



NORTHLAND CDEM COORDINATING EXECUTIVE GROUP

AGENDA

TUESDAY 6 SEPTEMBER 2016 – 9.30AM

Northland Civil Defence Emergency Management Group “Resilient Communities Together”

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



NORTHLAND REGIONAL COUNCIL



Far North
District Council

 **Ministry of Civil Defence
& Emergency Management**
Te Rākau Whakamarumaru

 **New Zealand
POLICE**
Nga Pihirimana O Aotearoa

 **Kaipara
DISTRICT**
Kaipara te Otagani - The Ocean The Harbour

 **WHANGAREI
DISTRICT COUNCIL**

 **NEW ZEALAND
FIRE
SERVICE**
Whakarangona iwi

 **St John**
first to care

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT CO-ORDINATING EXECUTIVE GROUP (CEG) AGENDA

**FOR A MEETING TO BE HELD IN THE COUNCIL CHAMBER,
NORTHLAND REGIONAL COUNCIL, 36 WATER STREET, WHANGĀREI,
ON TUESDAY 6 SEPTEMBER 2016, COMMENCING AT 9.30AM**

MEMBERSHIP OF THE COMMITTEE

Mr T Phipps	Northland Regional Council (Chairman)
Mr J Robson	Far North District Council
Mr S Weston	Whangārei 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
Dr C Mills	Medical Officer of Health
Mr M Taylor	Northland Region Rural Fire Authority
Mr R Watson	Northland Lifelines Group
M Goodman	Northland District Health Board
Ms C Nyberg	Welfare Advisory Group Chair

OPEN MEETING

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ISSUE: Confirmation of Minutes – 7 June 2016

From: Graeme MacDonald, Civil Defence Emergency Management Officer

Date: 20 August 2016

Report:

The purpose of this report is to present the unconfirmed minutes of the Northland CDEM Coordinating Executive Group meeting held on 7 June 2016.

The minutes are **attached**.

Northland CDEM Coordinating Executive Group

Minutes of the Northland CDEM Coordinating Executive Group Meeting,
held in the Council Chambers, Northland Regional Council,
36 Water Street, Whangarei, on
Tuesday, 7 June 2016 commencing at 9.30 am

File A851417

Present:

Northland Regional Council – Mr T Phipps (Chair)
Whangarei District Council – Mr S Weston
Kaipara District Council – Mr J Burt
NZ Fire Service – Mr A Kerrisk
St John Ambulance – Mr T Devanney
Northland Region Rural Fire Authority – Mr M Taylor
MCDEM – Mr J Titmus
Medical Officer of Health – Ms V McLaughlin
Northland District Health Board – Mr M Goodman
Northland Lifelines Group – Mr R Watson

Also Present:

Northland Regional Council – Ms S Morgan
Northland Regional Council – Mr G MacDonald
Northland Regional Council - Mrs C Niblock (minutes)
Northland Regional Council – Mr M Soljak
Northland Regional Council - Ms S Botting
Northland Regional Council – Ms Kim Abbott
Far North District Council - Mr A Wells
Far North District Council - Mr B Hutchinson
Far North District Council – Ms A Hough-Lee
Whangarei District Council – Ms V Randall
Kaipara District Council – Ms J Thompson
Kaipara District Council – Ms S Douglas

Apologies

Moved (Phipps/Burt)

That the apologies from J Robson, Inspector M Ruth, Dr C Mills and C Nyberg 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 Co-ordinating Executive Group agenda – items for information and discussion

Moved (Phipps/Kerrisk)

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

1. Confirmation of Minutes of Northland Co-ordinating Executive Group meeting 1 March 2016, from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 20 May 2016.
2. MCDEM Work Programme update by Graeme MacDonald, dated 20 May 2016.
3. Recovery arrangements and legislative changes report by Graeme MacDonald, dated 20 May 2016.
4. Exercise Tangaroa 2016 report by Shona Morgan, dated 20 May 2016.
5. Co-ordinating Executive Group Chairs report by Tony Phipps, dated 27 May 2016.
6. Membership of the CDEM Group, CEG and key appointments report from Tony Phipps, CEG Chair, dated 23 May 2016.
7. CDEM Group funding report by Graeme MacDonald, dated 20 May 2016.
8. Work Programme and attachment report by Graeme MacDonald, dated 23 May 2016.
9. Professional Development and Training report from Kim Abbott, dated 17 May 2016.
10. Emergency Management Information System (EMIS) update from Victoria Randall, dated 15 May 2016.
11. Public Information Management update from Murray Soljak and Susan Botting, dated 18 May 2016
12. 2016 Northland CDEM Group Forum report from Kim Abbott, dated 17 May 2016.
13. Marae Preparedness update by Alistair Wells, dated 16 May 2016.
14. Far North District Council update from Bill Hutchinson, dated 22 May 2016.
15. Whangarei District Council update from Victoria Randall, dated 17 May 2016.
16. Kaipara District Council update from Sharon Douglas, dated 17 May 2016.
17. Northland Lifelines Utility Group update from Simon Weston, dated 17 May 2016.

18. Youth and Emergency Services report from Shona Morgan, dated 17 May 2016.
19. Welfare Co-ordination Group update and attachment by Claire Nyberg, dated 16 May 2016.

Carried

Actions/Notes

Item 10.0 – Emergency Management Information System (EMIS) update

It was agreed a brief update should be provided to the next CEG and CDEM meeting on current and future (v3) EMIS capabilities.

Item 8.0 – Work programme and attachment report

Graeme MacDonald to follow up on a workshop with the councillors regarding declarations and delegations.

Graeme MacDonald to arrange expectation/management workshop prior to Exercise Tangaroa.

Item 7.0 – CDEM group funding report

Members of the CEG to consider inclusions for next year's budget and staff professional development for discussion at the next CEG meeting.

Next Meeting

The next meeting of the Northland Civil Defence Emergency Management Group is to be held at the Northland Regional Council, 36 Water Street, Whangarei on Tuesday 6 September 2016, commencing at 9.30am.

Conclusion

The meeting closed at 10.57pm.

**TITLE: Northland CDEM Co-ordinating Executive Group
Agenda – Items for Information and Discussion**

From: Graeme MacDonald, Civil Defence Emergency Management
Manager

Date: 20 August 2016

Executive Summary

Items for the Co-ordinating Executive Group provided for information and discussion purposes are attached and are summarised below:

National

- 2 Exercise Tangaroa planning
- 3 MCDEM Update

Group

- 4 CEG Chairs Report
- 5 Professional development
- 6 EMIS update
- 7 Lifelines
- 8 Welfare Coordination Group update
- 9 Resilience Projects
- 10 Public Information Management update
- 11 Funding
- 12 Work programme update
- 13 YES- Final report and debrief outcomes

Operational and Exercises

- 15 Far North District Council Update
- 16 Whangārei District Council Update
- 17 Kaipara District Council Update

Administrative

- 18 Appointments

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 **2016**.

Recommendations:

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

1. Confirmation of Minutes of Northland Co-ordinating Executive Group meeting 7 June 2016, from Graeme MacDonald, Civil Defence Emergency Management Manager, dated 7 June 2016.
 2. Exercise Tangaroa 2016 report by Shona Morgan, dated 1 August 2016.
 3. MCDEM Work Programme update by Graeme MacDonald, dated 20 August 2016.
 4. Coordinating Executive Group Chairs report by Tony Phipps, dated 20 August 2016.
 5. Professional Development and Training report from Kim Abbott, dated 19 August 2016.
 6. Emergency Management Information System (EMIS) update from Victoria Randall, dated 9 August 2016.
 7. Northland Lifelines Group Exercise report dated 19 August 2016.
 8. Welfare Co-ordination Group update by Claire Nyberg, dated 16 August 2016.
 9. Community Resilience by Shona Morgan, dated 18 August 2016.
 10. Public Information Management (PIM) Update by Murray Soljak and Susan Botting dated 11 August 2016.
 11. CDEM Group Funding report by Graeme MacDonald dated 20 August 2016.
 12. Work Programme report by Graeme MacDonald dated 20 August 2016.
 13. Youth in Emergency Services (YES) Programmes report by Shona Morgan dated 1 August 2016.
 14. Far North District Council update by Bill Hutchinson, dated 15 August 2016.
 15. Whangārei District Council update by Victoria Randall, dated 9 August 2016.
 16. Kaipara District Council update by Sharon Douglas, dated 18 August 2016.
 17. Membership of the CDEM, CEG and key Appointments report by Tony Phipps, dated 23 August 2016.
-

TITLE: Exercise Tangaroa 2016

From: Shona Morgan, Emergency Management Officer- Community Resilience

Date: 21 August 2016

Introduction

The purpose of this report is to provide an update on the progress of Exercise Tangaroa planning and give an update on the progress of planning for the exercise from a Northland perspective. The Northland CDEM Group Objectives and Key Performance Indicators (KPI's) have been finalised and are attached to the end of this report.

Planning update

Participants and venues have been finalised for Exercise Tangaroa in Northland. There has been excellent engagement across all Northland CDEM stakeholders including emergency services, lifelines, welfare and some smaller organisations wishing to participate in the exercise. Below is a brief update on how the three days will evolve:
Day 1 – The focus of Day 1 (31 August) for Northland CDEM Group will be around public alerting, testing our warning plan and tsunami plans, using KOBO software for rapid impact assessments, setting up our Group Emergency Coordinating Centre, and setting up/ using an EMIS event site.

Day 2 – A workshop will be held on Day 2 (14 September). This will include all Group and Local welfare managers and members of the Welfare Coordination Group. The topics for the day include rapid impact assessment, incident actions plans, needs assessment, status reports and attending the national welfare teleconference.

Day 3 – A recovery workshop will be held on Day 3 (28 September) in conjunction with Whangārei District Council (WDC). This will involve a handover from the WDC local controller to the local recovery manager. Short, medium and long term goals for recovering from a large scale event will also be considered.

The Northland exercise writing and control team attended a meeting in Wellington in early July. Discussion topics included injects (national and regional), PIM role, welfare, business continuity and recovery. This was attended by all 16 CDEM Groups as well as the GNS team who prepared the scenario, representatives from Ministry of Health, Ministry of Foreign Affairs and Trade, Ministry for Primary Industries, NZ Customs, Lifelines and the NZ Fire Service. The purpose of the meeting was to provide regional updates about exercise planning, discuss injects and how neighbouring regions can work together, learn about the PIM role and how this will unfold on Day 1 and an update on welfare and recovery plans for Days 2 and 3.

Evaluation forms for the exercise are being finalised. Each agency is to complete an electronic form and return it to Northland CDEM who will then return one form for the entire region.

MCDEM have created numerous useful forms and documents for those wanting further information about the exercise. These can be accessed at:

www.civildefence.govt.nz/cdem-sector/exercises/exercisetangaroa2016/

Northland Objectives and KPI's

Exercise Aim	The aim of Exercise Tangaroa is to test Northland's arrangements for preparing for, responding to and recovering from a tsunami impact.
Exercise Objectives	Key Performance Indicators
<p>1.0 To facilitate tsunami preparedness planning and arrangements</p>	<p>1.1 Liaise with lifelines, welfare and emergency service stakeholders to identify desired outcomes for the exercise</p> <p>1.2 Review plans and update if necessary: Warning Plan Evacuation Plan PIM Plan Maritime Tsunami Response Plan Tsunami Plan Visitor Action Plan Group Recovery Plan</p> <p>1.3 Raise awareness about the exercise through public education, social media, community groups and established stakeholder networks.</p> <p>1.4 Engage with selected communities to enhance preparedness arrangements, including evacuation drills</p> <p>1.5 Review existing tsunami evacuation zone map including new threat levels</p> <p>1.6 Identify and map population, housing, schools, marae, retirement villages, vulnerable groups in tsunami evacuation zones</p> <p>1.7 Implement community signage project in selected communities</p> <p>1.8 Identify any training that needs to be carried out and where appropriate, organise staff training to ensure all roles and tasks can be covered effectively.</p>
<p>2.0 Lead a coordinated interagency response</p>	<p>2.1 Identify criteria for making a declaration and apply to the decision making process</p> <p>2.2 If making a declaration follow the correct process</p> <p>2.3 Activate coordination centres as required and in accordance with relevant standard operating procedures</p> <p>2.4 Key stakeholders are identified and informed of activation</p> <p>2.5 Lead interagency teleconferences to collect and disseminate information as required</p> <p>2.6 Carry out rapid impact assessments using relevant technology and using collected information to assist with action planning</p> <p>2.7 Complete action plan(s) as required based on information received and the current situation</p> <p>2.8 Complete Sitrep (s) as required and in accordance with standard operating procedures</p> <p>2.9 Welfare arrangements are activated in accordance with standard operating procedures</p>

	2.10 Lifelines processes are activated in accordance with standard operating procedures
3.0 Effectively manage information horizontally and vertically	<p>3.1 Incident information is effectively managed and communicated by all agencies involved in the response</p> <p>3.2 A strategic communication plan is developed</p> <p>3.3 A strategic communication plan is implemented</p> <p>3.4 An event site is created in EMIS and utilised by Northland CDEM and relevant stakeholders</p> <p>3.5 Accurate information is communicated across appropriate internal and external stakeholders in a timely manner to create a common operating picture</p> <p>3.6 Information is appropriately stored in accordance with standard operating procedures</p> <p>3.7 Situation reports are accurately disseminated to key stakeholders in accordance with standard operating procedures</p> <p>3.8 Lifelines members make contact and provide status reports and establish appropriate line of contact</p>
4.0 Deliver effective public information management	<p>4.1 Provide timely, accurate and clear information to those who need it in accordance with standard operating procedures</p> <p>4.2 Messages align with and support the operational response and group priorities</p> <p>4.3 Proactive messaging across the full range of platforms meets the demand for accurate information</p> <p>4.4 Public information and messaging is coordinated and consistent across agencies</p>
5.0 Implement business continuity arrangements	<p>5.1 Northland CDEM is able to continue to effectively meet essential business as usual outputs</p> <p>5.2 Northland CDEM has, or is able to acquire from other agencies, the capacity needed to meet essential business requirements whilst simultaneously meeting the response requirements</p>
6.0 Initiate the transition of response to recovery including planning and arrangements	<p>6.1 Demonstrate that consideration of early recovery is incorporated into response planning</p> <p>6.2 Conduct transition from response to recovery in accordance with established recovery arrangements</p>
7.0 Enhance across agency relationships	7.1 Information is shared and utilised across agencies to assist in relationship building, before during and after the exercise
8.0 Integrate lessons identified from previous events and exercises in order to engender a culture of continuous improvement	<p>8.1 Evaluation is coordinated by Northland CDEM against objectives and KPI's</p> <p>8.2 Participants provide relevant information to the post activity reporting</p> <p>8.3 Review feedback from previous exercises and events to identify specific areas to test</p>

A verbal update on the outcomes of Day 1 will be available at the meeting

TITLE: **Ministry of Civil Defence Emergency Management
Work Programme update**

From: Graeme MacDonald, Civil Defence Emergency Management
Manager

Date: 20 August 2016

Introduction

Attached for the information of the group is the MCDEM Work Programme update for July 2016.



29 July 2016

Chairs of Coordinating Executive Groups

Good morning,

Although I've emailed you on other issues recently, this is the first update since the National Emergency Management Conference, was held at the beginning of June. We had a fantastic turnout - 320 participants! Some brilliant presentations, sessions and workshops - Sir Ray Avery's presentation and the 'Great Debate' were certainly highlights for me. There was such a positive vibe with active participation. The Conference dinner was focussed on recognising some of our most amazing people with Ministerial Awards, the new Director's Innovation Awards and presenting International Association of Emergency Managers Awards. The dinner was oversubscribed so next year we'll be looking at venues with greater capacity.

I'm thrilled to be writing to you about a new initiative to give greater recognition to those who have provided long service to CDEM. While we currently issue 10 year long service awards, we are now expanding this to salute those who have performed active service to CDEM in New Zealand for 20 and 30 years. The outstanding level of personal dedication throughout CDEM is one of our greatest strengths, and warrants our acknowledgement, gratitude and celebration.

We encourage you to start putting in your nominations for those who have already reached – or will soon reach – these milestones. Just to be clear, for those nominated for 30 or more years of service, those individuals will receive both a 20 year and a 30 year award. I am happy to receive nominations for those individuals who have already attained the 20 year and/or 30 years of service.

Minister Kaye is eager to recognise service to CDEM, and there will be opportunities, such as the National Emergency Management Conference dinner for the Minister to personally present the 20 and 30 year awards to recipients. It would be great to have any nominations for those who have already attained the 20 year or 30 year milestones received before Christmas so we have an idea of the scale of numbers involved. Revised guidance on our awards and nominations process is available on our website.

Looking forward for further opportunities to engage with Minister Kaye, a Minister's Forum for Joint Committee Chairs and their CEG Chairs is to be held in Wellington during either February or March 2017. I'll send date options to CEG Chairs shortly so we can lock in a date as soon as possible.

The dates for the 2017 National Emergency Management Conference are tentatively scheduled for the 7, 8 and 9 of June 2017. Can you please add these dates to your diary and I propose we hold a CEG Chairs meeting on the afternoon of 6 June. I will send an invitation for this meeting in the coming weeks.

Following the budget announcement, the MCDEM Leadership Team has been working with HR on the recruitment and selection of our new staff. At this stage we have four new roles currently in varying stages of recruitment as follows:

- Principal Advisor to the Director
- Principal Advisor National Operations
- Learning Management System Advisor
- Senior Communications Advisor

On other roles:

- Work is underway on finalising job descriptions for the two recovery roles.
- The National Planning Advisor and Hazard Risk Management Advisor roles will be advertised in the next two weeks.
- A technical writer role will be advertised in late August.

I'll provide an updated organisational chart in the next CEG Chairs update.

Summary of Progress

1. Welfare Programme

Work continues to be carried out, as part of the Welfare Programme, on the implementation of the revised arrangements as per the new National CDEM Plan and Guide that came into force on 1 December 2015. The National Welfare Coordination Group (NWCG) and Welfare Coordination Groups (WCG's) continue to make steady progress in establishing themselves, with new members, terms of reference, cycles of engagement and work programmes being finalised to ensure the new arrangements are implemented successfully. While significant progress has been made, there is still a lot of work to be done by agencies and CDEM Groups to continue to incrementally elevate and strengthen welfare services arrangements.

MCDEM continues to support agencies and CDEM Groups in the implementation of the new arrangements and roles and responsibilities. As part of this commitment, a project to review and develop processes for implementing the Registration and Needs Assessment sub-function is currently being planned. Representation for the Registration and Needs Assessment Review project has already been confirmed for national welfare services agencies and CDEM Groups (applying the MCDEM policy on CDEM Group representation). It is expected that a final report, with agreed requirements for the implementation of the Registration and Needs Assessment sub-functions, will be developed by the end of the year, which will then be fed into a project led by the MCDEM EMIS team / EMIS User Group, to translate the requirements into enhancements where required and modify EMIS, as appropriate.

Contact: Alex Hogg (04) 817 8564 alex.hogg@dpmc.govt.nz

2. Emergency Management Information System (EMIS)

The user requirements for the next version of EMIS (that involves an upgrade to SharePoint 16) have been finalised and are now being consulted with the User Group. The requirements are the result of a workshop was held with the EMIS User Group as well as survey among CDEM Groups. Once we have confirmed the requirements vendor negotiation will commence (expected by August). We also finalised the non-functional requirements from an infrastructure perspective; this will involve hosting the system by a properly equipped data centre. The project aims to have the upgrade completed by the end of 2017.

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

3. Capability Development Programme

Takatū, the updated learning management system, for CDEM had a soft launch on 01 July. Currently in use by a small working group and for some Integrated Training Framework courses, MCDEM will work with CDEM Groups to help them use the tool to their advantage. Be it for learners to access online material, trainers to share course materials or administrators to have clear regionally tracking and reporting of training activities. Nominations to MCDEM courses, such as the Controller Development Programme and the Exercise Writing Courses will now occur through takatū. We encourage you to sign up and have a look at <https://takatu.civildefence.govt.nz/> and look out for our online information/training sessions to discover how it may help.

Nominations for the 2nd Controller Development Programme which begins in September, with the residential in Hamilton 13-18 November are now open. Interested parties should discuss with their managers and declare their interest in takatū.

The Integrated Training Framework (ITF) courses Welfare and Welfare in a CDC courses are nearing sign-off by the ITF Steering Committee and they should be available in August. Course material will be available in takatū. MCDEM is assisting in the project management of courses, pre-development working is beginning for the ITF Public Information Management course and nominations for interested and experienced subject matter experts will go out shortly.

At the beginning of July the Capability Development Advisory Group (CDAG) agreed the starting allocation of the Emergency Management (EM) Adult Community Education (ACE) Fund and NZQA standards suitable for our sector in accordance with the aims of the fund. The CDAG will continue to meet regularly to review new and revised requests for 2016 and to plan for 2017.

NZQA approved the updated unit standards pertaining to the CIMS level 2 and level 4 unit standards. They will be published and available shortly. 17297, CIMS Level 2 has been updated, whereas 22445, CIMS Level 4 has been replaced by two smaller unit standards 29553 and 29554.

The CDAG will shortly receive a request for representatives to form a working group to review CDEM unit standards starting September.

Contact: Karen Singleton (04) 817 8584 karen.singleton@dpmc.govt.nz

4. Major sporting events in 2017

In 2017, there are a number of major sporting events that require New Zealand Government inter-agency support. Under the ODESC system, the Major Event Security Committee (MESC) has the responsibility for identifying which major events require a security arrangement and to what extent. It does so through a process of threat assessment, identifying vulnerabilities and risks, and where appropriate recommending additional risk mitigation measures for selected events to ODESC. For 2017, MESC is working through Sport New Zealand and a range of agencies on the arrangements for:

- the World Masters Games (Auckland, 21-30 April 2017);
- the British and Irish Lions Series 2017 (Whangarei, Auckland, Christchurch, Dunedin, Rotorua, Hamilton, Wellington, 3 June- 8 July 2017);
- the Rugby League World Cup (NZ venues to be confirmed but throughout the North and South Islands, 26 October – 2 December 2017); and
- the 2017 Asia-Pacific Amateur Golf Championship (Wellington, 23-27 Oct 2017).

At a recent steering group meeting chaired by Sport New Zealand, it was agreed that since a lot of the work that needs to be done by the Local Organising Committees (LOC) and their planning occurs with local authorities, that it would be a good idea to put them in touch with the CEGs. This would provide for more efficient coordination around risk identification and mitigation, and just general planning, since this intersects with the work already being done by the CDEM Groups within and across councils. It is quite likely that a member of the LOC will be in contact with CDEM Group Managers in areas where events are being held to initiate this engagement. I urge you to contribute your expertise to supporting these events as New Zealand is once again centre stage.

5. Recovery Management Programme

Ongoing work is being carried out as part of the Recovery Management Programme, An area of focus at present has been on the review of recovery guidance including the Recovery Management Director's Guideline and Focus on Recovery Information Series.

MCDEM hosted a recovery workshop with subject matter experts, CDEM Group managers and recovery managers in June 2016 to further engage practitioners and gain their input during the development phase.

The revised recovery guidance will be developed to support the CDEM Amendment Bill and incorporate the lessons and research from the many emergencies experienced since 2005, including the Canterbury earthquakes. The guidance will include stakeholder consultation commencing in October 2016 and the intention is to finalise and publish the document by March 2017.

Other work as part of the recovery management programme including the development of the framework and arrangements in the National CDEM Strategy, Plan and Guide and consideration of capability development, and exercising of recovery arrangements are being considered and developed also. Exercise Tangaroa will provide an opportunity for CDEM Groups to consider and exercise their recovery arrangements with a particular focus on day three (28 September).

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

6. Publications - Review, Development and Consultation

The Ministry regularly develops or reviews publications. The following publications are currently under review and will involve engaging with CDEM Groups during their development and finalisation:

- *Recovery Management: Director's Guideline [DGL 04/05]* and *Focus on Recovery [IS 05/05]*: a subject matter experts group drawn from the CDEM sector has been developed and a workshop was held on 26 June. A draft consultation document will be issued for consultation in October.
- *Wellington Earthquake National Initial Response Plan [SP 02/10]* and the *National CDEM Fuel Plan [SP 03/12]* project planning is currently being carried out for both documents.

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

7. Review of the legislation for recovery from an emergency

The CDEM Amendment Bill is being considered by a Select Committee (the Government Administration Committee). The Bill incorporates proposed amendments to the CDEM Act, to strengthen its provisions for recovery management and the transition from response to recovery.

The Committee is expected to report back to the House of Representatives by 26 August 2016.

More details, and a copy of the Bill, can be found on the Committee website at this link:

http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66619_1/civil-defence-emergency-management-amendment-bill.

Contact: Rosalind Wilton (04) 817 8556 rosalind.wilton@dpmc.govt.nz

8. Public Alerting

The Business case has been completed. Meanwhile work towards the establishment of a Common Alerting Protocol (CAP) in New Zealand has commenced. CAP is an international alerting digital data standard that is already used elsewhere in the world; it allows for simultaneous sending of alerts via multiple channels while it also establish operational protocols for alerting. CDEM Groups are represented by the Wellington CDEM Group on the CAP project.

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

9. National Warning System Upgrade

The National Warning System upgrade project is underway. This project will be moving the National Warning System to a new platform designed for emergency messaging. It will enable the automated activation of duty staff and the publication of advisories and warnings in a faster, clear and reliable way using multiple channels. MCDEM has engaged Central Agencies Shared Services (CASS) IT to help manage this initiative. We aim to have the new

system ready near the end of the calendar year; at that time we will be looking for testers in CDEM Groups with different types of devices.

Contact: *Alexa Patterson* (04) 890 3580 alexa.patterson@cass.govt.nz.

10. Exercise Tangaroa (31 August, 14 and 28 September 2016)

The Exercise Writers from CDEM Groups and national agencies met in Wellington on 6 July to ensure that exercise development is on track. Cross boundary collaboration was further enhanced and the Exercise Coordinators are pleased with progress.

Guidance has been prepared on how each of the day's activities will be structured, in particular identifying how the lifelines, welfare, and business continuity components can be involved. Guidance on exercising Recovery will be issued soon.

GNS Science, along with partner agencies delivered the Tsunami Short Course on 23/24 June. The course was designed for those involved in all aspects of natural hazard management: planners, educators, engineers, local and central government policy makers, insurance managers, emergency managers and business, utility and property owners. It was developed in conjunction with MCDEM and timed with preparation for Exercise Tangaroa in mind.

Regular updates, information and templates/resources to assist with exercise planning can be found on the MCDEM website and a monthly newsletter is keeping CDEM Groups updated on planning progress.

Contact: *Jo Guard* (04) 817 8582 jo.guard@dpmc.govt.nz

11. Resilience Fund

The Resilience Fund grants for 2016/2017 financial year have been awarded to eight projects throughout the country. These projects were chosen from 28 applications with a total value of over two million dollars. A selection and moderation process took place and the eight successful projects totalling \$889,000, the full amount of the fund available, have been notified.

The projects chosen were the Waikato Integrated Training Framework, Southland Alpine Fault Resilience, Manawatu-Wanganui EMIS Development and Implementation, Hawke's Bay East Coast LAB, Canterbury Palaeo-tsunami database, Northland Practical Tools for CDEM Welfare Management, West Coast Lifelines Vulnerability and Rangitikei Flood Uplift Project. All the Resilience Fund projects details are available on the MCDEM website <http://www.civildefence.govt.nz/cdem-sector/cdem-resilience-fund/>

The final reporting and invoicing for the 2015/2016 Resilience Fund projects are being completed. Any products or reports produced from that years funding will be made available on the Resilience Fund webpage on the MCDEM website.

The 2017/2018 Resilience Fund will open for applications end of August 2016 and close 01 October 2016. Successful applications will be notified by end of November 2016 for the

projects to start 1 July 2017. Application forms and information are available on the above website. For more information on process and timing go to the MCDEM CDEM Resilience Fund Information Series [IS 11/16].

Contact: Keith Evans (04) 817 8576 keith.evans@dpmc.govt.nz

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Sarah Stuart-Black', written in a cursive style.

Sarah Stuart-Black
Director

TITLE: Coordinating Executive Group Chairs report

From: Tony Phipps, CEG Chair and Group Controller

Date: 20 August 2016

Introduction

The purpose of this report is to provide an update on activities since the Northland CDEM Group last met in June 2016.

Warnings and activations

Date	Event	CDEM Action
8 June	Severe wind watch – northeasterly gales	Monitored
21 June	Severe weather watch eastern Northland - brief period of heavy rain	Monitored
26 June	Severe wind watch - severe west to northwest gales	Monitored
28 - 29 June	Severe weather watch - burst of heavy rain	Monitored
5 - 6 July	Severe weather watch – burst heavy rain for eastern Northland	Monitored
23 - 24 July	Strong wind warning - severe gale with gusts of 120 km/h in exposed places	Monitored
28 July	Severe thunderstorm watch	Monitored
29 July	Severe weather watch – burst heavy rain for Northland	Monitored
8 - 9 August	Severe weather watch – localised heavy rain for Northland	Monitored
9 August	Severe thunderstorm watch eastern Northland	Monitored

National Warning System

At 2.20 pm on 12 August 2016 MCDEM via the National Warning System issued a Tsunami Advisory - No threat to NZ after a 7.6 magnitude earth quake southeast of the Loyalty Islands, Vanuatu at 1.36 pm (NZST). No action was required.

At 7.33 am on 27 July MCDEM carried out an out of hour's test of the National Warning System. The notification was received and responded to by those on the Northland list in accordance with the agreed standard operating procedures.

The Ministry of CDEM hosted a CEG chairs meeting in 31 May which was attended by John Burt. A verbal update on the outcomes from the meeting will be provided.

Mass Rescue Exercise Ruaroa

The Police have advised that a second Mass Rescue table top exercise is planned for 5 October in Northland. The Northland CDEM Group will be a support agency providing Welfare services during the table top exercise.

Resilience Fund

MCDEM has advised that the CDEM Resilience Fund is now open for applications to the 2017/2018 fund. The closing date for applications is 1 October 2016, successful projects are funded from 1 July 2017 to 30 June 2018. Recent changes have been made to the manner in which the fund is administered and distributed. The purpose of the CDEM Resilience Fund is to enhance New Zealand's disaster risk resilience through the development of local, regional, and national capability and practices.

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 for projects may include items such as:

- promoting and enabling data sharing
- elevating recovery capability in communities
- promoting and enabling community resilience
- developing and delivering professional development content, or
- promoting and enabling consistency.

Volunteers Workshop

An initial introduction workshop was held for 25 volunteers who are being considered for roles with a CDC. The initial training was focused upon providing an introduction to Welfare. Further workshop with this group of volunteers is planned.

TITLE: Professional Development and Training

From: Kim Abbott, Emergency Management Officer

Date: 19 August 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

This quarter has been a busy period for the Northland CDEM team, mid-year is a time when many national conferences are scheduled. Regionally the team has been building regional preparedness for the upcoming Tangaroa Exercise as well as engagement on National projects and working committees.

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:

- EMPA Conference– Emergency Communications (Murray Soljak, Susan Botting and Kim Abbott, Auckland)
- Upper Nth Island Recovery Managers Workshop (CDEM Team, Auckland)
- ITF Civil Defence Centre course – Content and delivery moderation (Claire Nyberg, Invercargil)
- Sharon Bain, Shona Morgan and Victoria Randall continue with their post graduate studies.

Northland CDEM Training

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

- Exercise Tangaroa Training and briefing to CDEM Team and Stakeholder groups (Shona Morgan)
- Business Continuity Training workshop – Primary Health Providers and Manaia PHO, Whangarei (Kim Abbott)
- KoBo toolbox training to CDEM team and stakeholders (Graeme McDonald)
- EMIS Mini Desktop Exercises x 3 to EMIS users (Victoria Randall)
- Local Welfare Manager’s workshop (Claire Nyberg)
- Civil Defence Centre volunteers training (Victoria Randall, Claire Nyberg & Susan Botting)
- *District and key project training identified in other papers.*

Co-ordinated Incident Management Systems (CIMS) Training 2016

There are two block CIMS training courses scheduled for September and November. Both are currently oversubscribed with waiting lists for the full CIMS4 courses.

We are in discussion with course providers Tai Poutini Polytechnic around the possibility of developing a bridging course to ensure all the key areas of the National Integrated Training Framework (ITF) intermediate course could be included in the existing three day CIMS4 course without compromising the existing accreditation.

Emergency Media and Public Affairs (EMPA) Conference

Three of the CDEM team members attended this two day conference in Auckland. Communication specialists from Australia, New Zealand, USA and England talked about their experiences and generously shared their appraisals and key learnings. Many of the learnings had parallels to the Northland situation, albeit in a scaled down version.

Highlights included:

Mark Crosswell, Director-General, Emergency Management Australia discussed emergency management leadership principles.

Bob Jensen formerly FEMA & US Dept Homeland Security identified the need for whole community engagement and outlined his experiences during Hurricane Sandy.

Anne Leadbeater worked with Victorian bushfire communities after the 'Black Saturday' fires and noted some key areas for planning around recovery in the long term in rural communities.

Lucy Bell, Emergency Management Victoria, Mia Garlick, Facebook and Matt Pryor, Waikato CDEM presented on social media in the emergency management sector and the role and benefits of engaging via this medium within an emergency event.

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

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

Date: 9 August 2016

Introduction

This report is to provide an update on the Emergency Management Information System (EMIS) nationally and regionally in the last three months.

National

The EMIS Version 0.3 Requirements document was sent for a final review to all 16 CDEM Groups. Northland reviewed the document and provided feedback to the Central Agencies Shared Services Project Team.

Northland feedback included the need for flexibility in customising forms within the system to suit different regions needs and environments, keeping EMIS as a tool to assist response and not leading response activities and EMIS not replacing existing systems as a BAU tool.

The next stage is the Business Case Development; this will go out to potential Vendors in the latter half of 2016 early 2017.

Northland EMIS Implementation Project

EMIS Mini Exercises have been sent out for the months June to August and will continue as feedback remains very positive.

EMIS will be used in Northland during **Exercise Tangaroa** for information sharing across agencies; users have now been trained in their specific roles and responsibilities for reporting within EMIS ahead of the exercise.

Representatives from a number of agencies have been recently trained in the basic use of EMIS including:

- Lifelines Group members
- District council staff
- Northland DHB
- Northland CDEM Group Public Information Managers and Office staff

TITLE: Northland Lifelines Group Exercise

From: Simon Weston, Group Manager Infrastructure & Services,
Whangarei District Council

Date: 19 August 2016

Introduction

The Northland Lifelines Utility Group (NLG) met on August 4. The meeting was well attended with 32 representatives from member organisations including: local councils, regional council, utility providers, roading, telecommunications, health and government.

Discussion

Roading Resilience

The New Zealand Transport Agency (NZTA) presented an update on their Resilience Programme. One of the key outcomes is the development of online interactive detour maps to use when arterial roads are affected by an accident or event.

Accessed through the NZTA website, these routes will be available in real time for emergency services and all motorists. When finalised, these detours can be incorporated into the critical assets / routes in the Northland Regional Council (NRC) Geographic Information Systems (GIS).

Tsunami Impact workshop

Sector groups reviewed the impact assessment in the 2012 NLG Infrastructure Resilience Plan. Damage matrices and inundation maps have been developed showing the expected damage to different assets types in a 500mm-2m wave and 2m+ wave.

The information from the 2012 report was largely validated however feedback from the groups will be incorporated. Tsunami maps will be made available in GIS viewer with the facility to overlay critical asset data.

Air Operations Plan – survey findings

Information has been collected on the available aircraft resources in the region and the requirements of lifeline utilities in a major disaster. A draft air operations report is being prepared, with completion expected in the next month.

Lifelines Coordination Protocols

A spot quiz was held to test lifelines knowledge on these arrangements. The arrangements are robust and the knowledge in the group was good with a few minor amendments and updates identified.

TITLE: Welfare Coordination Group Update

From: Claire Nyberg, Welfare Coordination Group Chair

Date: 16 August 2016

Introduction

This report provides an overview of Welfare Coordinating Group (WCG) activities since the last WCG meeting held 1 July.

Discussion

Claire Nyberg, Shona Morgan and Kim Abbott attended the Group Welfare Managers meeting in Wellington in early July. This meeting provided an opportunity for the Group Welfare Managers to workshop collectively some of the priority issues currently facing regional groups. The morning session covered a very informative presentation from **Lauren Tamehama** who was the local welfare manager during the **June 2015 Whanganui floods**. The afternoon session was covered by the National Welfare Service agencies which included an update on privacy and information sharing, the resilience strategy and a workshop around solutions and challenges to welfare in an emergency system.

It was announced by MCDEM that **Northland CDEM Group** were **successful in receiving 40k from the Resilience Fund for the 2016/2017 year** for developing practical tools for CDEM welfare management. The project will be administered by the Northland CDEM Group with the work being undertaken by a consultant (Brendan Morris), supported by 10 other CDEM Groups and developed through a steering group represented by five of the ten groups.

The purpose of the project is to facilitate improvement of welfare planning and management across New Zealand by:

1. Developing a sector-driven work programme designed to address the current gaps that have been collectively identified by CDEM Groups, and
2. Developing practical tools that will assist all CDEM Groups with implementation of the revised Welfare Director's Guideline.

The steering group has been formed with representation from Bay of Plenty, Auckland, Horizons/Manawatu, Nelson/Tasman CDEM Groups and Christchurch City Council. This group will meet in early October to progress the project.

Graeme MacDonald represented Northland on the **registration and needs assessment project team**. This national project will review and develop processes for implementing the Registration and Needs Assessment sub-functions. The first workshop was held on 15 August.

A **local welfare managers training session** was held on the **18 August** as there have been a number of new people assigned to local welfare managers positions across the councils. The purpose of the training is to upskill the new local and existing welfare managers in the areas of:

- Local welfare management
- The role of welfare in a coordination centre
- Welfare response and planning

All welfare managers from Northland attended along with Catherine Gilhooly (Group Welfare Manager-Auckland Region), who presented part of the training. A verbal update on the training can be given.

Sub-function Updates

Those agencies that have responsibilities for the nine sub-functions provide updates at each WCG meeting:

<p>Registration/Needs assessment CDEM</p>	<p>Nationally a registration and needs assessment review project has been scoped. Graeme MacDonald is our representative on this working group. Regionally we are doing some work with needs assessment as part of Exercise Tangaroa.</p>
<p>Inquiry NZ Police</p>	<p>Nationally Police are appointing an Emergency Management Coordinator in August. Regionally Inspector Wendy Robilliard Area Commander for the Far North has been seconded to Wellington. Murray Hodson will be her interim replacement.</p>
<p>Care & protection services for children and young persons CYF</p>	<p>Nationally the terms of reference have been finalised and a resource pack sent to CYF regional representatives responsible for convening the care and protections services group at the CDEM Group Level. Regionally a meeting was held with Pamela Parkin to progress this sub-function. A meeting with sub-functions supporting agencies and other parties is scheduled for the 25th August.</p>
<p>Psychosocial support NDHB</p>	<p>Nationally the review of the <i>Planning for Individual and Community Recovery in an Emergency Event: Principles for psychosocial support 2007 (National Health Emergency Plan)</i> is underway and a final document should be completed in September. Regionally, a meeting was held with support agencies. A full-time Psychosocial Support Co-ordinator has been appointed. A Psychosocial First Aid course has been confirmed for Northland. Date to be advised. A draft plan will be completed in time for day one of Exercise Tangaroa.</p>
<p>Household goods and services CDEM</p>	<p>Nationally Household Goods and Services have met and will be active as part of Exercise Tangaroa. Regionally this sub-function is in the initial planning stages.</p>
<p>Shelter and accommodation CDEM</p>	<p>Nationally the <i>Shelter and Accommodation – transition to Temporary Accommodation</i> document has been reviewed and feedback incorporated. Regionally work has been undertaken to collect information in regards to accommodation types, location and number of beds available across the region.</p>
<p>Financial assistance MSD</p>	<p>Nationally a survey was conducted of the sector and results are being collated. Regionally a draft financial assistance plan is being drafted. Concerns have recently been around the low diary payout and the effects of this on farmers. A tool kit is being developed.</p>
<p>Animal welfare MPI</p>	<p>Nationally MPI continues negotiations on a contract with a preferred supplier should be sorted by August. Regionally, RST continue to represent this sub-function on the WCG.</p>

TITLE: Community Resilience

From: Shona Morgan – Emergency Management Officer - Community Resilience

Date: 18 August 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 Vulnerable Groups, Electronic Community Response Plans and Marae Preparedness.

Vulnerable Groups

Tiaho Trust – An update was given to the members of the Disability Information and Advisory Service (DIAS). This included information about public alerting, in particular the use of the Hazard App, the Civil Defence Facebook page and preparedness for people with disabilities. Exercise Tangaroa was also discussed regarding business continuity and personal preparedness.

Northable - As part of Exercise Tangaroa planning, some businesses and organisations have expressed an interest in participating on a smaller scale. A meeting was held with the Northable team who are keen to evacuate their premises during Day 1 of the exercise (they are located in the orange zone). They have over 50 day residents, as well as staff, and need to practice how they will get them all out of the CBD. They also plan to discuss their personal and business preparedness during Day 2. They will also be involving Blomfield Special School with their planning.

Northland DHB – The Dialysis Unit are updating their “Preparing for Emergencies” plan for all dialysis patients and their families. Feedback has been requested on this and it should be ready for print early September.

Electronic Community Response Plans

New plans for Russell, Hihi and Helena Bay are under construction. New plans are awaiting the updated tsunami evacuation zone mapping from GNS. When this has been finalised all eCRP’s (where there has been changes in the evacuation zones) will be removed from the website, updated with the new maps and uploaded back onto the website.

In the period from 1 February 2106 to 31 July 2016 there have been **569 page views** on the NRC website community response plan page.

Below is a table that shows how many plans were downloaded during this time:

Plan	Downloads
Dargaville	67
Mangawhai	44
Bland Bay	33
Kawakawa	27
Kerikeri	20
Maungaturoto	20
Mangakahia central	19
Poutu	19
Kaeo	18
Whangarei Heads	17
Ruawai	13
Paparoa	12
Moerewa	11
Ruakaka	11
Tutukaka	10
Matakohe	9
Waipu	9
Okaihau	7
South Hokianga	6
Tamaterau - Waikaraka	6
Waikare	5
Mohinui Marae	4
Whangaruru South	4
Rawene	3
Totara North	3
Ngati Hau	2
Parua Bay	2
Pataua	2
	TOTAL 407

Marae Preparedness

Marae in recognised hazard zones have been contacted (where up to date contact details have been available) and encouraged to contact the project coordinator to book a visit with marae trustees to discuss the project. To date the response has been slow with five marae expressing interest (Piki te Aroha, Akerama, Whakapara, Ngunguru and Ngararatunua). Discussions with marae representatives indicate that is not an unwillingness to engage, but more often local issues that are delaying us meeting such as lack of a quorum, urgent treaty negotiation issues or simply full agendas at their meetings. By the time of the meeting the Ngunguru plan should be complete and the other four well under way. In addition, a flyer will have been completed which will be distributed by Runanga Takiwa Managers.

TITLE: Public Information Management (PIM) update

From: Murray Soljak, Public Information Project Officer and Susan Botting,
Public Information Officer

Date: 11 August 2016

Media and social media

The Northland CDEM Group continues to maintain a variety of content on its Facebook page, with the recent focus being the tsunami exercises and evacuation drills held with community response groups, emergency services and schools in the lead up to Exercise Tangaroa. The MetService weather warnings on the weekend of 22-23 July and on 8 August were also well followed, reaching a total of 4,674 and 10,105 people respectively. Overall the Facebook page has 7401 fans.

Hazard app

All 16 CDEM Groups nationwide have engaged at some level with Red Cross regarding the Hazard app. At the first meeting of the national working group for the app, held in Wellington in late June, the expectation was that all groups will have adopted by the end of the year. In addition to Northland, Auckland, Wellington and Waikato are currently active users, with Hawke’s Bay, Bay of Plenty, West Coast and Canterbury to follow. The table below summarises the status of all groups as reported at the June working group meeting:

CDEM Group	Status
Auckland	Active
Bay of Plenty	Preparing 01 August
Canterbury	Preparing to launch October
Chatham Islands	Red Cross in consultation
Gisborne	Red Cross in consultation
Hawke’s Bay	Preparing 01 August
Marlborough	Red Cross in consultation
Manawatu-Horizons	Red Cross in consultation
Nelson Tasman	Red Cross in consultation
Northland	Active
Otago	Preparing to launch Sept/Oct
Southland	Presentation to Southland CEG
Taranaki	Preparing to launch – Date TBC
Waikato	Active
Wellington	Active
West Coast	Preparing to launch July/August

Other notable developments include:

- The announcement by the Auckland CDEM Group in June of its adoption of Hazard app was also accompanied by a statement that Auckland would be decommissioning its own app as at 30 June.
- This in turn was influential to a successful approach to the mobile applications team at NZ Police National Headquarters, who have included the Hazard app in their current round of testing and approvals. It is expected to be 'whitelisted' (meaning optional for staff to install on their police-issued phones, but not compulsory) within the next three months. Publicity in the police staff magazine was discussed as a way of promoting the availability of the app.
- Overall uptake of the app nationally has increased significantly since Auckland and Wellington began their promotions.
- MetService also has an ad for the app – albeit small – on its website.
- There is agreement that templates for alerts will be shared between groups in a central online location.

The Northland CDEM Group has also taken the opportunity to have its own details added to postcards which have been professionally designed at the cost of Red Cross, so that these are now available as giveaways at events.

MCDEM position on Hazard app

At the Hazard app working group meeting, MCDEM stated its current position on use of the app for tsunami alerts: that the app will not form part of MCDEM's alerting options until all CDEM Groups are actively using it, the rationale being that the population in some areas would be disadvantaged until that time. CDEM Group representatives at the meeting expressed their disagreement with this viewpoint.

MCDEM and Red Cross have agreed to meet directly to consider interim solutions until the new National Warning System is deployed.

Regional/inter-agency co-ordination

There is ongoing and productive communication between PIM staff at the four Northland councils – including some recent new recruits – and those representing emergency services and utilities. This is partly driven by Exercise Tangaroa but also a general willingness to use 'peacetime' opportunities to consider how this can be handled more effectively during a response. PIM/communications staff at Northland Regional Council, Whangarei and Kaipara District Councils, NZ Police, NZ Transport Agency, Northland DHB, Northpower, Top Energy and Refining NZ have agreed to collaborate on the day (with varying levels of involvement according to the circumstances encountered as part of the scenario).

Public education

Tsunami-readiness education has been carried out with more than 1200 Whangarei and Kaipara school students during this reporting period.

Visits by Northland CDEM staff to the east coast tsunami evacuation zone schools focussed on boosting students' ability to take action quickly in the face of a pending tsunami. Recognising natural warning signs of a pending tsunami were part of

classroom lessons. Students also learned how high above sea level to go (35 metres) and differences in tsunami arrival times depending on source location.

Support for school tsunami evacuation drill plans and carrying them out has also been provided.

Visit actions included a range of features. Household emergency plan forms were given to out for students to take home and fill in with their families, further involving the wider community. These were also included in some post-visit school newsletter coverage. The Red Cross Hazard app has been promoted and downloaded to teachers'/community members' phones with flyers taken home to parents about this too. Local tsunami evacuation maps were provided, links were made with local community response groups, local tsunami siren locations were highlighted.

Tsunami-ready schools visit programme				
No's	School	Date Visited	Aspects covered included	Student Roll numbers
1	One Tree Point School	Tuesday 24 May 2016	Student tsunami-ready themed classroom teaching sessions	240 plus teachers
2	Mangawhai Beach School	Thursday 26 May 2016	Tsunami evacuation drill Whole staff debrief	400 plus teachers/ community
			Evacuation drill photos onto www.facebook.com.civildefencenorthland	
3	Ruakaka School	Tuesday 14 June 2016	Student tsunami-ready themed classroom sessions	280 plus teachers/ community
		Monday 20 June 2016	Evacuation drill policy update/evacuation drill planning meeting with principal and civil defence readiness staff	
		Tuesday 28 June 2016	Tsunami evacuation drill	
			Whole staff debrief	
			Individual classes debrief	
			Evacuation drill photos onto www.facebook.com.civildefencenorthland	
4	Ngunguru School	Wednesday 6 July 2016	Student tsunami-ready themed classroom sessions Evacuation drill photos submitted to www.facebook.com.civildefencenorthland	270 plus teachers/ community
5	Whananaki School	Thursday 11 August 2016	Student tsunami-ready themed classroom sessions	66 plus teachers/ community
		Thursday 11 August 2016	Tsunami evacuation drill	66 plus teachers/ community
			Total student numbers	1256

The programme being delivered to schools in the Far North is covered in the Far North section of this agenda.

TITLE: CDEM Group funding

From: Graeme MacDonald – CDEM Manager

Date: 16 August 2016

Introduction

At the June 2016 meeting an agenda item provided an overview of the group Work Programme and Budget. This agenda item provides a brief update on the potential recovery position.

Recovery review and arrangements

The proposed changes outlined in the June agenda for Recovery are still before Parliament for final approval. MCDEM has also provided reference to the developments that it is leading in Recovery (see paragraph 5 of the Directors update).

With the adoption of the new bill and changes signaled for recovery the following has been clearly signaled –that

- CDEM Group shall have a Group Recovery Manager and may have local Recovery Managers.
- A Group level Recovery plan consist net with the new legislative changes will be required

The current Group Recovery Manager appointment is shared between a Contactor and the CDEM Manager, as a portfolio.

As verbally advised at the last meeting it is anticipated that a .5 FTE will be required to fill the Group Recovery Managers role.

It is still uncertain when the legislation will pass into law however potentially it could be in the later part of this calendar year which would require an appointment in the early part of 2017.

An estimated cost for a .5 appointment initially for 12 months is estimated at~\$50,000.

TITLE: Work programme

From: Graeme MacDonald – CDEM Manager

Date: 20 August 2016

Introduction

This report provides an overview of the progress of the Northland CDEM Group Exercise Tangaroa Work Programme.

Exercise Tangaroa 2016 Work Programme



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	Partly completed and on-going.
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	Commenced and on going
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	Completed
Implement new technology and training	Graeme / Kim	1 July	Completed
Plan reviews Review Tsunami Plan	Graeme / Workshop	By CEG 1 June	Commenced and on going
Review Warning Plan	Murray / Graeme	By CEG 1 June	Underway
Review Public Information and Media Plan	Susan / Graeme	By CEG 1 June	Underway
Review Maritime Tsunami Response Plan	Jim Lyle / Claire	By CEG 1 June	Underway
Review Visitor Action Plans	Alistair Wells	By CEG 1 June	Complete
Review Evacuation Plan	Graeme / CDO's	By CEG 1 June	Completed
Review and update existing Group Recovery plan including review of "Task Group" system.	Steve / Graeme	By 1 August	Not started. See agenda item
Evacuations and drills Engage with selected communities to enhance preparedness arrangements, including evacuation drills.	CDO's – Bill / Victoria / Sharon	Up to 31 August	Partly completed and still on going
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	Partly completed
Declarations and delegations Brief governance and position holders on Declaration's and Delegations.	Graeme	CDEM Workshop	Completed
Test during exercise. (Include in Induction for new Councillors after local body elections).	Exercise		Exercise
Mapping, plans and Community Response Plans Review existing Tsunami evacuation zone maps (new threat levels).	GIS Specialist (Gail)	Urgent	Nearly completed
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	Completed
Identify and quantify hazardous sites in Tsunami Zones (i.e. potential for environmental damage and human risk)	Lifelines Utility Group GIS Specialist	Urgent	Completed
Community signage project is developed and implemented in selected communities	Murray / Victoria	By day of exercise	On hold dependent upon evac. maps
Welfare Prioritise and implement where appropriate Welfare Services in an Emergency arrangements	Claire / WCG	By day of exercise	Commenced and on going
Test registration, needs assessment and emergency accommodation.	Claire / WCG	Exercise	Exercise
Agencies to test their sub function plans	Claire / WCG	Exercise	Exercise
Test Welfare information management.	Claire / WCG	Exercise	Exercise
Consider establishment of CDC's	Claire / WCG	Exercise	Exercise
Lifelines Test the existing protocols and EMIS	Lifelines Utility Group	Exercise	Exercise

Exercise Tangaroa 2016 Work Programme



Activity	Lead	Timeframe	
Engage in recovery phase.	Lifelines Utility Grp	Exercise	Exercise
EOC and ECC'S			
Develop a region wide plan for Rapid Damage, Impact and Needs Assessment.	Graeme	By 1 August	Underway
Review Group ECC EOP.	Graeme / Claire / Kim	By 1 August	Underway
ECC's (Regional Council) training and staffing (include Sitrep and Action plan training).	Graeme	Up to Exercise	Commenced
Test ECC's and EOC's establishment and arrangements including siren activation, inter regional collaboration, agency collaboration.	All	Exercise	Exercise
Use of EMIS and other technology			
Test EMIS during exercise	All	Exercise	Exercise
Ensure EMIS is functional with appropriate documentation and forms.	Victoria	Up to exercise	On going
Review Kobo Assessment toolbox for use during exercise. (Link to assessment phases).	Graeme / CDO's / Claire	By 1 August	Exercise completed and on going
Train and exercise in use of Kobo (include Building Inspectors)	Graeme / CDO's / Claire	Up to exercise	Exercise completed
EMIS training including exercise pre Tangaroa.	Victoria	Up to exercise	Completed
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	Exercise
Building Assessments during Recovery phase are tested (Building Inspectors).	Exercise Phase 3 day	Exercise	Exercise
Organisational readiness and response			
Raise awareness of Business Continuity Planning s and need for organisational readiness (across the board)	Kim	Up to exercise	Yet to commence
Councils test BCP arrangements	CDO's	Up to exercise	Yet to commence

TITLE: Youth in Emergency Services (YES) Programmes

From: Shona Morgan – Emergency Management Officer - Community Resilience

Date: 1 August 2016

Introduction

The purpose of this report is to provide an update on the Youth in Emergency Services (YES) Programmes in Northland for 2016 and an overview of the programme so far as it has been coordinated in Northland.

YES 2016

Both programmes are now complete with debriefs being held in July. The feedback was positive with both the Bream Bay and Hokianga workgroups pleased with the levels of participation. Thirty-five nominations were received for the YES Hokianga programme which is the largest received for any programme in Northland so far.

Orientation Days

This was the first year where the agency orientation days were combined i.e. Red Cross and St John, Police, Coastguard and Surf Lifesaving (where applicable), NZ Fire and Rural Fire. All agencies agreed this was an effective approach and suggested it be continued in the future. It provided the opportunity for the participants to spend time with each agency yet still keeping the length of the programme at a reasonable length.

Combined Exercise

Feedback on the exercise days was extremely positive. There were around 80 personnel at each exercise. All agreed that the opportunity to take part in such an event with multi agency participation is rare and a really valuable experience. Helicopters were the highlight for both programmes and it was suggested, where possible, they should be included to provide some operational reality to the scenarios.

Graduation

Currently the YES programme funds graduation dinners for all participants, their families, school principals and agency representatives. This was seen as the highlight of each programme. In Bream Bay Mayor Sheryl Mai awarded the participants with their certificates and in Hokianga, Kelvin Davis was the guest speaker. Also this year was the first time the participants were invited to speak about their experiences and this was really well received.

Coordinating two programmes in 4 months has been extremely challenging and it is recommended one programme per year be considered in the future.

It was also recommended that a total number of 15 participants be considered for logistical and costs purposes.

YES Northland Summary

The YES Northland summary:

- 62 young people have graduated from the YES programmes.
- 300+ emergency service personnel have participated in the orientation days and combined exercises.
- 30 “victims” have been covered in fake blood and played the part of casualties.
- 400 people have attended the graduation dinners.
- 4 Facebook pages have been created and now have 1200 followers
- 907 photos have been posted on Facebook
- 2100 photos have been taken by the coordinator (not including media)
- 3 television channels have aired items about the combined exercises
- 16 Northland schools have provided participants
- 5 newspapers have published articles and photos about the programmes
- 1 running man challenge
- 0 injuries

At all debriefs, the workgroups have expressed huge satisfaction in coordinating the programme and can see the value in it; not only for the participants but also in terms of engaging with the community and working together to get to know how other agencies function.

Future Programmes

The Ministry of Youth Development (MYD) have announced another 100K to fund 10 YES programmes in 2017. As yet the applications for this have not opened but it is anticipated Northland will apply for 10K to coordinate a programme next year.

Survey results

In 2015, MYD provided a survey for each participant to complete. This information was then collated to provide some feedback directly from the participants. Attached to this report are the survey results for the 2015 programme in Kawakawa/Moerewa as well as both 2016 programmes.

When reviewing this data keep in mind that:

- Kaikohe 2014 programme data is not included as the surveys were only developed in 2015
- There were a total of 15 questions where the participants answered on a five point rating scale from strongly disagree to strongly agree and a comments section at the end
- When answering the question regarding ethnicity the participants could select as many answers as were applicable

Participant comments direct from the surveys:

“Not at all what I expected. I enjoyed it and it was good for our people”

"I really enjoyed my experience throughout this month. I would do it again if I got the chance. I would highly recommend this course to others out there"

"Very good experience and well organised. Would do it again"

"It was great to learn what is involved with doing an emergency service"

"This programme has encouraged me more to join the fire brigade as a volunteer at the end of the year. I really enjoyed this programme"

"I would like to volunteer for the police academy after doing this programme"

"I hope this programme is running for our future generations, thank you very much!"

"Thanks to the teams and community services who supported us throughout the scenarios, very impressed! I don't want it to end, it was great"

"I think this course was very helpful social-wise and for our community. It gives civilians the chance to make a difference in our community. I think the people who dedicate themselves to this course are amazing".

Outcomes recorded during discussions but not documented in the surveys include:

- Increased respect and awareness of emergency services in small isolated communities
- Increased understanding of civil defence in communities where there hasn't been a lot of engagement in the past
- Better connectedness between youth, whanau, schools and emergency services
- Youth being more engaged at school and in after-school activities
- Youth joining volunteer service organisations and/or now considering professional careers in the emergency services

Agreed or Strongly Agreed to:	Kawakawa Moerewa 2015	Bream Bay 2016	Hokianga 2016	Average %
Acquisition of decision making skills	93%	93%	100%	95%
Increase in skills/knowledge	83%	79%	94%	85%
Increase in personal & social skills	93%	96%	97%	95%
Participation in voluntary activity	90%	89%	86%	88%
Satisfaction	100%	100%	94%	98%
Connectedness	100%	86%	94%	93%
Resilience	100%	93%	94%	96%
Emergency preparedness/knowledge	97%	96%	100%	98%
Skills/knowledge to help others/self esteem	100%	100%	100%	100%
Gender				
Male	53%	50%	42%	48%
Female	47%	50%	58%	52%
Age				
15	13%	29%	17%	20%
16	33%	57%	44%	45%
17	47%	14%	33%	31%
18	7%	0%	0%	2%
19	0%	0%	6%	2%
Ethnicity				
NZ European/Pakeha	7%	86%	61%	51%
Maori	100%	36%	83%	73%
Pacific People	7%	0%	11%	6%
European	0%	0%	6%	2%
Asian	0%	7%	6%	4%

TITLE: Far North District Council update

From: Bill Hutchinson, Civil Defence Team Leader

Date: 15 August 2016

Introduction

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

Readiness Projects and Activities

The Civil Defence Officers have attended community meetings to review community response plans at South Hokianga and Hihi over the last two months. The **Russell Community Response plan** is under review and is in draft form for consultation with the community response group. A eCRP for Russell has also been completed. Other reviews include Hihi and TeHapua. Work led by Ms Ann-Marie Houg Lee with members of the Punguru community to work through the process of developing a plan is ongoing.

The Youth in Emergency Services program that ran over the month of May was completed with a graduation ceremony at the Copthorne Hotel Omapere on 11 June. All participants of the program attended and all were supported by Whanau. Guests included Far North District Councillor John Vujcich representing Mayor Carter and Kelvin Davis Labour MP for Te Tai Tokerau. Refer to the resilience projects agenda item for a more detailed report.

A meeting was held with the Far North District Council Utilities and Infrastructure Managers to carry out a benchmarking survey using the CDEM Capability Assessment Tool as part of the Northland Lifelines Group work program. The tool consists of a set of key performance indicators and performance measures against which organisations can assess themselves or be externally assessed. Indicators span the 4Rs and are organised in a framework based on the National CDEM Strategy. The outcome will be used to carry out a gap analysis.

Local Controller Alastair Wells attended a Far North District Council meeting on the 28th July to advise Councils elected members of the process for declaring a Civil Defence Emergency and the reason a declaration would be made and provide an overview of the National Exercise Tangaroa.

Professional Development and Training

Far North District Council staff participated in National Exercise Tangaroa. Day 1 of the Exercise was run in a workshop type format using the exercise to test local operating procedures, engage with local communities and strengthen relationships prior to and on the exercise date. It was also an opportunity to use the exercise for training in some key roles and introduce new staff to a CDEM environment. Key elements of the exercise included warnings, evacuations, and declarations, Planning & Intel, Rapid Assessments and the Emergency Management Information System.

As part of the lead up to Exercise Tangaroa, Civil Defence Officer Ms Ann-Marie Houg Lee has visited 18 schools as part of a tsunami awareness program. Tsunami evacuation drills were carried out by the staff and children of Paihia Primary School and Te Kura O Hato Hohepa Te Kamura at Totara North. A tsunami short movie competition targeting the schools is underway in conjunction with this to further engage students in tsunami preparedness.

Three staff members attended the Coordinated Incident Management Course 15-17 June.

Staff from across departments within council participated in KoBo Toolbox training on August 19th. The purpose of this training was for staff to evaluate this product and consider other options and the use of technology to better support decision making in emergencies. KoBo Toolbox is a web based tool used for mobile data collection. It allows the collection of data in the field using mobile devices such as mobile phones or tablets and is used by humanitarian agencies in emergencies and difficult field environments to carry out needs assessments, monitoring and other data collection activities.

Controller Alastair Wells, Recovery Manager Joanne and Civil Defence Team Leader Bill Hutchinson attended a joint recovery workshop involving MCDDEM, Auckland, Waikato, Bay of Plenty and Northland Groups on 17 August.

Five staff attended a Local Welfare Managers workshop hosted by the Northland CDEM Group 18 August.

Ongoing desktop exercises for Emergency Management Information Systems (EMIS) users.

Other CDEM Activities

- The Far North District Council team working with the Northland CDEM Group and Whangarei District Council Civil Defence officers hosted a group of International students from America on 4-5th July who are attending a Disaster Risk Emergency Management Internship with Massey University. The purpose of the visit was to give participants a first-hand experience of disaster risk and emergency management within relevant organisations in New Zealand. Presentations given to the visitors included northlands community resilience programs, northlands hazardscape, and land use planning and recovery management. It also included a field trip to Kaeo to look at progress made on river management and the flood scheme works undertaken by the Northland Regional Council.
- Attendance at Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings 7 June
- Emergency Services Group meeting 10 June
- Youth in Emergency Services graduation dinner 11 June
- Youth in Emergency Services agency debrief 15 June
- Welfare Coordinating Committee and Sub Group meetings
- Civil Defence Officers meetings 29 June & 4 August
- Exercise Tangaroa Planning Meetings Northland Regional Council 23 June
- Visitor Action Plan review meeting South Hokianga 18 July
- Multi-agency Mass Evacuation workshop hosted by Whangarei District Council attended by Alastair Wells 29th July 2016
- Northland Lifelines Group meeting 4 August 2016
- Exercise Tangaroa Controllers meeting 26 August.

TITLE: Whangārei District Update

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

Date: 9 August 2016

Introduction

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

Elections

To ensure **CDEM delegations and Group continuance** remains in place during the election period, an agenda item was prepared and presented to Council in August that the Northland Civil Defence Emergency Management Group Committee be deemed not to be discharged on the coming into office of the members of the Council elected at the next triennial election. The Mayor shall by default be the Council's representative on the Civil Defence Emergency Management Group Joint Committee until the incoming Council has appointed its new representative.

Readiness Projects and Activities

Community Response Group activities included the **Mangakahia Central** Community Response Group had a community meeting with representatives from St John, NZ Fire Service, Civil Defence and the NZ Police. Each agency discussed their response capabilities in the area and how the community can assist them until emergency services arrive. The session was very productive and informative and it was an excellent opportunity to build relationships and knowledge. The group also had a CPR and basic first aid training session provided free of charge by Wally Mitchell from St John as an outcome from the Community Response Planning process to further enable members of the community.

Both Ngati Hau and Mangakahia Central have completed their telephone trees for their respective areas and both group plans have been advertised within Council News in the Leader newspaper.



A review of the **Teal Bay / Helena Bay Community Response plan** is underway.

The **Tutukaka Coast and the Whananaki** Community Response Group had a meeting to discuss their participation in Exercise Tangaroa. A new coordinator is still being sought for the Tutukaka Coast; both groups had a general catch up, with some telephone trees being updated.

Helena Bay Lodge and Estate invited the Civil Defence Officer to visit and discuss the site evacuation plan and the installation of a warning siren. The site employs over 50 staff and will shortly also be a resort, an evacuation plan and siren use plan is being completed.

The agencies involved in the **Youth in Emergency Services (YES)** Bream Bay Programme met for a final programme debrief. Some great feedback and learning came out of the meeting which has been captured for future programmes.

National Exercise Tangaroa

A number of planning meetings and preparations have taken place in the lead up to **National Exercise Tangaroa**. The three day work plans have been finalised and distributed. A few community response groups have indicated they would like to take part by receiving a phone call from Council during the warning phase of the exercise to test their communication plans. Further work with school including evacuation drills have been carried out with Ngunguru, Ruakaka and Whananaki Primary schools with great feedback.

Exercise Day 1 Wednesday 31 August– a verbal update can be given.

Staff Training

A multi-agency Mass Evacuation Planning workshop was held and representatives from NZ Fire Service, NZ Police, Northland CDEM Group, Whangarei and Far North District Councils and the NZTA attended. The session looked at roles and responsibilities of agencies and there was good discussion around declarations, warning systems and agency processes and priorities.

KOBO Rapid Impact Assessment Training was held at the NRC by Graeme MacDonald. 24 representatives from the WDC attended the training, from building inspectors, the Operations and Planning / Intelligence team, Controllers, Welfare Managers and Recovery Managers. The session covered the KOBO software and its use to undertake Assessments after a Civil Defence emergency. The group carried out a practical exercise to test the system and will use this process during Exercise Tangaroa.

At the **Mayoral Forum**, National Exercise Tangaroa and the process of Declaring a Local State of Emergency was presented to those in attendance.

Local Controllers attended a Pre-Exercise Tangaroa Training session, Who Does What When, looking at Mass Evacuations, Declarations, Warnings, Tsunami sirens, Public Information Management.

Specific role training was delivered for the Operations Team. This process is an ongoing cycle as staff change within council. The Logistics team and the EOC Response Managers had a refresher practical session looking at EOC resources and

EOC set up processes. The Planning and Intel team have received training on new mapping and data produced by the WDC, showing the **Capital Values** and the **Population within each tsunami evacuation zone** in the district.

A new **Local Welfare Manager** has been appointed, Cindy Velthuisen to work alongside Paula Ulrich in implementing the new welfare arrangements for the district. Local Welfare Managers attended a day training session – this is covered in a separate agenda item.

A new **Public Information Manager** has been appointed, Chris Smith to bring the council capability back up to four.

A **Volunteer** Introduction session was held for new volunteers to assist with Civil Defence Centres, this is covered in a separate agenda item.

A small group of students from across the U.S. visited the Northland CDEM Group Office, accompanied by Jon Mitchell representing the **Massey University Joint Centre for Disaster Research**. Civil Defence Officers gave presentations on the Northland work programme 4 R's and a field trip to the Hopua Te Nihotetea Detention Dam to look at Reduction work was included in the activities. Excellent feedback was received.

EMIS Training has been delivered – this is covered in a separate agenda item.

Meetings and Professional Development

The Building Manager and members of the team had a meeting to discuss the Rapid Impact Assessment Building forms to be used during a Declaration. MBIE have developed new forms and trained 400 staff across New Zealand to undertake the new assessments. As part of Exercise Tangaroa, building inspectors regionally will attend a training session to refresh on assessment processes in Northland along with the new national rapid process and forms. The software KOBO will be used to deliver this training and process in the future.

Discussions are underway between Customer Services / Call Centre, the Recovery Managers and CDEM, to **examine how information collected during an emergency** is processed. Information is collected through a number of processes including Customer Services through the Council CRM system and via EOC Operations through building assessments, Outreach door to door visits and needs assessments. The process and management of this information is vital to a smooth response and recovery and a process is being worked through as to how information management can be better achieved.

Attendance at meetings and training

The Northland Lifelines Group
Northland Welfare Coordinating Group
Northland Emergency Services Coordinating Committee
WDC Local Controllers meeting
Hazmat Coordination Committee
Upper North Island Recovery Managers Forum
Emergency Media and Public Affairs Conference
AUT Studies – The Psychosocial Aspects of Emergencies

TITLE: Kaipara District Council (KDC) update

From: Sharon Douglas, Civil Defence Emergency Management Officer

Date: 18 August 2016

Introduction

This report provides an update of the civil defence and emergency management activities within the Kaipara District over the past 3 months. Attached is a work plan which was developed and has been reviewed by the Kaipara District Council executive team. This plan will now be regularly updated and is an on-going agenda item for the KDC executive team.

Key points include:

- Community resilience activities continue, including ongoing work with community response groups. Ruawai group participated in a combined desktop exercise with the local Ruawai Fire Brigade.
- Kaipara District Council continued to prepare for and participated in exercise Tangaroa. Future training for staff has been identified including ongoing induction of new staff, CIMS4 and EOC function training.
- Building relationships with key stakeholders from government and non-government sectors within Northland and Kaipara remains a priority.

Other CDEM Activities completed

- Attendance at Civil Defence Officers monthly meetings
- Attended Northland lifelines Group meeting
- Recovery Managers workshop was attended by Recovery Manager and Civil Defence Officer August 2016

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
Community Response Plans	Update and review of Kaipara Community Response Plans. <i>(4 plans to be reviewed or completed annually)</i>	Meet with Community Response groups to form community response plans. Update plans and contact information as required. Form new groups within the region	Ongoing meetings with Ruawai, Dargaville, Pouto. Ruawai Community participated in an exercise with fire service. Dargaville group is actively recruiting new members. Pouto to meet with emergency services on 26 th August. Kaiwaka has new membership and needs to approve plan for website. Mangawhai, Matakoho, Paparoa plans to be reviewed 2016/17 New plan to be developed 2016/17 for North Kaipara	Sharon Bain	Ongoing By 30 June 2017
	Plans displayed on Northland Regional Council website with a link from Kaipara.	http://www.nrc.govt.nz/civildefence/Community-Response-Plans/ Link to be set up from the Kaipara District Council website	As at 1 August 2016 seven plans are available on the website. Kaiwaka to be added once members have approved plan. Plans updated with Red Cross App information. Plans to be updated with new Tsunami maps (maps under construction).	Sharon Bain KDC Website administrator	30 June 2017 By 30 June 2107 By 1 December 2016
Community Response Groups	Empower Community Resilience. <i>(2 new Community Groups to be established annually)</i>	Meet with and encourage communities to develop appropriate community response relationships to deliver community response plans, education and mechanisms. Local Community response group leaders personnel are known to local emergency service.	Dargaville - 3 meetings held. New flyer developed to recruit members Pouto - new group, plan on web site, meeting with emergency services reps scheduled for 26 th Aug. Maungaturoto -strong group with a range of community interests represented	Sharon Bain	

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
			<p>Ruawai - 2 meetings held including participated in combined exercise with fire service 11 July.</p> <p>Further meetings required to explain new tsunami maps.</p> <p>Kaiwaka - 1 meeting - group has lost a number of members and is recruiting again, further meetings required.</p> <p>Matakohe - 1 meeting, plan will be reviewed 2017</p> <p>Mangawhai group has lost a number of members and needs to be developed with further community engagement.</p> <p>Paparoa group will meet November 2016</p> <p>New groups to be established and developed 2016/17 in Te Kopuru and North</p>	<p>Sharon Bain</p> <p>Sharon Bain</p> <p>Sharon Bain</p>	<p>By 1 December 2016</p> <p>By 1 February 2017</p> <p>By 1 March 2017</p> <p>By 30 November 2016</p> <p>By 30 June 2017</p>
Emergency Operations Centre	<p>EOC capability and capacity is maintained to enable a response to a medium scale event.</p> <p>EOC staff are appointed to EOC roles</p>	<p>Appropriate staff are appointed to EOC roles.</p> <p>Emergency operations centre callout list is maintained and tested</p> <p>EOC contact list is updated by the CDEM Local Controller</p>	<p>Note: Existing EOC facility is being used for office space in Dargaville.</p> <p>Review to be undertaken of where a suitable location is for EOC. (Investment had been made in current location to ensure communications and electricity redundancy)</p> <p>Executive Team to advise what plans are in place to ensure we can be operational EOC spaces within the region.</p>	<p>John Burt</p> <p>Sharon Bain</p> <p>Graeme MacDonald</p>	<p>By 1 December 2016</p> <p>By 1 November</p>

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
		<p>Needs assessment is carried out to identify training requirements of teams</p> <p>Radio check is carried out on the first Wednesday of the month at 8.45 am</p>	<p>Investigate using NRC staff at Dargaville to supplement EOC resource..</p> <p>Staff for EOC released for training where appropriate Civil Defence officer to meet with staff and establish training plan</p> <p>Training is delivered to key staff to preform radio check and man radio.</p>	<p>John Burt Sharon Bain</p>	<p>On going By 1 December 2016 – Monthly</p>
Staff training/Development	Staff attend training courses relevant to their roles with in the EOC	<p>KDC Staff induction to Civil Defence for all new staff. EOC staff attend the CIMS 4 and refresher training. Introduction to EMIS bi annual EMIS refresher exercises available in EMIS Recovery Manager and support staff attend Recovery training Welfare Managers and support staff attend Welfare training Functional training for – Operations Logistics PIM Lifelines training Identified Personnel (Building Inspectors) attend Rapid Impact Assessment training.</p>	<p>Staff Induction to Civil Defence for new staff - dates to be advised by HR. CIMS Refresher 19 September CIMS4 20th – 22nd September EMIS last monthly exercises available now, all previous exercises available in EMIS Intro to EMIS 2nd Dec Recovery forums next course 17th August KOBO 31 August during exercise Tangaroa Building inspectors training 29 September Welfare training 22nd August Operation training TBA by Ops Manager</p>	Sharon Bain	Ongoing

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
			Planning and intel training TBA by Planning manager, will be before exercise Tangaroa		
Exercises	<p>CDEM Group plans are tested at the local level (<i>1 annual exercise with KDC Emergency operations centre</i>)</p> <p>KDC is appropriately represented in Northland exercises and training opportunities.</p>	<p>Kaipara District Council will participate in Exercise Tangaroa scheduled for 31 August, 14 Sept, 28 Sept</p> <p>Mass Rescue table top exercise lead by police scheduled</p>	Civil Defence officer attends planning meeting for exercise Tangaroa and develop objectives and KPIs for KDC.	John Burt Sharon Bain	<p>31 August 2016</p> <p>14 September 28 September 5 November 5th October</p>
Community Education	Encourage and promote community engagement in Public Education Programmes	<p>Ensure local schools and community are aware of programmes lead by MCDEM – Shakeout, Exercise Tangaroa.</p> <p>Engage with Businesses to promote Business Continuity Programmes and resilience.</p>	<p>Programme to date include meetings with Camp Ground operators at Mangawhai and Pouto.</p> <p>Schools – Mangawhai Beach School to do a Tsunami drill, Otamatea High School to discuss Business Continuity. Continue to Promote the REDCROSS Hazard app to community</p>	Sharon Bain	<p>On going</p> <p>On going</p>
Lifelines	KDC Representation on the Northland Lifelines Utility Group with representation from Water, Waste and roading.	<p>Attend and represent the KDC at quarterly meetings.</p> <p>Complete appropriate Lifelines tasks i.e. Update information Tsunami Plan review, fuel plans, air opps etc.</p>	<p>Meeting attended by Karen Ruskin, Bernard Peterson, Brian Armstrong, Sharon Douglas.</p> <p>Lifelines meeting attended 4 August</p> <p>Completed Air Ops plan questionnaire</p> <p>Completed Lifeline resilience benchmarking questionnaire 3 August</p>	Sharon Bain Roading and Water Services Manager(s)	Quarterly and ongoing

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
		Develop working relationship with key lifeline services	Updated Contact information 3 August Next meeting 7 December		
Welfare	Welfare arrangements and plans for the district are consistent with the CDEM Group arrangements.	Local level appointments of Welfare Mangers are in place. Local level Welfare arrangements are outlined in a Welfare Plan. KDC is represented at all Welfare Advisory Group meetings at the CDEM Group level.	WCG meeting Michelle Nepia 1 st July attended by Training dates 18 th August regional training local training on the 22 nd August in preparation for Exercise Tangaroa.	Sharon Bain	Partially completed By 1 March 2017 Quarterly
Recovery	Recovery arrangements and plans for the district are consistent with the CDEM Group arrangements. Local Recovery arrangements are consistent with the Northland CDEM Group plan.	Local level appointments of Recovery Manager is in place. KDC is represented at all recovery meetings or forums at the CDEM Group level	John Burt is currently the Recovery Manager for KDC. Civil Defence officer also attends recovery forums and workshops. This is an area under development. Next workshop 17 th of August	John Burt	Partially completed Partially completed On-going quarterly
Emergency Services and relationship management	Attend Northland Emergency Services Group quarterly meetings and exercises	Kaipara District Council is represented at quarterly meetings and exercises.		Sharon Bain	On-going quarterly
Internal relationships at KDC	Develop relationship with staff at Kaipara District Council	Participate in staff induction programme for Kaipara District Council staff as set up by HR Manager Work out of Kaipara offices 2 days a fortnight to develop relationship with KDC staff		Sharon Bain	Ongoing

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Activity name	Goal	How or what	Status Update	Lead	Timeframe
Meetings reporting	CDEM and CEG agendas/meetings	<p>Civil Defence officer submits Quarterly agenda item for CDEM and CEG meetings and is available to respond to questions from the floor</p> <p>The CEG/ CDEM reports are available on line for public viewing Executive team are aware of any issues likely to impact Kaipara.</p>		Sharon Bain	Quarterly

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

From: Tony Phipps - CEG Chair

Date: 23 August 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)
- Dr Virginia McLaughlin (Medical Officer of Health).
- Mr Myles Taylor (Northern Region Rural Fire Authority)
- Mr Russell Watson (Northland Lifelines Group)
- Department of Conservation (appointment to be advised)
- Mrs Claire Nyberg (Northland Welfare Advisory Group)

Controllers, recovery and local welfare managers:

Group Controllers:

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg

Local Controllers of 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)
- Aya Morris (FNDC)
- Paula Ulrich (WDC)
- Cindy Velthuisen (WDC)
- Darlene Lang (KDC)
- Michelle Nepia (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)