Northland representative and will be attending.

Northland EMIS Implementation Project

EMIS training continues across Northland including:

- NRC user training in December 2015

EMIS Mini Exercises have been sent out for December and February and will continue for the foreseeable future as feedback has been very positive and these are assisting users in logging in and navigation processes.

The use of EMIS is planned for **Exercise Tangaroa** for information sharing across agencies. The on-going implementation project programme for Northland will ensure people have the basic skills to carry this out.

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TITLE: Recovery

From: Steve McDowell, Northland CDEM Group Recovery Manager

Date: 12 February 2016

Introduction

The Northland CDEM Group hosted and coordinated a one day recovery workshop on 20 January 2016. The purpose of the workshop was to discuss ways in which Groups can collaborate more effectively and to learn from each other on recovery initiatives occurring in each Group.

Discussion

A total of 36 personnel representing the Northland, Auckland, Waikato and Bay of Plenty CDEM Group's and Local Recovery Managers attended a full day workshop coordinated and hosted by the Northland CDEM Group at the Auckland Airport on 20 January. MCDEM were represented by John Titmus and Jane Rollin.

Each Group gave an overview of the status of recovery within each Group, challenges each Group is facing in recovery, recovery initiatives and recovery planning including an overview of group / TA recovery plans.

Discussions included:

- Development of a toolkit for Recovery Managers
- Challenges that the CDEM Amendment Bill will provide to the sector
- Training and professional development
- Learning from actual recovery events
- National forum for recovery
- Risk management / planning
- Recovery Plans – evolving and living documents
- Appointing and retaining staff – fit Recovery role into staff BAU role is a challenge
- Recovery pre event coordination and planning with key stakeholders
- How Groups and other TA's can support each other for recovery e.g. shared resources

It was also highlight and noted by the group that recovery is generally the lowest scoring area of the group capability assessments and has been highlighted in the national Capability Assessment Report.

Discussion focussed on the lack of a nationally coordinated professional development and training programme for recovery (similar to Controllers training).

It was agreed that the four Groups write a letter to MCDEM asking for a national professional development and training programme. A joint letter has been forwarded to MCDEM outlining the groups concerns.

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Brendan Morris presented the highlights from the report “Learning from Regional Recovery Events – A Practical Guide for Territorial Authorities and Local Recovery Managers” dated November 2015.

Discussion was also held on the role of elected members in recovery and response. It was noted that there is no nationally coordinated document that describes the role of elected members. It was agreed to approach LGNZ to see if LGNZ would coordinate a project across the sector to develop such a guide.

It was agreed that this forum was very relevant and that the four Groups should hold another forum perhaps a forerunner to the National Exercise scheduled to be held in September.

TITLE: Welfare Coordination Group update

From: Claire Nyberg, Welfare Coordination Group Chair

Date: 12 February 2016

Introduction

This report provides an overview of Welfare Coordination Group (WCG) activities since the last meeting held 6 November 2015.

Discussion

The Terms of Reference, 2016 Work Programme (**see attached draft document**) and an 'Introduction to Welfare in Northland' have been distributed to the WCG members to review prior to being adopted at the next meeting scheduled for 4 March.

It should be noted that the proposed WCG work programme for the 2016 contains a significant workload aimed at implementing the recent MCDEM Guidelines for Welfare arrangements. The previous agenda item outlined briefly the priorities to be achieved, the work programme attached contains a more detailed outline of the work proposed for the coming year and where the priority matters cannot be achieved in the current period they will be carried over into future years.

2016 Work Programme

In summary the main priorities of the work programme are to:

- **Provide strategic direction for the WCG** and welfare function through appropriate planning and engagement of welfare service agencies ensuring capacity, capability, roles and responsibilities are clearly articulated in planning documentation;
- **Review, update and create key documentation** such as Terms of Reference, Group Welfare Plan, induction material, local ready reference guides, template situation reports and action plans, MOU's, individual agency plans and provide each Northland WCG member with a folder containing relevant documentation;
- **Review Civil Defence Centre (CDC)** arrangements, documentation, training and exercising;
- **Assess and deliver training and participate in exercises;**
- **Ensure involvement at the national level** across all areas of welfare planning, workshops and meetings;
- **Continue with the marae preparedness programme** by prioritisation and delivery of teaching material;
- **Continue with the vulnerable groups project** by continuing to roll out workshops and providing an evaluation of the project findings to date.

Some items from the 2016 work programme have been completed and others are already underway.



NORTHLAND WELFARE COORDINATION GROUP WORK PROGRAMME 2016

Northland Civil Defence Emergency Management Group "Resilient Communities Together"



Northland Welfare Coordination Group

Work Programme

2016

Introduction

Welfare response is a coordinated action undertaken by government and non-government agencies and organisations to ensure individuals, families and /Whānau and communities affected by an emergency are supported to cope with the event in the best possible way under the circumstances.

Successful delivery of welfare support depends on the ability of agencies to work together in a coordinated effort. This is achieved through agencies prior to an event having an understanding of risks and community vulnerabilities and having built relationships in order to adequately reduce, prepare for, respond to and be able to recover from the event.

Purpose of this plan

This document has been created with the purpose of planning and coordinating the activities of the Welfare Coordination Group (WCG) for Northland over the 2016 calendar year. The plan will be reviewed every year to reconfirm the Northland WCG activities and priorities.

Priorities

Priorities for the 2016 calendar year as set by the Northland WCG and the Group Welfare Manager are listed below and are discussed in more detail in table 1 and 2. The priorities for 2016 are:

- **Provide strategic direction for the WCG** and welfare function through appropriate planning and engagement of welfare service agencies ensuring capacity, capability, roles and responsibilities are clearly articulated in planning documentation;
- **Review, update and create key documentation** such as terms of reference, Group Welfare Plan, induction material, local ready reference guides, template situation reports and action plans, MOU's, individual agency plans and provide each Northland WCG member with a folder containing relevant documentation;
- **Review Civil Defence Centre (CDC)** arrangements, documentation, training and exercising;
- **Assess and deliver training and participate in exercises;**
- **Ensure involvement at the national level** across all areas of welfare planning, workshops and meetings;
- **Continue with the marae preparedness programme** by prioritisation and delivery of teaching material;
- **Continue with the vulnerable groups project** by continuing to roll out workshops and providing an evaluation of the project findings to date.

Continuing work programme activities

There are a number of activities which continue from year to year which are not included in the 2016 work programme and instead are listed below:

- Coordinate meeting dates and venues, attendance at meetings, preparations of agendas, minutes, arranging guest speakers, activities and presentations;
- Ensure an up to date contact list is completed and distributed to members frequently;
- Yearly reviews are undertaken of the Group Welfare Plan, Terms of Reference and the work programme;
- Providing induction to any new WCG members;
- An agenda item is prepared for the meetings of the Coordinating Executive Group (CEG) and the Northland Civil Defence Emergency Management (CDEM) Group;
- Engage with the National Welfare Coordinator on a regular basis and distribute National Welfare Coordination Group (NWCG) meeting minutes

Reporting

The Northland WCG work programme will be reported on quarterly at Northland WCG meetings and during the reporting periods Northland WCG members will have the opportunity to discuss progress on projects and reprioritise if required.

Developing the 2017 year work programme

Activities for the work programme for the 2017 calendar year will be workshopped at the final meeting for the 2016 year. The activities which Northland WCG members put forward will be prioritised and confirmed at the first meeting of the Northland WCG in the 2017 year.

The 2016 year work programme

The work programme stipulates the activities that will be undertaken by the Group Welfare Manager(s) and the responsible sub-function agencies or their delegate(s) on behalf of the Northland WCG over the period of the business plan (2016 year).

Table 1 General WCG work activities for 2016

Project/ Topic	Action	Lead	Timeframe
Provide strategic direction to the WCG	Identify agencies that are not a member of the WCG or who are disengaged and provide an opportunity for these agencies to become re-involved with welfare in CDEM	GWM	May 2016
	Consider region-wide capacity, especially the agencies responsible for welfare services sub-functions.	Agencies resp for sub-function	As part of planning
Review and update and create key documents	Complete and implement the Northland WCG work plan.	GWM/ WCG Members	Complete activities by 31 Dec 2016
	Develop Terms of Reference (TOR) to be reviewed and agreed by the WCG	GWM	4 March 2016
	Rewrite the Group Welfare Plan to ensure that the new welfare services in an emergency arrangements are reflected in the documentation	GWM	April 2016
	Development of local welfare plans into ready reference guides with an operational focus which will be incorporated as appendices of the Group Welfare Plan	LWM/CDO	May 2016
	Create induction material for WCG members	GWM	19 February 2016
	Create folders for each Northland WCG member to hold all relevant welfare information	GWM	19 February 2016
	Create template welfare action plans and situation reports to align with the new arrangements	GWM	June 2016
Review Civil Defence Centre arrangements, documentation, training and exercising	Complete the revision of MOU's considering the revised Director's Guideline	LWM/CDO	May 2016
	Update the activation schedule that describes the size and scope of possible emergencies, and the appropriate level of welfare activation.	GWM	April 2016
	Ensure that welfare service agencies have up to date work plans or operational plans to ensure consistency, and an integrated approach to welfare in Northland.	Agencies resp for sub-function	Yearly update
	Develop a matrix of region-wide CDC capabilities that can be used in readiness, response, and recovery to determine the best location for CDCs.	Local CDEM	December 2016
	Ensure that clear expectations of both CDEM and the facility owner or operator are documented (MOU's) where required.	Local CDEM	December 2016

Project/ Topic	Action	Lead	Timeframe
Assess and deliver training and participate in exercises	Develop CDC training targets	GWM	February 2016
	Continue to roll out CDC community training	GWM	As required
	Investigate the feasibility of rolling out Integrated Training Framework for CDC staff	GWM	June 2016
	Conduct a CDC mock-up exercises to test the functioning of the welfare system	GWM	Oct 2016
	Develop a training matrix that identifies the type and nature of training required, and indicate which individuals or teams have completed each item.	GWM	May 2016
Involvement in MCDEM welfare activities	Ensure WCG members are aware of all training opportunities through the distribution of the CDEM calendar and as training opportunities arise	GWM	February 2016
	Ensure that welfare services planning, activation and delivery is included in Exercise Tangaroa	GWM	Exercise dates: • 31 August • 14 September • 28 September
	Ensure that all welfare personnel (CDEM Group and local levels) have completed CDEM EMIS and welfare registration training and receive on-going EMIS training as required.	GWM	TBC-waiting welfare changes to EMIS
Marae preparedness	Represent the Northland WCG through engaging in the development of MCDEM planning and guidelines	GWM	On-going
	Group Welfare Managers to attend the National Welfare Forum, workshops and meetings	GWM	3 June 2016
Vulnerable Groups	Begin roll out of the marae preparedness project to prioritised marae	CDEM Group/TPK	On-going
	Evaluate learnings of the project and develop a programme to continue the Vulnerable Groups Project	CDEM Group	Feb 2016

Table 2 Work programme for the welfare sub-functions for 2016

Sub-function	Actions	Lead	Timeframe
Registration	Develop criteria and a process for registration. Recruit a team of volunteers to carry out registration (Volunteering Northland and community response group members). Update all paper based registration forms and information.	Northland CDEM	31 May 2016
Needs Assessment	Develop a needs assessment plan. Implement the needs assessment plan. Provide training for those carrying out needs assessment.	Northland CDEM	31 May 2016
Inquiry	Work will be undertaken when the Police have developed the Inquiry system.	Police	31 May 2016
Care & protection for children and young persons	Carry out readiness planning as per the director's guideline. Develop key messaging.	MSD (CYF's)	31 May 2016
Psychosocial support	Identify a suitable qualified person for the role of Psychosocial Support Coordinator. Stocktake of providers/stake holders. Develop a plan including vulnerabilities and risks.	Northland DHB	31 May 2016
Household goods and services	Determine requirements of the sub-function. Develop and implement a household goods and services plan. Develop MOU's if required.	Northland CDEM	31 May 2016
Shelter & accommodation	Develop an emergency shelter and accommodation plan. Implement the emergency shelter and accommodation plan with all stakeholders. Develop relationships and operational partnerships.	Northland CDEM/MBIE	31 May 2016
Financial assistance	Ensuring organisations have BCP pre-event, resource capacity and correct delegations. Planning for financial assistance through development of procedures and processes. Coordinate provision of information about and access to range of financial assistance available.	MSD	31 May 2016
Animal welfare	Appoint Regional and if possible Local Coordinators. Identify and engage key stakeholders such as animal controls officers SPCA, RST, DOC, Native Bird Rescue etc.. Develop and socialise an regional animal welfare plan.	MPI	31 May 2016

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TITLE: Far North District Council update

From: Bill Hutchinson, Civil Defence Team Leader

Date: 17 February 2016

Background

This report provides an update on the Civil Defence and Emergency Management activities within the Far North District over the past 3 months.

Readiness Activities

A review of the Okaihau, Waikere/Waihaha and Totara North community response plans has been completed. These plans also now follow the agreed format with an e-CRP being developed at the time of review and placed on the Northland Regional Council website for the information of the wider community.

Community meetings were attended by the civil defence officers at Totara North (Totara North Ratepayers Association,) and Te Kao (Potahi Marae Committee) as part of the process of updating response plans and engaging with the respective communities.

A public education project was undertaken by Civil Defence Officer Ms Ann Marie Houngh-Lee over the holiday period of January/February with the goal of delivering core CDEM messages to enable people to recognise the natural signs of a local source tsunami. The objective was to have a promotion available to far north communities disadvantaged by technology based promotion's (such as Shakeout - due to lack of internet connectivity), but who are vulnerable to near source tsunami. The strategy was to target a wide demographic within the FNDC area by promotion in print media supported by the Northland Age with the running of a competition based promotion allowing for multiple means of entry into the completion. I.e.: postal entry, Facebook, email, direct contact with council customer services, libraries and i-sites, stands at community events. 800 individuals engaged directly with the council over the 4 week timeframe of the project.

Civil Defence Officer Ms Ann Marie Houngh-Lee attended a **school holiday program** run by FNDC Staff at the Kaeo library and also by invitation visited the Creative Minds Childcare Centre in Kaeo to promote simple core action messages to children.

A Tsunami Alarm sited in gangway Road Totara North that failed to operate during the last test has been replaced. It has been established that water has entered the main housing causing a short circuit of the componentry.

Response

Monitor weather warnings for Cyclone Ula from December 26, 2015 - January 16, 2016.

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Recovery

Joanne Field has been appointed as a Recovery Manager to support the Far North District Councils CDEM capacity and allows for an alternate recovery manager. Civil Defence Team Leader Bill Hutchinson, Civil Defence Officer Ann Maree Hough-Lee, Controller Alastair Wells and alternate Recovery Manager Joanne Field attended the Northland, Auckland, Waikato, Bay of Plenty and MCDEM Recovery Workshop held in Auckland on Wednesday 20 January 2016.

Professional Development and Training

Civil Defence Team Leader Bill Hutchinson and Controller Alastair Wells attended the Northland Branch meeting of the **Building Officials Institute of New Zealand** hosted by the Far North District Council on 4th December 2015 to give an overview of local and regional CDEM arrangements including roles and responsibilities of building inspectors where they may be the first point of contact for affected parties as applied to assessments and building inspections during events.

In house **Emergency Management Information System** (EMIS) training was carried out for 9 new users from the Far North District Council and 4 staff members from Top Energy Ltd on 23 February.

Ongoing **desktop exercises** for EMIS existing users.

Other CDEM Activities

Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings 1 December
Attendance at the Civil Defence Officers meetings 18th December, 29th January, 25th February
Youth in Emergency Services program Bream Bay and Hokianga
Attendance at the Kaikohe Show 10th January, Ngapuhi Festival 30th January and Waitangi Day celebrations 6th February to engage with communities and promote civil defence awareness and core messages relative to natural warnings of a near source Tsunami.
2016 National Exercise Tangaroa Workshops 29th January and 10th February
Attendance at Marae Protocol Course 11 February (Ms Ann Maree Hough-Lee)

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

TITLE: Whangārei District Update

From: Victoria Randall, Civil Defence Emergency Management Officer,
Whangārei District

Date: 12 February 2016

Introduction

This report outlines the projects and activities of Civil Defence Emergency Management in the Whangārei District during the last three month period.

Readiness Projects and Activities

Six new Tsunami sirens have been added to the tsunami siren network in the Whangārei district. The locations were chosen using feedback from the public and a matrix which assesses population, inundation zones and community response plan areas. The six locations are:

- Kowharewa Bay – Tutukaka
- Waipu River Mouth
- Ritchie Road – Parua Bay
- Ruakaka Village
- Urquharts Bay

This takes the total sirens in the Whangārei district to 84 and a total of 156 across the region. A media release will be produced to advertise both the siren testing and the installation of the new sirens.

Tsunami siren testing is due to take place across Northland at the end of daylight savings on Sunday 3 April. The usual media campaign will begin early March.

Community Response Group activities included community meetings with the **Ngati Hau** Community Response Group who have finalised their e-Plan for the area and have nearly completed the Group plan. A meeting is planned for a new community response group in the **Mangakahia Valley**, from Twin Bridges down to Fraser flat near Titoki on 9 March. The planning is being led by Whangārei District Deputy Mayor Sharon Morgan. The **Parua Bay** community response group are holding a community BBQ and family day to advertise their community response plan in March.

The **Tsunami Signage Project** has progressed with clear public information tsunami maps being produced. Once the new modelling for tsunami maps is released from GNS, the public information boards will be produced.

A public survey is planned for Ruakaka beach, with members of the public being asking for feedback on the signage before permanent signs are manufactured.

Once feedback is collated, the tsunami information boards will be erected as permanent signage in six locations across the Whangārei district and possibly a couple in Kaipara and the Far North for 12 months, to measure public response and environmental effects on the map colours before the project is rolled out further across the region.

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A **Joint Agency Exercise** was held on 26 February, **Exercise Arab Crude**, with Refining NZ representatives and the council Emergency Operations Centre management team. The team went through the process of formulating an initial Action Plan with objectives in response to an explosion of a 77,000,000 litre light Arab Crude tank at the refinery. This exercise will be continued later in the year from a stage further into the response phase and into recovery. A verbal update can be given if required.

The **Youth in Emergency Services (YES)** Programme is arrangements are progressing with the Programme starting on Saturday 5 March. The details are covered in a separate agenda item.

In response to the advertising for volunteers with **Volunteering Northland**, approximately 55 people have expressed an interest in becoming possible welfare centre volunteers. Initial contact has been made with each person and plans are being made to initially hold an Introduction to Civil Defence workshop.

Work has begun on the districts participation in the **National Exercise Tangaroa**.

Meetings and Professional Development

Local controllers and EOC Management team had a **Controllers meeting** to discuss civil defence matters, Sean Quann from Northpower came to discuss Northpower resources and support for the Council during an emergency response and discussed tsunami siren processes for addressing public enquiries.

One of the council's recovery managers and the CDEM Officer attended the Upper North Island **Recovery Managers Workshop** held in Auckland in January.

Response Activities

The **Severe Weather Event** at New Year was monitored by duty staff at the council. With weather watches and warnings being distributed along with the media releases.

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TITLE: Kaipara District Council update

From: Sharon Douglas, Civil Defence Emergency Management Officer

Date: 16 February 2016

Introduction

This report provides an update of the Civil Defence Emergency Management activities within the Kaipara District over the past 3 months

Community Response Groups

- Pouto Peninsular Group has completed their Community Response plan. This group is now working through how they can best support people on the Peninsular. We have gathered a number of people from around the peninsular to ensure good coverage.
- Future focus is to regenerate a group in Mangawhai and Dargaville.

Kaipara District Council

An induction for all Kaipara District Council staff was held on the 26th of February. This was well received. The annual exercise is being worked on and will be held on the 20th April.

Staff training

- Kaipara has four staff trained as EMIS super users. They are available to assist staff with the EMIS monthly exercises and general troubleshooting. To date we have positive feedback from staff participating in these exercises.
- Controller John Burt and Sharon Douglas CDEM officer attended Recovery workshop on 27th of January. They also attended Exercise Tangaroa planning workshop in January 29th.
- Three members of the Kaipara District Council have attended the CIMS refresher course. Those who have previously completed CIMS will be encouraged to participate in the refresher course.

Other CDEM Activities completed

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings December 2015
- Attendance at Civil Defence Officers monthly meetings
- Northland Emergency Services Coordinating Committee meetings
- Exercise Writing and Management course – Christchurch
- Commenced Masters with Massey University – one paper this year

TITLE: Community Resilience Projects

From: Shona Morgan – Emergency Management Officer - Community Resilience

Date: 18 February 2016

Introduction

The purpose of this report is to provide an update on the various community resilience projects and tasks carried out by members of the Northland Civil Defence Group. This report includes updates on the Youth in Emergency Services (YES) Programme, Electronic Community Response Plans, Vulnerable Groups and Marae Preparedness.

Youth in Emergency Services (YES)

Bream Bay

The YES Bream Bay programme is commencing on 5 March. There will be seven emergency service agencies participating; NZ Fire Service, Forest Protection Services, Coastguard, NZ Police, Ruakaka Surf Life Saving, St John and NZ Red Cross. Participants have been sourced from Bream Bay College, Tauraroa Area School and Mangakahia Area School. Given the location of the programme the combined exercise will have a coastal emphasis.

Hokianga

The second YES programme for 2016 will be held in the Hokianga and will incorporate three communities; Rawene, Omapere and Kohukohu. This will commence on 7 May. Two planning meetings for this programme have taken place and agreement reached to base the programme in Rawene with headquarters out of the Volunteer Fire Station. Early indications are that the programme may be oversubscribed in terms of participants. If this is the case, the selection process will have to consider which applicants will be most likely to meet the needs of each agency group should they wish to join as a volunteer.

Vulnerable Groups

The Northland District Health Board (DHB) is holding a Dialysis Forum for all home based dialysis patients on 1 March. Civil Defence Officer Shona Morgan will be presenting at the forum discussing preparedness, alerting, social media and community response groups. Meetings at the Disability Information Advisory Service and Northable will also be attended. It is hoped that through a closer working relationship with the Northland DHB, contacts with Northlands vulnerable groups will be enhanced in the very near future.

Marae Preparedness

The delivery of the marae preparedness project will commence from 1 March 2016, with the project being undertaken by Te Puni Kokiri and Alistair Wells (MWA Solution) and where possible with council Civil Defence Officers and/or Iwi Liaison Officers. Interest for the project will increase as an agenda item and presentation were made to the Te Tai Tokerau Maori Advisory Committee at Council on 11 March and word of mouth about the project reaches the Maori populace. Prioritisation will continue to occur based on hazard risk and the enthusiasm of marae to engage in the project.

Electronic Community Response Plans (eCRP's)

To date there are 28 eCRP's uploaded to the website with a further 10 in various stages of review and development. New plans have been developed recently in Totara North, Waikare, Russell, Mangakahia and Ngati Hau.

In the period from 1 November 2015 to 31 January 2016 there have been 215 page views on the NRC website community response plan page.

The table shows how many plans were downloaded during this time:

Plan	Downloads
Kawakawa	11
Kerikeri/Waipapa	10
Whangaruru	8
Mangawhai	7
Waikare	7
Ruawai	6
Moerewa	5
Pataua	5
Dargaville	4
Ruakaka	4
Whangarei Heads	4
Kaeo	2
Matakohe	2
Maungatoroto	2
Parua Bay	2
Tutukaka	2
Waipu	2
Okaihau	1
Paparoa	1
Whangaruru South	1
TOTAL	86

Civil Defence Officers have reported that the appendix is working well and the community response groups are happy with the flexibility it allows them in terms of adding their own information, personal contact details and maps etc.

TITLE: Alerting technology update and proposal for change

From: Murray Soljak and Kim Abbott, Civil Defence Emergency Management Officers

Date: 17 February 2016

Overview

This report summarises the limitations of the text-based alerting system currently used by the Northland CDEM Group as one means of communicating warnings, and proposes a change to a new smartphone app.

Background and limitations

The Northland CDEM Group – along with other regions – has to date used service provider OPTN Ltd to send text alerts civil defence emergency information to subscribers as required.

The number of Northlanders currently subscribed to this service is just under 5000. Feedback from stakeholders has cast doubt on the proportion of subscribers who receive alerts, and the provider has not been able to supply accurate information on delivery levels. Auckland moved away from this platform about a year ago.

More importantly, new technology – in the form of smartphone apps – has overtaken the text platform. The benefits of apps include faster alerts, a higher degree of automation/integration with systems used by Government agencies, greater customisation and more options for users.

Recommended option: Hazard app, developed by Red Cross

Developed internationally by Red Cross – in part to consolidate a proliferation of individual platforms which were being created around the world, this app has been most extensively tested by the Wellington CDEM Group. At least 12 of the 16 regions are engaged with Red Cross and at some stage of evaluating the possible use of the app.

Auckland has developed its own app, which is also an option but has a cost associated. Auckland is also understood to be considering whether there is a place for the Hazard app alongside its own. MCDEM has indicated that although it intends to develop its own platform, that may be years away, while stopping short of formally recommending the Hazard app, it is supportive of its use in the meantime. There is understood to be a desire by on the part of some regions a national rollout and promotion (as distinct from individual regions); however, this does not prevent Northland adopting at this stage and subsequently benefiting from that approach, should it go ahead.

Red Cross has a project team based in the United States which is responsible for the app and for attracting funding for the further development of the app, which attracts support from corporate donors in particular.

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Benefits

- A faster way for the Northland CDEM Group to disseminate alerts.
- Used by key agencies: MetService and GNS Science alerts currently send out automatically to users who have selected relevant locations. NZ Transport Agency also working towards using it for road closure information.
- Greater flexibility e.g. alerts can be sent to defined (geo-targeted) areas; alerts relating to different hazards can be sent during the same disaster event.
- More detailed information available to end users (both alerts and general background/preparedness information, advice and checklists) than the OPTN text platform.
- Moving to international common alerting protocol (CAP) standard.
- Reports available to the Northland CDEM Group on delivery of messages to subscribers.
- Working group of stakeholders/users to be set up to guide future improvements.

Proposed future enhancements include 'crowdsourced' reporting of hazards as they develop and spread.

Costs

There are no costs related to the use of the platform or sending out alerts via the Hazard app by the Northland CDEM Group. (Login is simply via the Google Chrome browser). The app can also be downloaded at no cost by users.

There will be a cost of \$850 approx (the standard message cost) to sending a final text message to existing OPTN subscribers advising them of the change to the Hazard app (see below).

Time frame

No installation of either hardware or software is involved – the only requirements are training of Northland CDEM staff in sending out alerts, the migration of OPTN subscribers and promotion of the Hazard app to new subscribers. It is envisaged that training could be completed by mid-April, while migration and recruitment can be an ongoing activity.

Migration/recruitment strategy

- Final text message sent out to existing OPTN subscribers advising them of the change
- Facebook (Civil Defence Northland posts shared to NRC and district council pages)
- Regional Report (NRC flagship newsletter, delivered to households throughout Northland)
- Media release
- Email to stakeholders on Civil Defence list
- Updated content on NRC and district council websites
- Promotion at relevant events (e.g. Civil Defence Forum)
- Other promotion in conjunction with district councils.

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Red Cross has undertaken to provide analytics on the number of downloads in the Northland region to help guide migration/recruitment aspect of the transition. Red Cross can also provide some marketing collateral in electronic form (e.g. email footers, Facebook banners etc).

Recommendations:

1. That the report 'Alerting technology update and proposal for change' dated 17 February 2016 from Murray Soljak and Kim Abbott, Emergency Management Officers, be received.
 2. That the CEG approves the discontinuation of the OPTN text alert service by the Northland CDEM Group.
 3. That the adoption of the Red Cross Hazard app as a replacement, with appropriate training and migration/recruitment activity proceed as outlined.
-