

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

AGENDA

TUESDAY 6 DECEMBER 2016 – 11:00AM

Northland Civil Defence Emergency Management Group "Resilient Communities Together"

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



**NORTHLAND
REGIONAL
COUNCIL**



**Far North
District Council**

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AGENDA

**FOR A MEETING TO BE HELD IN THE COUNCIL CHAMBER,
NORTHLAND REGIONAL COUNCIL, 36 WATER STREET, WHANGĀREI,
ON TUESDAY 6 DECEMBER 2016, COMMENCING AT 11.00AM**

MEMBERSHIP OF THE COMMITTEE

Cr R Stolwerk (NRC) Mayor Sheryl Mai (WDC)
Cr J Larsen (KDC) Cr C Kitchen (FNDC)
Superintendent R Le Prou (Police) Mr K Gregory, Asst National Commander (NZFS)

Observer Status: Mr J Titmus (MCDEM)

AGENDA

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**TITLE: Appointment of Northland Civil Defence
Emergency Management Group Chairperson**

From: Graeme MacDonald, Civil Defence Emergency Management
Manager

Date: 22 November 2016

Purpose

The purpose of this report is to set out the process for the appointment of the CDEM Group chair and deputy chairperson appointments.

Report

The meeting Secretary will call for nominations for election to the office of Chairperson and deputy chair pursuant to Clause 25(2) and (3) of Schedule 7 to the Local Government Act 2002.

A proposer and seconder will be required for each nomination. Any nomination that is proposed but not seconded, will be deemed to have lapsed.

If only one nomination is received, that person will be declared to be elected.

Should more than one nomination be received, the Committee will be called upon to decide which of two systems of voting is to be used to make the appointment.

These voting systems are specified in Clause 25 of Schedule 7 to the Local Government Act, are as follows:

System A—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

- (i) there is only 1 round of voting; and
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Once elected, the Chairperson will assume the chair from the Meeting Secretary and preside over the remainder of the meeting.

Recommendations

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

TITLE: Confirmation of Minutes – 6 September 2016

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Date: 17 November 2016

Report

The purpose of this report is to present the unconfirmed minutes of the Northland Civil Defence Emergency Management Group meeting held on 6 September 2016. It concludes with the recommendation that the minutes are confirmed as a true and correct record.

The minutes are **attached**.

Recommendation

-
1. That the minutes of the Northland Civil Defence Emergency Management Group meeting held on 6 September 2016 be confirmed as a true and correct record.
-

Northland Civil Defence Emergency Management Group

Minutes of the Northland Civil Defence Emergency Management Group Meeting
held in the Council Chambers, Northland Regional Council,
36 Water Street, Whangārei on
Tuesday 6 September 2016, commencing at 11.00 am

Present:

Far North District Council – Cr C Kitchen (Chairman)
Whangarei District Council – Cr J Williamson
Northland Regional Council – Cr P Dimery
Kaipara District Council – Mr P Winder, Commissioner
NZ Police – Supt. R Le Prou
NZ Fire Service – Mr B Mosby (alternative)

Observer:

MCDEM – Mr J Titmus

Also Present:

Northland Regional Council – Mr T Phipps
Northland Regional Council – Mr G MacDonald
Northland Regional Council – Ms T Capp (minutes)
Northland Regional Council – Mr M Soljak
Northland Regional Council – Ms Kim Abbott
Far North District Council – Mr B Hutchinson
Far North District Council – Ms A Houngh-Lee
Whangarei District Council – Ms V Randall
Kaipara District Council – Ms S Douglas
New Zealand Defence Force – Lt Cdr M TeKani
New Zealand Defence Force – Lt Cdr P Dawson

Apologies

Moved (Mosby/Kitchen)

That the apology from Mr K Gregory for non-attendance be received.

Carried

Declaration of Conflict of Interest

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

1. Confirmation of minutes – 7 June 2016

Moved (Le Prou/Williamson)

1. That the minutes of the Northland Civil Defence Emergency Management Group meeting held on 7 June 2016 be confirmed as a true and correct record.

Carried

2. Exercise Tangaroa 2016

Report from Shona Morgan, Emergency Management Officer Community Resilience, dated 21 August 2016.

Moved (Dimery/Winder)

1. That the report 'Exercise Tangaroa 2016' by Shona Morgan, dated 21 August 2016, be received.

Carried

3. Ministry of Civil Defence Emergency Management Work Programme update

Report from Graeme MacDonald, CDEM Manager dated 20 August 2016.

Moved (Winder/Dimery)

1. That the report 'MCDEM Work Plan update' by Graeme MacDonald, dated 20 August 2016, be received.

Carried

4. Coordinating Executive Group Chairs Report

Report from Tony Phipps, CEG Chair and Group Controller, dated 20 August 2016.

Moved (Winder/Le Prou)

1. That the report 'Coordinating Executive Group Chairs report' by Tony Phipps, dated 20 August 2016, be received.

Carried

5. Professional Development and Training

Report from Kim Abbott, Emergency Management Officer, dated 19 August 2016.

Moved (Mosby/Williamson)

1. That the report 'Professional Development and Training' by Kim Abbott, dated 19 August 2016, be received.

Carried

6. Emergency Management Information System (EMIS) Update

Report from Victoria Randall, Emergency Management Officer Whangārei District, dated 9 August 2016.

Moved (Winder/Williamson)

1. That the report 'Emergency Management Information System update' by Victoria Randall, dated 9 August 2016, be received.

Carried

7. Northland Lifelines Group Exercise

Report from Simon Weston, WDC Group Manager Infrastructure & Services and Lifelines Utility Group Chair, dated 19 August 2016.

Moved (Williamson/Dimery)

1. That the report 'Northland Lifelines Group Exercise' by Simon Weston dated 19 August 2016, be received.

Carried

8. Welfare Coordination Group update

Report from Claire Nyberg-, Welfare Coordination Group Chair, dated 16 August 2016.

Moved (Le Prou/Williamson)

1. That the report 'Welfare Coordination Group update' by Claire Nyberg, Welfare Coordination Group Chair, dated 16 August 2016, be received.

Carried

9. Community Resilience

Report from Shona Morgan, Emergency Management Officer- Community Resilience, dated 18 August 2016.

Moved (Williamson/Le Prou)

1. That the report 'Community Resilience' by Shona Morgan, dated 18 August 2016, be received.

Carried

10. Public Information Management (PIM) update

Report from Murray Soljak, Public Information Project Officer and Susan Botting, Public Information Officer, dated 11 August 2016.

Moved (Mosby/Williamson)

1. That the report 'Public Information Management (PIM) Update' by Murray Soljak and Susan Botting, dated 11 August 2016, be received.

Carried

11. CDEM Group funding

Report from Graeme MacDonald, CDEM Manager, dated 16 August 2016.

Moved (Winder/Le Prou)

1. That the report 'CDEM Group funding' by Graeme MacDonald, dated 16 August 2016, be received.
2. That an update on the progress of the amendments to the Civil Defence Emergency Management Act relating to Recovery be provided to the next meeting with a recommendation regarding the establishment of a Group Recovery Manager for Northland.

Carried

12. Work Programme

Report from Graeme MacDonald, CDEM Manager, dated 20 August 2016.

Moved (Winder/Dimery)

1. That the report 'Work Programme and Attachment' by Graeme MacDonald, dated 20 August 2016, be received.

Carried

13. Youth in Emergency Services (YES) Programmes

Report from Shona Morgan, Emergency Management Officer- Community Resilience, dated 1 August 2016.

Moved (Williamson/Le Prou)

1. That the report 'Youth in Emergency Services (YES) Programmes' by Shona Morgan, dated 1 August 2016, be received.

Carried

14. Far North District Council update

Report from Bill Hutchinson, Civil Defence Team Leader Far North District, dated 15 August 2016.

Moved (Dimery/Le Prou)

1. That the report 'Far North District Council update' by Bill Hutchinson, dated 15 August 2016, be received.

Carried

15. Whangarei District Council update

Report from Victoria Randall, Civil Defence Emergency Management Officer – Whangārei District, dated 9 August 2016.

Moved (Williamson/Mosby)

1. That the report 'Whangarei District Council update' by Victoria Randall, dated 9 August 2016, be received.

Carried

16. Kaipara District Council Update

Report from Sharon Douglas, Civil Defence Emergency Management Officer – Kaipara District, dated 18 August 2016.

Moved (Le Prou/Winder)

1. That the report 'Kaipara District Council update' by Sharon Douglas, dated 18 August 2016, be received.

Carried

17. Continuation of CDEM Group during or after local body elections

Report from Graeme MacDonald, CDEM Manager, dated 20 August 2016.

Moved (Winder/Le Prou)

1. That the report 'Continuation of CDEM Group during or after local body elections' by Graeme MacDonald, dated 20 August 2016, be received.

Carried

18. Membership of the CDEM Group, CEG and key appointments

Report from Tony Phipps, CEG Chair, dated 23 August 2016.

Moved (Williamson/Dimery)

1. That the report 'Membership of the CEG/CDEM Group and key appointments' from Tony Phipps, CEG Chair dated 23 August 2016, be received.

Carried

Actions/Notes

Secretarial Note

Lieutenant Commander Pitiera Dawson- Royal New Zealand Navy was introduced to those present. He will represent the New Zealand Defence Force in place of Lieutenant Commander Mark Te Kani in the future.

Moved (Kitchen/Dimery)

It was agreed that a card would be sent to Nikki Kaye- Minister of Civil Defence, from the Northland CDEM Group.

Carried

Item 14.0- Far North District Council update

Sincere appreciation and thanks to Joe Camuso- Northland Regional Council for the time he spent with visiting AUT students recently.

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, Whangārei on Tuesday 6 December 2016 commencing at 11.00am.

Conclusion

The meeting closed at 12.15pm.

TITLE: **Presentation – Fuel Supply Plans**

From: Lisa Roberts, Project Manager Northland Lifelines Group

Date: 11 November 2016

Introduction

Ms Lisa Roberts, Project Manager for the Northland Lifelines Utility Group and National Lifelines Council member will provide an overview of the Fuel Supply Plans from a national and regional level.

Recommendation

-
1. That the presentation 'Fuel Supply Plans' by Lisa Roberts be received.
-

TITLE: MCDEM Work Plan Update

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Date: 20 November 2016

Introduction

Up until the most recent meeting in September the Ministry of Civil Defence & Emergency Management provided a monthly written update which was provided in this agenda for the information of the group members. Although the Ministry continue to provide a monthly update the Director has advised that the document is confidential and should not be included into agendas.

The MCDEM Senior Regional Emergency Advisor for the Northland region will provide an update on an alternative means to provide the same level of information to the group that has been provided in the past.

Recommendation

-
1. That the report 'MCDEM Work Plan update' by Graeme MacDonald dated 20 November 2016, be received.
-

TITLE: Tsunami Warning - Kaikoura Earthquake

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Date: 17 November 2016

Introduction

The purpose of this report is to provide an overview of the initial response to the Kaikoura earthquake by the Northland Civil Defence Emergency Management Group. The sequence of events outlined below is a timeline for the critical notifications and actions in Northland.

Timeline of events

At 12.02 am on Monday 14 November 2016 an earthquake occurred northeast of Culverdon, in the South Island. Strong to severe shaking was felt throughout New Zealand and lasted for over two minutes in some locations.

At 12.17 am the Pacific Tsunami Warning Centre (PTWC) issued an information statement advising an earthquake of a preliminary magnitude 7.4 had occurred in the South Island at 1103 (UTC) (1203 am NZST). The PTWC advised that based on all the available data that No Tsunami threat was evident.

At 12.24 am the Ministry of Civil Defence & Emergency Management issued a text and email via the National Warning System (NWS) - National Earthquake Advisory magnitude 6.6 earthquake 20 km south-east of Hamner Springs. This notification advised of the earthquake event. No mention was made of a tsunami. (Inland earthquakes generally do not generate tsunami).

At 12.40 am MCDEM via the NWS issued a Tsunami Advisory stating that the Pacific Tsunami Warning Centre (PTWC) had issued a Tsunami Information Statement in response to the magnitude 6.6 earthquake. The message advised that "Only messages issued by MCDEM represent the official warning status for New Zealand. MCDEM had assessed the information with the assistance of scientific advisors. Based on current information, the initial assessment is that the earthquake is unlikely to have caused a tsunami that will pose a threat to New Zealand."

At 12.48 am the No threat information was posted to the Northland Facebook page by the Duty Officer, which is standard operating procedure when events of this scale and magnitude occur.

At 12.54 am the PTWC issued a second information statement advising that an earthquake with a preliminary magnitude 7.9 had occurred in the South Island and that a drawdown of 2.5 meters was observed at the Kaikoura tide station.

At 1.00 am (date stamped 0050 hrs) MCDEM via the NWS issued a National Warning: Tsunami Threat No 1, for all southern coastal areas of New Zealand advising that a tsunami is possible. (Parameters of the earthquake were still at magnitude 6.6 and south east of Hamner Springs). The information was forwarded to the pre-determined distribution text and email lists at 1.17 am and 1.20 am respectively.

At 1.29 am (time stamped 0125 hrs) MCDEM via the NWS issued National Warning: Tsunami Threat No 2 – “Imminent Threat for Eastern coast of North and South Island including the Chatham Islands. It may arrive in the Eastern Coast of the North Island shortly. Move inland or to higher ground immediately.”

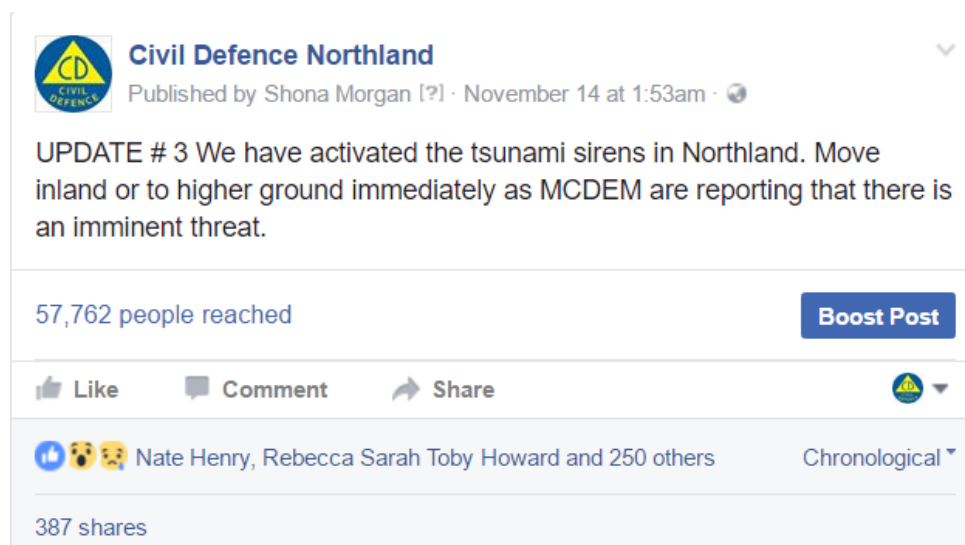
Procedures were commenced to activate the Northland Tsunami Siren network and advise key staff, stakeholders and to ensure that public messaging was in place to advise of actions to be taken. (i.e. Evacuations)

At 1.36 am call to WDC Officer to commence activation of Northland wide tsunami siren network.

At 1.39 am Update # 2 was posted to Civil Defence Northland Facebook page. “The Ministry have now included the eastern coast of the North and South Island in their tsunami warning. Move inland or to higher ground immediately.” This Facebook post received 15,406

At 1.46 am Top Energy and Northpower both activated the Northland tsunami siren network. (See attached map for locations of sirens). Seventeen minutes elapsed from receipt of MCDEM NWS message Tsunami Imminent notification to activation of the Northland tsunami siren network.

Regular updates were made to the Northland Civil Defence Facebook page. This Facebook post at 1.53 am received 57,762 views.



At 1.53 am MCDEM advised that a National Controllers Teleconference would be held at 2.30 am.

Police and Fire Service were activated. Both agencies responded to commence evacuations. NZ Refinery also commenced evacuation procedures.

At 2.01 am (time stamped 0200 hrs) MCDEM issued a Tsunami Threat National Warning: Tsunami Threat #3 Hamner Springs Earthquake and Tsunami Marine and Land Threat . The warning issued covered all of the eastern coast of the North Island and all of the east coast of the South Island including Chatham Islands. It contained confirmation that a tsunami was

generated with activity being detected in the areas around Kaikoura and waves were detected on the Geonet Tsunami Gauges.

At 2.20 am (time stamped 0215 hrs) MCDEM issued a National Warning: Tsunami #4 – Threat to Marine and Land Areas warning of a land threat from the East Cape to Southland including Wellington and the Chatham Islands. There is a beach and marine threat for the remainder of New Zealand.”

Effectively Northlands coastline was removed from the threat area.

All Northland personnel responding to the tsunami warning information were advised of the change in warning information.

NZ Refinery, Police and Fire Service were all immediately advised in the change of warning information for the region, the Northland Tsunami Siren Network was turned off, the change in threat information immediately posted to Facebook and via the Hazard app. The Facebook page was continually updated through-out the day with the relevant information for the Northland region until the final cancellation notice as issued.

Hazard app

The Hazard app was used in Northland for the first time operational. There had been criticism about the lack of use during the 2 September event. The first message was sent at 1.55 am: “Sirens activated, move inland or to higher ground”. The second message at 2.55 am: “Marine and beach threat only for Northland, sirens switched off.” “Third message at 6.25 am: marine and beach threat lifted for Northland region.”

Facebook

The Northland Civil Defence Facebook page was used to provide nine updates between 12.45 am and 3.08 pm. It was successfully managed by four individuals in the Civil Defence team in that time. For **each post**, the number of people reached ranged between 4000 and 57,700 people. A total of 618 people posted comments on the page, some of which were highly appreciate of our updates (with issues about hearing tsunami sirens being the other main topic). A number of other contacts via phone and email to mailroom (again some tsunami related but also one overseas parent looking for a tourist who was out of contact).

Summary

The response to this event was coordinated initially by personnel who were located remotely; either at home or from a hotel in Hamilton where two staff were attending the residential phase of the Controllers Course. Once sufficient staff had been engaged and timeframes permitted the Group ECC was activated at the Regional Council.

Exercise Tangaroa and the 2 September tsunami warning both highlighted areas for improvement or change in the manner in which the Northland CDEM Group and other agencies respond to a near source tsunami. Learnings from both were taken forward into this response, particularly around the early notifications of the threat, early decision making on activation of the tsunami siren network, and ensuring that all avenues were used for distribution of information i.e. Hazard app, Facebook.

Feedback has been received about the efficacy of the tsunami siren network, particularly on coverage (where a number of comments have been received about the inability to clearly hear

the siren) and from a number who were or are still unfamiliar with the tone of the siren (comments about the siren being like a car or house alarm).

The Coordinating Executive Group is reviewing the matters raised, particularly tsunami siren coverage in the coastal areas.

Consideration is also being given to the matters associated with the tsunami warnings and response including Community Response Plans, Public Education Messages, Public Signage and the manner in which tsunami inundation maps are made available to communities.

The CEG is reviewing the available funding to support the further installation of tsunami sirens across the region. Whangarei and Far North District councils have some funding available and the CEG is considering group funding. An update on the outcome will be provided at the next group meeting.

Recommendation

1. That the report 'Tsunami warning – Kaikoura Earthquake' by Graeme MacDonald, Civil Defence Emergency Management Manager dated 17 November 2016, be received.
-

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

From: Tony Phipps - CEG Chair

Date: 11 November 2016

Introduction

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 Rick Stolwerk (NRC)
- Mayor Sheryl Mai (WDC)
- Cr Colin Kitchen (FNDC)
- Cr J Larsen (KDC)
- Mr Kerry 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)

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)
- John Burt (KDC)

Recommendation

1. That the report 'Members of the CEG/CDEM Group and key appointments' from Tony Phipps, CEG Chair, dated 11 November 2016 be received.
-

TITLE: Coordinating Executive Group Chairs report**From:** Tony Phipps, CEG Chair and Group Controller**Date:** 19 November 2016**Introduction**

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

Warnings and activations

Date	Event	CDEM Action
1 & 2 October	Weather watch – thunderstorms possibility of 40 to 60mm in 12 hrs.	Monitored
5 & 6 October	Weather watch – thunderstorms and westerly gales	Monitored
6 November	Weather watch – thunderstorms and heavy rain	Monitored

Kaikoura Earthquake and tsunami warning for NZ

Details of the Northland response to this event are contained in a separate agenda item.

During the national and regional response various requests were made for support staff. A total of 4 Northland CDEM personnel were provided, Kim Abbott filled the role of Welfare Manager at the Canterbury Group EOC for 5 days, Victoria Randall as the Operations Manager for the Red Cross in Christchurch for 5 days, Susan Botting in a Public Information and Media role at the NCMC for 4 days and Shona Morgan in a Welfare role at the NCMC for 4 days.

The ongoing response also required constant, daily involvement in teleconferences for the Group Controller.

Given the nature of the earthquake and the GNS forecast, or scenario predications of how the ongoing earthquake sequence might unfold it was imperative that sufficient staff were available in the region to respond if necessary.

Japan Tsunami

On 22 November at 10.03 am a magnitude 7.6 earthquake occurred near the east coast of Honshu in Japan. A small near source tsunami was generated by the earthquake. MCDEM via the National Warning System advised in a Tsunami Advisory at 10.28 am that there was no threat to New Zealand.

Resilience Fund

At the last CDEM Group meeting it was advised that changes had been made at a national level in the manner in which the National CDEM Resilience Fund is to be 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.

Applications for the 2016/17 year closed in late October. There were 27 applications with a total value of \$2,230,110 for a fund of \$889,000. On 21 October MCDEM asked CDEM Groups to provide to them by 2 November feedback on the individual applications. Feedback was provided by Northland with the general observation that "Northland has over a long period of time held the view that funding should be provided to those projects that are a priority at the territorial local authority and Group level and not to larger national level projects that rightfully should be funded by MCDEM in their work programme. Northland would like to see a return to providing funding to Groups who have identified weaknesses, as an example, several applications in this round relate to the Lifelines sector (probably highlighted in Monitoring and Evaluation Reports), rather than large projects that are perceived to have national level benefits."

Northland submitted three applications;

2017/10	Practical Tools for CDEM Welfare (Second Year) (pdf 1.2mb)	Northland CDEM Group	\$40,000
2017/11	Fostering Community Engagement (pdf 305kb)	Northland CDEM Group	\$35,200
2017/12	Recovery Framework Implementation (pdf 246kb)	Northland CDEM Group	\$40,000

The panel considered the applications on 7 November, to date no formal announcement has been made on the outcomes.

Youth Development and Youth and Emergency Services (YES)

Earlier in the year the Minister for Civil Defence announced new funding to achieve the following objectives nationally;

- Improving participant's capability and resilience through the completion of a youth development opportunity;
- Improving participants personal, social and decision-making skills through completion of a youth development opportunity; and
- Delivering youth development opportunities targeted at young people from disadvantaged backgrounds.

As part of this project the Northland Youth Trust will be working with young offenders who are currently mentored by the NZ Police. These young people will be engage in training and mentoring from experts in civil defence, and will then take key points into consideration to create 2 short video clips about civil defence emergency procedures.

With support from film industry professionals and mentors, youth will be guided in the video making process. \$5000 has been awarded from the national fund for this project.

Meetings, Working Parties and engagement

Event	Attendees	Date
Exercise Tangaroa – Days 2 & 3	CDEM Team	14, 28 September
AUT Leadership Training	Shona Morgan, Claire Nyberg	6,7,8 September, Auckland
Civil Defence Officers meeting (Northland CDEM Group)	Civil Defence Officers in region and MCDEM REMA.	September, October
Exercise Rauora II	Graeme MacDonald, Shona Morgan, Claire Nyberg, Murray Soljak, Susan Botting	5 October
Emergency Services Coordinating Committee Meeting	Graeme MacDonald, Claire Nyberg, Sharon Douglas, Bill Hutchinson	7 October
Resilience Fund – Welfare Working Party Meeting	Claire Nyberg	10 October, Auckland
Exercise Tangaroa – Regional Debrief	CDEM Team and stakeholders	10 October
National Exercise Tangaroa Steering Group Meeting (MCDEM Wellington)	Graeme MacDonald	12 October
CYS Coordination Meeting	Shona Morgan, Kim Abbott	12 October
Exercise Tangaroa Evaluators Teleconference	Graeme MacDonald, Shona Morgan	14 October
National EMIS User Group meeting	Victoria Randall	15 October
Bay of Island Annual Cruise Ship Meeting	Shona Morgan	21 October, Paihia
NRC Councilors Induction	Graeme MacDonald, Victoria Randall, Shona Morgan, Murray Soljak, Susan Botting	28 October
Metservice Reference Group (NZTA Wellington)	Graeme MacDonald	16 November (Postponed)
CDEM Controllers Development Programme (Residential Phase)	Bill Hutchinson, Shona Morgan	14 to 19 November
CEG Chairs and Controllers meeting (MCDEM Wellington)	Tony Phipps	Scheduled 7 December
Recovery Managers Workshop, Wellington	Graeme MacDonald	25 November (Postponed)
CDEM Development Workshop (Paihia)	Civil Defence Officers	30 November and 1 December
National Tsunami Working Group (MCDEM Wellington)	Graeme MacDonald	15, 16 November (Postponed)
Group Welfare Managers Forum	Claire Nyberg, Kim Abbott	8th & 9th November, Tauranga
Welfare Coordination Group Meeting	CDEM team	4 November

Psychosocial Coordination Meeting	CDEM Team	4 November
Civil Defence Centre - Volunteer Training	Claire Nyberg, Victoria Randall, Susan Botting, Tegan Capp	26 November
Rural Support Trust AGM	Claire Nyberg	29 November
CDEM Development Workshop (Paihia)	Civil Defence Officers	30 November and 1 December

The above table outlines engagements and activities undertaken over the past three months.

Recommendation

1. That the report 'Coordinating Executive Group Chairs report' by Tony Phipps dated 19 November 2016, be received.
-

TITLE: Exercise Tangaroa Evaluation Report and Outcomes

From: Shona Morgan – Community Resilience Coordinator

Date: 10 November 2016

Introduction

The purpose of this report is to provide an overview of Exercise Tangaroa including the evaluation process, lessons learned and outcomes to be incorporated into the Northland CDEM Workplan.

The Exercise

Exercise Tangaroa 2016 was based on a regional source tsunami that impacted the entire New Zealand coastline. The aim of the exercise was to test New Zealand's arrangements for preparing for, responding to and recovering from a national tsunami impact. The exercise was led by the Ministry of Civil Defence & Emergency Management (MCDEM) and supported by all 16 CDEM groups, central government agencies, emergency services, lifeline utilities and other agencies and organisations as appropriate.

While national objectives were provided, Northland CDEM developed objectives specific to the region (presented in the September Exercise Tangaroa agenda item). A large amount of work was completed during the preparation phase of the exercise. An outline of this work is attached at the end of this report.

The exercise was conducted over three days, each two weeks apart. Below is a table outlining the dates, timings and locations of the exercise in Northland.

	Day 1	Day 2	Day 3
Date	31 August 2016	14 September 2016	28 September 2016
Theme	Warning and impact: From initial notification through to tsunami impact.	Post impact: The day after impact. Response elements with a welfare focus.	Recovery: Two weeks after impact. Early elements of recovery.
Exercise type	Full scale: Activation of GECC and EOC's Group – NRC Offices, Whangarei. WDC – Council Chambers Forum North, Whangarei FNDC – Council Chambers, Kaikohe KDC - Dargaville	Table top: Discussion exercise as a Group and across districts including partner agencies and MCDEM.	Table top: Discussion exercise as a Group and across districts including partner agencies and MCDEM.
Phase length	1 full day (extended hours) 8am – 6pm (or any time in between)	1 full day (business hours)	1 full day (business hours)

	If required, exercise activities can take place outside of the three main days of exercise play, for example, if a Group wishes to exercise other activities, such as a Community Response Plan, this can be done on any day that suits between 31 August and 14 September 2016.		
Exercise time	Played in real-time and there will be no compression of timelines or artificial times/dates for this phase of exercise play.	Played in real time, but for exercise purposes it will be the day after the tsunami impact (i.e. notionally 1 September 2016).	Played in real time, but for exercise purposes it will be notionally two weeks after the tsunami's impact (i.e. notionally 14 September 2016).

Day 1 – The focus of Day 1 (31 August) for Northland CDEM Group was around public alerting, testing the warning plan and tsunami plans, using KOBO software for rapid impact assessments, setting up the Group Emergency Coordinating Centre, and setting up/using an EMIS event site. EOC's were set up at each of the district councils and were operating at various activation levels. The Northland GECC was fully activated.

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

Day 3 – A recovery workshop was held on Day 3 (28 September) in conjunction with Whangarei District Council (WDC). This involved a handover from the WDC local controller to the local recovery manager, action planning, a discussion around setting up a recovery office and recovery structure suitable for Northland. Short, medium and long term goals for recovering from a large scale event were considered.

Debrief process

At the group level, a hot debrief was held in the GECC where all participants were asked to provide feedback on the challenges and successes of Day 1. Overall they day was seen as a worthwhile experience and a good opportunity to increase awareness and relationships across council. A cold debrief was held on 14 October involving all CDEM staff and some external agencies such as emergency services and lifelines representatives. The information gathered from both debrief processes has been collected and forms the basis of the outcomes in this report.

At the local level, debriefs at the conclusion of Day 1 were held at each of the EOC's. An opportunity was later provided for this information to be shared at the group debrief.

Evaluation process

Evaluation forms for each day of the exercise were provided by MCDEM. The forms focused on the national objectives and KPI's and included sections on lifelines, welfare and business continuity. These were completed online and submitted via survey monkey.

Northland CDEM also submitted additional evaluation forms relevant to the regional objectives and KPI's as well as information regarding the preparedness work carried out before the exercise commenced.

Recommendations

Overall the exercise was extremely valuable. It was a great opportunity to cement some of the existing inter-agency relationships already in place, as well as develop relationships with new agencies and organisations. There was a large amount of work required to carry out an exercise of this size and while staff were pushed to their limits at times, there were definite benefits to completing such a large volume of work.

The following are recommendations for the Northland CDEM group to consider when developing future work programmes:

Challenge	Improvement	Task
Lack of trained staff in GECC to perform CIMS roles and other tasks	Functional EOC training	Delivery EOC training to selected NRC staff including CIMS (or refresher training) as appropriate.
Lack of opportunities for staff to gain experience from events and not being included in exercises	Provide opportunities for staff to be involved in exercise activities and training programmes	Develop an exercise programme for the Northland region incorporating district councils and stakeholders as appropriate
Difficulty entering all information into EMIS in a timely manner	Have a dedicated EMIS team who can specialise in entering and processing information	Identify specific staff and train them to input information into EMIS
Speed up warning and alerting phase for near source tsunami	Develop a process to be used in a near source tsunami including actions that can and cannot be performed by the duty officer	Develop SOP for this process
Lack of admin support and outdated equipment in the GECC e.g. forms and printers	Review all GECC material	Update processes and equipment as appropriate
Insufficient staff to perform all tasks required in the GECC and continue with business as usual	Consider business continuity arrangements within CDEM and councils core business	Develop business continuity plan for Northland CDEM which aligns with existing NRC plans
Lack of knowledge and understanding about the national fuel plan and how this would impact on lifelines function during a response and recovery	Improve awareness about the national fuel plan within the lifelines agencies	Distribute and discuss the national fuel plan at regular lifelines meetings held in Northland
Not enough clarity about the PIM role and how this will work regionally	Better liaison between PIM functions across the region	Provide training and exercising opportunities to PIM staff at the local and regional level,

		including external agencies where required
Lack of trained recovery staff at the regional level who would be able to commit the time and resources required to fulfil the role	Provide additional resource to support the recovery function and to align with recent legislative changes regarding recovery arrangements	Appoint a regional recovery manager in a business as usual role
Long wait time (45 minutes) between the earthquake occurring and receiving the first warning message from MCDEM through the national warning system	Speed up the alerting process allowing faster distribution of the initial Pacific Tsunami Warning Centre (PTWC) message	Align the regional SOP with the National Warning Plan to include specific criteria for distributing PTWC messages ahead of MCDEM messages

Preparedness Activities

Exercise Tangaroa 2016	
Northland preparedness planning and pre-exercise activities	
<p>Northland CDEM</p> <ul style="list-style-type: none"> - Presentation to Dialysis patients about preparedness and tsunami hazards/warnings etc - 2 x Exercise Tangaroa Planning meetings with TLA's, lifelines and emergency services - Training and orientation of EMIS with Northland DHB - Evacuation meeting/workshop to discuss tsunami processes - Meetings to discuss welfare and planning for Day 2 - Meetings to discuss recovery and planning for Day 3 - Coordinate welfare training for local welfare managers and support officers - Briefed governance and elected members on delegation and declaration process at Mayoral Forum - Review of the regional Tsunami Inundation Mapping by GNS (\$60,000) - Review Tsunami Plan - Review Warnings Plan - Review Maritime Tsunami Response Plan 	

- Attend various writers and steering group meetings to plan exercise regionally and nationally

Public Information Management

- Met with PIM representatives from Top Energy, Northpower, Northland DHB, NZ Police, Refining NZ and the three district councils to discuss the PIM function and role during a major event
- Creation of PIM distribution lists for use in a major event
- Developed of media release templates for warnings and major events
- Contributed to the communication plan for the exercise

Public Education

- Visited 5 primary schools in Whangarei and Kaipara districts carrying out evacuation drills to over 1200 students and staff
- Household emergency plans were distributed to students, further involving the wider community.
- Promotion of the Red Cross Hazard app to teachers and community member's phones with flyers taken home for parents.
- Local tsunami evacuation maps were provided, links were made with local community response groups, local tsunami siren locations were highlighted.

Far North District Council

- Attendance at meetings and input into Group Exercise Work plan
- Briefing to FNDC Senior Management Team on National Exercise Plan, CDEM Act and Declarations
- Briefing to elected members on roles and responsibilities of elected members and the declaration process
- In-house Kobo toolbox training.
- In-house meetings with GIS staff regarding tsunami hazard mapping
- Review of Local Operational Procedures
- Review of Tsunami Alarm Activation Process
- Public education surrounding tsunami hazard in schools
- Review of EOC IT equipment
- Liaison with community groups to participate in the exercise
- Review of Building Inspectors Rapid Assessment process

Kaipara District Council

- Annual Exercise – Kermedec – to test KDC EOC set up and function
- 2 x Exercise Tangaroa planning meetings with CDEM Group
- Met with Pouto Community Response Group (3 times) to discuss and plan for tsunami event
- Met with Mangawhai Campground Operations regarding tsunami preparedness
- Tsunami evacuation drill with Mangawhai Beach School – 400 students and staff, including full debrief of the process
- Combined exercise with Ruawai Community Response Group and Fire Brigade – evacuation planning
- Multi agency evacuation planning meeting
- Rapid Impact Assessment Training – Kobo Toolbox
- Customer Services, Operations and Welfare team training
- PIM Training

Whangarei District Council

- Planning meetings for Days 1, 2 & 3
- Evacuation workshop
- Review of WDC Warning Plan
- Review of WDC CBD Evacuation Plan
- Review of WDC EOP Tsunami Plan
- Visit WBHS – Hazard, disaster response and tsunami presentation
- Tsunami evacuation drill with four primary schools – Ngunguru, One Tree Point, Ruakaka and Whananaki
- Gather information around tsunami maps and population numbers within zones
- Rapid Impact Assessment Training – Kobo Toolbox
- Exercise Controllers workshop – who does what?
- Functional training for Planning and Intel EOC staff
- Meeting with Fire Service to discuss Day 1 actions and activities
- EMIS training – ongoing for all agencies across Northland

Recommendation

1. That the report 'Exercise Tangaroa Evaluation Report and Outcomes' from Shona Morgan, Community Resilience Coordinator, dated 10 November 2016 be received.
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**ISSUE: Emergency Management Information System
 (EMIS) Update**

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

Date: 7 November 2016

Introduction

This report is to provide an update on the Emergency Management Information System (EMIS) nationally and regionally in the last three months and an overview of the completed Northland EMIS Implementation Project over the last 18 months.

National

The National EMIS User Group met on 27-28 October in Wellington to discuss the development of EMIS version 3.0 and answer some of the questions raised from feedback on the Official EMIS Requirements documents. The Central Agencies Shared Services Project Team held workshops over the two days. A representative from the Ministry of Health also joined the group to discuss system similarities moving forward of the two EMIS Sites (Health and CDEM) and how they can work together better.

A representative from the Northland CDEM Group was unable to attend the meeting but comprehensive feedback from Northland was included in the meeting on the following Version 3.0 topics:

- Layout of the new system
- Alerting tools and set up
- Detailed content on a number of EMIS core components, including resources

The decisions from the workshops can be given in a verbal update.

Lower level improvements and enhancements to the current system were also discussed and approved to maintain use for the next 12 months.

The National EMIS Governance Group met on 18 November. A verbal update can be given

Regionally

The Northland EMIS Implementation Plan has been completed to date. Over the last 18 months the EMIS Implementation plan has been completed, including user training, exercises and management and upkeep of the sites. The completed project plan is attached.

Mini desktop exercises will continue to be sent out each month to users, until a new training programme for EMIS version 3.0 is released.

Key Operational Tasks	Participants	Timeframes	Resource Requirements	Location	Dates	Complete / Ongoing
EMIS Super user training on new site	All current super users x 13	Late April 1 session 2-3 hours	Trainer for super users – MCDEM or other EMIS trainer Coordinator for Training Super user manuals and training manuals / PowerPoints Training room and IT equipment, projector	NRC	- April 29 2015 Superusers – led by Victoria Randall – 28 th Sept 2015	Completed
EMIS Introduction Refresher Training on new site	WDC, FNDC, KDC, NRC staff Emergency services, Lifelines, WCG	Approx. 213 existing EMIS users 13-15 per session max 17 sessions, 1-2 per month from May 2015 2 hours	Super users as coordinators Trainers – Victoria Randall - lead +1 superuser to assist Training room, IT equipment, projector, quick reference guide, super user manuals and trainer(s)	WDC, FNDC, KDC, NRC, Refining NZ training rooms	2015 - 2016	Completed
New EMIS User Introduction Training	WDC, KDC, FNDC, NRC, Lifelines, emergency services, WCG	Start July 2015 Deliver as required	Trainer(s) Victoria Randall – lead +1 Superuser to assist	WDC, FNDC, KDC, NRC, Refiningnz	2015-2016	Completed

Key Operational Tasks	Participants	Timeframes	Resource Requirements	Location	Dates	Completed / Ongoing
EMIS Exercises	WDC, FNDC, KDC, NRC staff Emergency services, Lifelines, WCG	Incorporated over next 18 months	Exercise coordinators / control Super users to assist during exercises IT equipment	Various	Lifelines August 4 th 2015 WDC 30 th Nov 2015 KDC 20 th May 2015 / May 2016 Exercise Tangaroa – 31 st Aug 2016, 14 th Sept 2016	Completed / ongoing into 2017
Ongoing desktop mini exercises	All registered EMIS users	To begin August 2015 onwards 1 per month to all registered users to complete	Sharon Dalbeth Creator and coordinator of 12 x mini desk top exercises and to monitor exercise completion Victoria Randall Creator and coordinator of - Training Calendar, workspaces and user instructions. Distribution of desk top exercises and updates	N/A	August 2015 September 2015 October 2015 November 2015 December 2015 <i>None in January</i> February 2016 March 2016 April 2016 May 2016 June 2016 July 2016 August 2016	Completed / Ongoing into 2017

Key Operational Tasks	Participants	Timeframes	Resource Requirements	Location	Dates	Completed / Ongoing
EMIS Functional Area Training	All registered EMIS Users	For users who have completed intro training only	Super users / Trainers who understand CIMS roles and responsibilities and EMIS work flows	TBC	Lifelines – 25 th May Emergency Services July 2015	Completed
Transfer CDEM Group Contacts into EMIS for back up and use with notifications	CDEM Staff	TBA	MCDEM EMIS staff support Kim Abbott Victoria Randall	N/A	TBA – may not be required	Not required yet
EMIS Notifications, Northland CDEM policy and use	Graeme Macdonald Victoria Randall	TBA	Graeme Macdonald Victoria Randall MCDEM / Whisper Notification Contract	N/A	TBA – May not be required	Not required yet
Information – plans and documents	Northland CDEM Team Lifelines	Decisions on what is to be saved into EMIS	Coordinator super user	N/A	Mid - 2016	Plans Complete
EMIS Mapping	Victoria Randall, Graeme MacDonald, Shona Morgan, Gail Yearbury-Murphy	April onwards	Mapping working group and NRC GIS	N/A	Completed by October 2015	Completed
EMIS Housekeeping and monitoring	All Northland super users	ongoing	Coordinator Super users – allocated tasks	N/A		Completed / Ongoing into 2017

Recommendation

1. That the report 'Emergency Management Information System (EMIS) Update' from Victoria Randall- Civil Defence Emergency Management Officer Whangarei District, dated 7 November 2016 be received.
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TITLE: Northland Lifelines Group**From:** Simon Weston, Lifelines Utility Group Chair**Date:** 16 November 2016**Introduction**

The Northland Lifelines Utility Group (NLG) is holding its regular quarterly meeting on 6 December. Members of the Northland Lifelines Utility Group also participated in Exercise Tangaroa and were actively involved in the early response to the tsunami warning on 14 November.

Discussion

The agenda for the next meeting includes:

- Establishing learnings from each organisation from participating in Exercise Tangaroa and a debrief of the outcomes
- A debrief on the response to the near source tsunami from the Kaikoura earthquake on 14 November 2016
- Briefing on the National Lifelines Conference which was attended by Lisa Roberts as the representative of the Northland Group.
- Revision and review of the Northland Air plan.
- Establishing timeframes and scope around projects set for next 12 months.

Recommendation

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1. That the report 'Lifelines Update' by Simon Weston dated 16 November 2016, be received.
-

TITLE: Welfare Coordination Group Update**From:** Claire Nyberg, Welfare Coordination Group Chair**Date:** 16 November 2016**Introduction**

This report provides an overview of Welfare Coordination Group (WCG) activities since the last WCG meeting held 4 November.

Discussion

The Welfare Coordination Group meeting was held on the 4 November and was attended by a number of agencies. Updates were given by agencies during the general meeting and a workshop followed to build on Exercise Rauora which was a police led exercise held in October. Attendees used Kobo, an international internet based data collection tool, to register fictional people who had been part of the mass rescue from a sinking cruise ship. Participants were able to register affected people with limited training using mobile devices. The use of Kobo in Northland for the collection of data is being developed.

As part of the workshop, WCG members were given the opportunity to put forward ideas and priorities for the 2017 work program which is under development.

Claire Nyberg and Kim Abbott attended the Group Welfare Managers forum in Tauranga in October. This forum was held over two days to enable enough time for presentations, updates from each of the 16 regions and workshops on Exercise Tangaroa welfare corrective actions. The updates from all 16 regions illustrated that good progress is occurring to implement the changes introduced last December but that collectively we are facing many of the same challenges such as:

- Engagement from some of the sub-function responsible agencies and supporting agencies
- Waiting for national direction/plans to be completed or starting without them
- How to engage the high number of people now required to staff the welfare function
- Elevating welfare in local councils to ensure the right level and right amount of engagement.

Ben Ingram from Taranaki gave a presentation on the 2015 floods and posed a very good question in regards to "do we provide welfare to meet people's survival needs or to make them comfortable?". It's the digestive biscuit versus the chocolate Tim Tam conundrum. This topic possibly needs further discussion so that nationally we are providing the same level of welfare during an emergency across the country. Also discussed was the supply of cigarettes and alcohol as part of dropping in resources to isolated households. By denying people their usual supplies will we be adding to their stress levels and decreasing their psychosocial recovery? A debate ensued with varying opinions.

Ben's presentation was followed by a presentation by Jessica Peterson from the Canterbury CDEM Group which was a heartfelt and honest look at psychosocial recovery in Christchurch. The presentation focused on what support was available and that funding for this support was starting to be with-drawn when some of the worst psychosocial affects were just beginning to manifest themselves in some demographics. Jessica warned us that one more event could push many people over the edge. Little did she know the full meaning of her words with another earthquake and tsunami evacuation occurring less under a week after she spoke.

Wayne Ricketts the National Animal Welfare Coordinator for the Ministry Primary Industries (MPI) gave an update on the Animal Welfare Sub-function. MPI are still in the process of awarding the contract to the winning tender. They envision that there will be 4 animal welfare coordinators to cover the 16 regions.

Claire Nyberg gave an update on the Practical Tools for CDEM welfare Management resilience fund application which Northland CDEM are administering on behalf of the other 16 regions. Twelve improvement activities were developed based on a phone survey undertaken of 15 of the CDEM Groups. A working party with representatives from Auckland Council, Emergency Management BOP, Horizons/Manawatu, Christchurch City and Nelson/Tasman reviewed and prioritised these improvement activities when they met in October. Brendan Morris, the consultant engaged to carry out the work, is now developing one page project briefs and work will commence shortly on the highest priority activities

The rest of the forum was given to working in groups on the Exercise Tangaroa welfare corrective actions as identified by the Group Welfare Managers prior to the forum. The outcomes identified will be collated and assist with the National Welfare work programme which is being developed for 2017.

Graeme MacDonald attended the second workshop for the registration and needs assessment project. The process developed during the first workshop was refined by participants and it was agreed that civil defence will be responsible for carrying out rapid welfare needs assessments but that more detailed needs assessments would be carried out by the agencies responsible for their sub-functions using their own systems.

A Civil Defence Centre training workshop was held on the 26th November in Onerahi with a number of participants attending to learn how to work within a Civil Defence Centre. A verbal update can be given.

Kim Abbott was deployed to the Kaikoura Earthquake response as Group Welfare Manger in the Canterbury Emergency Coordination Centre. A verbal update can be given.

Recommendation

1. That the report 'Welfare Coordination Group update by Claire Nyberg dated 16 November 2016, be received.
-

TITLE: Community Resilience**From:** Shona Morgan - Community Resilience Coordinator**Date:** 10 November 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.

Community Response Plans Online (eCRP's)

New plans for Mahinepua-Wainui-TeNgaere, Hihi, Ahipara and Helena Bay are almost complete with meetings underway with the respective community response groups. The new tsunami inundation zones are still being finalised and when this is done, the new maps will be incorporated into the plans currently in the electronic format.

To date there are 32 eCRP's on the Northland Regional Council website. In the time from 1st February to 31st October, the community response plan page had received 832 page views and 580 eCRP's have been down loaded from the website.

Youth in Emergency Services (YES) Programme

The YES programme is designed to strengthen and encourage the connection of local teens with their community by engaging them with emergency services. The programme allows for 15 young people aged 16-19 to participate in a hands on programme giving them an introduction to the emergency services, encouraging them to volunteer. The programme is funded by the Ministry of Youth Development and to date Northland has coordinated four programmes across the region.

This year, two programmes were run in Northland; one in Bream Bay in March and the other in Hokianga in May. Feedback from the young people, their families and from the coordination groups has been very positive with 35 participants graduating this year from the programme. The slightly different format (combining the agency orientation days to include two agencies in one day) this year was well received by all participating agencies and many personnel have offered to assist with the programme in other areas in the future.

Northland CDEM have applied for the \$10K funding available to coordinate a YES programme in Dargaville in 2017. If successful, liaison with the emergency services in the area will be underway shortly.

The outcome of this application is still pending.

Marae Preparedness

Currently five marae are working through the process of developing plans; Ngunguru, Akerama, Whakapara, Waiomio and Matihetihe. Akerama have agreed to be the lead in clustering four marae around the area to complete plans and are interested in first

aid training. Funding for this has been requested from Te Puni Kokiri but to date has not been confirmed.

Recommendation

1. That the report 'Community Resilience' from Shona Morgan, Community Resilience Coordinator, dated 10 November 2016 be received.
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TITLE: Public Information Management (PIM) update

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

Date: 15 November 2016

Media and social media

The Northland CDEM Group Facebook page continues to provide a focal point for peacetime activities. Posts since the last report include the tsunami siren testing in late September, the public meeting to rekindle the Mangawhai Community Response Group and the winners of the Far North shortest ever tsunami movie competition.

Hazard app

The national working group continues to oversee improvements to the app and associated technology (the CMS system that creates messages, the Common Alerting Protocol [CAP] project, the app itself and consistent templates and processes for the way it is used). The table below summarises the status of all CDEM groups nationwide, as reported at the most recent September working group meeting:

CDEM Group	Status
Auckland	Active
Bay of Plenty	Soft Launch – Date TBC
Canterbury	Preparing to launch October/November
Chatham Islands	Red Cross in consultation
Gisborne	Red Cross in consultation
Hawke's Bay	Active
Marlborough	Preparing to launch November
Manawatu-Horizons	Red Cross in consultation
Nelson Tasman	Red Cross in consultation
Northland	Active
Otago	Preparing to launch October/November
Southland	Soft Launch – Date TBC
Taranaki	Active
Waikato	Active
Wellington	Active
West Coast	Preparing to launch October

The mobile applications team at NZ Police National Headquarters has completed the testing and approvals process on the Hazard app and it is now 'whitelisted' (meaning optional for staff to install on their police-issued phones, but not compulsory).

This decision will be publicised to police staff following an amendment to the way the app's status is currently displayed by Vodafone.

Regional/inter-agency co-ordination

EXERCISE RAUORA

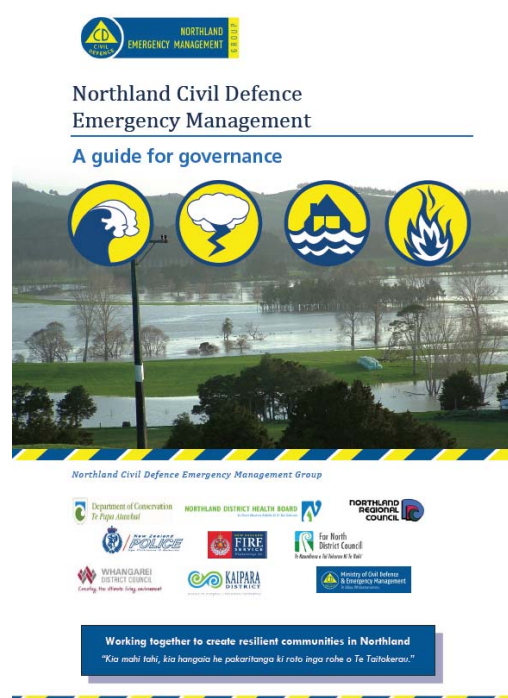
The Group PIM team took part in Exercise Rauora, with a particular focus on the partnership they could provide in the role of a supporting agency to NZ Police (primarily ensuring messages developed by the police could be driven through all council channels).

A GUIDE FOR GOVERNANCE

An existing handbook for elected members, which was at least 10 years old, has been rewritten and reprinted by the Group and is being progressively used in inductions for councillors across all four Northland councils. This document summarises the effective ways of working together that have been developed in Northland and has already been provided to NRC councillors as part of a presentation by the Northland CDEM team.

PUBLICITY FOR TSUNAMI SIREN TESTING

As part of a wider review of the tsunami activation and testing procedure, opportunities were identified to further streamline and consolidate publicity and advertising for the six-monthly tsunami siren tests.



Northland CDEM photographic library

The Northland CDEM photographic library has been boosted over this reporting period with images added from a number of civil defence events.

These include on-the-day biannual tsunami siren testing, Exercise Tangaroa (three days and cold debrief), Exercise Rauora, CIMS4 training, Welfare Coordination Group (WCG) meetings, Mangawhai markets tsunami-readiness-themed visit and follow up public meeting and NZTA State Highway One roadside promotion of upcoming tsunami siren testing. Photographs and a video recording of the tsunami siren testing were produced.

The Exercise Tangaroa photos were put into a photo story about Northland's involvement in the national exercise. Participants from Northland Regional Council and the region's three district councils all feature in the slideshow.

This was shown for a month as a slideshow on the NRC's Whangārei reception wallflower (large screen). It was also shown at the Civil Defence induction for NRC

councillors, the November WCG meeting and to a Whangarei District Council staff meeting.

The photo story was also sent to MCDEM upon request, along with Northland's Exercise Tangaroa photos for various uses including the national exercise's final report.

Exercise Rauora photographs were requested by New Zealand Search and Rescue which helmed the event, along with Maritime New Zealand.

Public education

CDEM branded resources were developed to support a number of civil defence activities.

These included flyers, poster, bookmark and Northland-themed stickers to affix to new MCDEM booklets from the Never Happens? Happens booklet. The resources were used to support Kaipara District Council Community Response Group work, the Mangawhai markets tsunami-readiness-themed visit and follow up public meeting. The bookmark promoted www.facebook.com/northlandcivildefence.

Public education was also carried out with the Onerahi tsunami siren monitoring volunteers after this spring's testing.

Summer Safety Day

The Group was again a partner in organising – and represented with a stand – at the annual Summer Safety Day at Kensington Park in early November. This is a family-oriented event involving the major emergency services.

The organising team has been working together for two years and is looking at other possible opportunities.

Public education carried out elsewhere in the region is covered in other sections of the agenda.



Recommendation

1. That the report 'Public Information Management (PIM) update' by Murray Soljak and Susan Botting dated 15 November 2016, be received.

TITLE: Recovery Update

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Date: 17 November 2016

Introduction

The purpose of this report is to provide an update on the Civil Defence Emergency Management Amendment Bill, which primarily focuses upon establishing Recovery Manager positions and powers.

Discussion

The Civil Defence Emergency Management Amendment Bill was passed on 10 November 2016. Attached for the Information of the group is a letter from The Director Civil Defence & Emergency Management, Sarah Stuart-Black.

For the information of the group this matter has been the subject of earlier reports and updates as the bill has progressed.

With the adoption of the new bill the changes signaled for recovery include that

- Group's shall have a Group Recovery Manager and may have local Recovery Managers.
- A Group Level Recovery plan consistent with the new legislative changes will be required

Until now the Group Recovery Manager appointment has been shared between the CDEM Manager and an appointed experienced Consultant. The amendments to the Act clearly signal the expectation that Recovery Managers positions at the Group level are similar to those of a Group Controller.

Initial scoping suggest that a .5 FTE will be required for the Northland CDEM Group Recovery Manager.

Recommendation

1. That the report 'Recovery Update' by Graeme MacDonald, Civil Defence Emergency Management Manager dated 17 November 2016, be received.
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Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

Ref: 3887461v1

11 November 2016

Dear Coordinating Executive Group Chairs

Passing of Civil Defence Emergency Management Amendment Bill

It is with great pleasure that I inform you that the Hon Gerry Brownlee, Acting Minister of Civil Defence, has announced the passing of the Civil Defence Emergency Management Amendment Bill with its focus on strengthening the legislative framework for recovery.

The Act recognises the importance of good recovery planning to help ensure that communities get back on their feet more quickly after an emergency. It also recognises that some powers are needed after the state of emergency phase. It removes the need to keep states of emergency in place and recognises that recovery is different and will involve different or additional stakeholders to those involved in response.

The key changes made by the Act include:

- establishing a legislative framework, including the statutory role of 'recovery managers'
- strengthening the requirements for recovery planning by requiring CDEM Groups plans to provide for strategic planning for recovery
- establishing a transition notice mechanism, with powers for a specified period of time (local or national transition period)
- making minor and technical changes to improve the Act, and consequential changes to other legislation and the National Civil Defence Emergency Management Plan Order 2015.

The majority of the Act comes into force on 180 days after Royal Assent.

MCDEM has produced a series of fact sheets to support people whose roles and responsibilities are affected by the Act. After Royal Assent these will be available on MCDEM's website.

Ambulance representatives

The Act provides that a senior ambulance service official may be co-opted onto a Civil Defence Emergency Management Coordinating Executive Group.

Next steps

The majority of the Act comes into force on 180 days after Royal Assent. This allows CDEM Groups time to prepare for the changes.

By 18 months after Royal Assent CDEM Groups must amend their CDEM Group plans to provide for the strategic planning for recovery from the hazards and risks in their area and the arrangements for giving transition notices. It is my expectation that Coordinating Executive Groups are involved in the recovery planning that CDEM Groups undertake.

Where can I find a copy of the Act?

Once the Bill receives Royal Assent (expected shortly) it available on the government legislation website www.legislation.govt.nz.

For further information, please contact your MCDEM Regional Emergency Management Advisor.

On a personal note, it was wonderful to hear widespread thanks and recognition for the great work that the civil defence emergency management sector does by Members of Parliament during their speeches in the House. The passing of the Act is a very positive step to further strengthen our framework to effectively assist and provide for recovery from future emergencies.

Yours sincerely,



Sarah Stuart-Black
Director, CDEM

TITLE: Work Programme

From: Graeme MacDonald – CDEM Manager

Date: 20 November 2016

Introduction

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

Recommendation

1. That the report 'Work Programme and attachment' by Graeme MacDonald dated 20 November 2016, be received.
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Exercise Tangaroa 2016 Work Programme

24 November 2016



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Activity	Lead	Timeframe	
Public Education and Media Tsunami public education programme with key messages focused on local source tsunami, level of risk and natural warning signs developed and implemented.	Murray / Susan	1 June	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 and implemented
Implement new technology and training	Graeme / Kim	1 July	Completed and implemented
Plan reviews Review Tsunami Plan	Graeme	By CEG 1 June	Completed
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	Complete
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.	Graeme	May 2017	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
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 and requires updating

Exercise Tangaroa 2016 Work Programme

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Activity	Lead	Timeframe	
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	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		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
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
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	Tested during exercise

Exercise Tangaroa 2016 Work Programme

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Activity	Lead	Timeframe	
Review Group ECC EOP.	Graeme / Claire / Kim	By 1 August	Underway – still to be completed
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: Far North District Council Update

From: Bill Hutchinson, Civil Defence Team Leader

Date: 17 November 2016

Background

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

Readiness Projects and Activities

- Far North District Council staff participated in National Exercise Tangaroa. Day 1 of the Exercise was run in the council chambers in a workshop type format using the exercise as an opportunity to test local operating procedures, engage with local communities and strengthen relationships prior to and on the exercise dates. Council CDEM staff participated the Welfare and Recovery phases of the exercise (days 2 & 3) with other agency groups hosted by the Northland Regional Council and Whangarei District Council respectively.
- A full EOC set up was carried out in September to test equipment and upgrade or replace as required. Some minor technical IT issues were identified during Exercise Tangaroa which has now been addressed. Another set up is planned for later in the year.
- A public education program targeting schools to promote tsunami awareness in the form of a tsunami short movie competition sponsored by local businesses as part of exercise Tangaroa and to coincide with Get Ready Week has been completed. The program concluded with judging of the movies carried out by film director Florian Habicht and presentation of the prizes by CDEM Group Chair Colin (Toss) Kitchen to the winning schools.
- Civil Defence Officers have attended meetings over the past 3 months at Rawene, Waikere, Taipa, Russell, Punguru and Mitimiti as part of the CDEM work plan to review community response plans and support community resilience.
- Civil Defence Officers have been working with the Northland DHB Renal Unit to assist with promoting personal preparedness for patients who require dialysis. A workshop was attended in Kerikeri in September with patients and renal social workers as part of this initiative.

Tsunami Alarms

- The Far North District Council has entered into an all of government contract with Meridian Energy as their network power supplier. As a result of this change the company proposes to charge the council 40 cents per alarm per day to cover administration costs of having the alarms connected to their network. This equates to \$8,468.00 per year which is currently unbudgeted. Discussions between the Far North District Council and Meridian to have this charge waived in the interest of public safety have not been successful and an agreement has not yet been reached. As a result of this impasse we have been unable to install additional alarms in communities identified as benefiting from this warning system.
- Testing of the tsunami alarm network was carried out across the region at the change of daylight saving 25th September. 6 alarms across the district were

reported as requiring maintenance which has been completed by Top Energy.
Refer to agenda item for full report

National Warning System

- Staff monitored a potential tsunami threat after an advisory message was issued at 0533 on Friday 9 September as a result of a magnitude 7.1 earthquake occurring off the East Cape of the North Island. This earthquake was felt and reported to Civil Defence by community response groups in Waikare and Russell. A tsunami warning was issued by MCDEM at 05:58. Subsequent updates were issued and a cancellation message received at 08:30.
- A test of the National Warning System was carried out by MCDEM at 1100am on 26 September. The notification was received and acknowledged as per standard operating procedures.
- Staff activated a partial EOC at 0141am on 14 November to respond to the 7.5 magnitude Kaikoura earthquake and subsequent tsunami threat. Following the activation of tsunami sirens staff relayed warning messages to community contacts throughout the morning. The tsunami threat to Northland was lifted just before 6.00am and the EOC was stood down at 7.30am. At the time of writing there have been no reports that sirens did not work and all community response groups were contacted at least three times during the response.

Professional Development and Training

- Ongoing desktop exercises for Emergency Management Information Systems (EMIS) users.
- Building Inspectors meeting re Rapid Assessment process
- 6 Staff members attended the Sept and Nov CIMS 4 Course
- 1 staff member attended a CIMS refresher
- Controllers Development Program

Work Program

Attached for the information of the group is the Far North District Council Work plan for the 2016/17 year

Other CDEM Activities

Attendance and participation at:

Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings

Emergency Services Group meeting

Hazardous Substances Local Committee Meeting

National Exercise Tangaroa de-brief

Civil Defence Officer Meetings Sept, Oct, Dec

Welfare Coordination Committee Meeting

Public meeting Punguru

Marae Preparedness meeting Mitimiti

Fire Emergency New Zealand Board visit hosted by Northern Rural Fire Authority

Far North District Council Civil Defence Emergency Management Work Plan 2016/17

Activity	Goal	Scope	Lead	Status and Timeframe
Community Response Groups	Maintain relationships with Community Response Groups to empower communities to support community resilience	<ul style="list-style-type: none"> • Meet with existing groups and stakeholders to maintain relationships. • Assist to rebuilt capacity of groups by identifying key stakeholders and facilitating community/group meeting • Review Community Response Plans 	Bill / Ann Marie	Ongoing and in conjunction with Community Plan Reviews
Community Resilience <i>Community Response Plans</i>	<p>Review and update CRPs.</p> <p>Develop ECRPs and load onto NRC CDEM Webpage</p>	<p>Task 1 Carry out a review of all existing CRPs to determine status. Check:</p> <ul style="list-style-type: none"> - Currency of Plan - ECRP has been completed and loaded onto NRC Website - Plan is on agreed template - Plan is in Objective file <hr/> <p>Task 2 Report on outcome of review</p> <hr/> <p>Task 3 All Plans need:</p> <ul style="list-style-type: none"> - A ECRP completed and loaded onto NRC website - A Current contact list - Converted to agreed template where required - Reviewed via a community group meeting or face to face contact with community 	<p>Ann Marie</p> <hr/> <p>Ann Marie</p> <hr/>	

		- Community contact information to be kept current in EOC Kit		
<i>Ahipara</i>	Review and update CRP.	<ul style="list-style-type: none"> • Meet with existing group. • Identify other community leaders/interested parties to maintain capacity • Develop ECRP and load onto NRC website • Convert existing plan to an appendix using new template • Update contact list 	TBC	
<i>Broadwood</i>	Review and update CRP.	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC Website • Identify Key Stakeholders and arrange community meeting • Update Plan 	TBC	
<i>Doubtless Bay</i>	Review and update CRP.	<ul style="list-style-type: none"> • Meet with existing group and also invite other stakeholders • Align plan to include Taipa – TBC ?? • Develop ECRP and load onto NRC Website • Convert Existing Plan to an appendix using new template • Update contact list 	TBC	
<i>Hihi</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC Website • Remove resource list from appendix • Complete any formatting required on plan, • Update Priority contacts page in EOC Folder and CDOs Bag 	Ann Marie	ECRP underway
<i>Houhora – Pukenui</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website 	TBC	

		<ul style="list-style-type: none"> • Identify other community leaders/interested parties to maintain capacity • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 		
<i>Karikari</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Identify other community leaders/interested parties to maintain capacity • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 	TBC	
<i>Kaitaia</i>	Review and update CRP	<ul style="list-style-type: none"> • Meet with Nina and identify Key Stakeholders • Arrange meeting at Te Ahu and give overview on of plan and plan purpose • Determine way forward with the Stakeholders • Develop ECRP and load onto NRC Website • Update existing Plan 	TBC	
<i>Kaimaumu</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 	TBC	

<i>Lake Ngatu- Waipapakauri</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 	TBC	
<i>Mahinepua – Wainui</i>	Review and update CRP	<ul style="list-style-type: none"> • Convert existing plan to appendix and update contact details • Develop ECRP and Load onto NRC Website 	TBC	
<i>Moerewa</i>	Review and update CRP	No Action Required		
<i>Ngawha Springs</i>	Review and update CRP	Liaise with Top Energy re community meeting to review plan	TBC	
<i>Okaihau</i>		No Action Required		
<i>Paihia</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Identify other community leaders/interested parties to maintain capacity • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 	TBC	
<i>Pawarenga</i>		<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website 	TBC	
<i>Punguru</i>	Develop a Community Response Plan	<ul style="list-style-type: none"> • Initiate meeting with community • Develop ECRP and load onto NRC Website • Develop appendix using agreed template 	Ann Marie	20/3/16 - Marae meeting held. They want to proceed with planning. Lead for community is Selina Topia supported by Ann Marie.
<i>Rawene</i>		<ul style="list-style-type: none"> • Identify Key Stakeholders • Arrange meeting to re-establish CRP appendix and contact Group 	Ann Marie	Community has a ECRP
<i>Russell</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website 	Bill	Meeting with key stakeholders to be arranged Nov. Date TBC

		<ul style="list-style-type: none"> • Meet with Peter to discuss how to rebuilt capacity of group and identify other interested parties • Convert existing plan to appendix using agreed template • Update contacts 		
<i>South Hokianga</i>	Review and update CRP	<ul style="list-style-type: none"> • Review Contact details • Add tsunami Inundation Zone Maps 		
<i>Taipa</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Identify other community leaders/interested parties to maintain capacity • If can be reestablished- convert existing plan to an appendix using new template • Update contacts 	TBC	Meeting scheduled Feb 2017
<i>Te Hapua</i>		<ul style="list-style-type: none"> • Develop ECRP and load onto NRC Website • Update Contact list 	TBC	
<i>Te Kao</i>		No Action Required		
<i>Tauranga Bay</i>		<ul style="list-style-type: none"> • Develop ECRP and load onto NRC Website • Review Contact list 	TBC	
<i>Taupo Bay</i>		<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Meet with Dan re changing wording from plan to appendix ? 	TBC	
<i>Totara North</i>		No Action Required		
<i>Waikare</i>		Contact List Update Required	Ann Marie	
<i>Waiomio – Mohinui Marae</i>		No Action Required		
<i>Waima</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC Website • Meet with Pia and update contacts 	TBC	

<i>Community Education and resilience programs</i>	Promote CDEM Key messages Maintain community engagement and community resilience	<ul style="list-style-type: none"> • Participation in National CDEM promotions – Get Ready Week • Participation in Shared Services programs - Youth in Emergency Services - Community Welfare Training - Business Continuity Planning - Other Group Supported Programs 	Ann Marie All	Ongoing as part of Exercise Tangaroa – Completion of Tsunami Short Movie
Operational Plans	Develop and maintain Local Operational Plans as agreed by CDEM Group	<ul style="list-style-type: none"> • Review Tsunami Plan • Review Tsunami Alarm Test Procedure • Group Evacuation Plan 	Bill Bill	
Welfare	Welfare arrangements and plans for district are consistent with CDEM Group arrangements	<ul style="list-style-type: none"> • Local Welfare Managers are appointed • Local Welfare arrangements are outlined in Welfare Plan • Welfare Managers and CDOs attend all Group WCC meetings and planned workshops • Review CDC Kits 		
Recovery	Maintain Recovery Manager Capability	<ul style="list-style-type: none"> • Recovery Managers attend planned workshops 		
Emergency Operations Centre	<ul style="list-style-type: none"> • EOC capability is maintained to enable response to a medium scale event 	<ul style="list-style-type: none"> • EOC is set up bi-annually and all IT is checked and operational • Review contents and currency of setup boxes • EOC staff, contact and training list is reviewed and updated quarterly 	Ann Marie	First set up carried out 13/9/16 Second set up due by end of June 2017
Staff Training	<ul style="list-style-type: none"> • EOC staffing capability and capacity is maintained to enable response to a medium scale event • Identify staff appointments for key EOC Roles 	<ul style="list-style-type: none"> • Staff induction to CDEM • Identify Key staff to attend CIMs 4 Course and refresher • Maintain EMIS User capacity • Functional Training <ul style="list-style-type: none"> • Planning & Intel • Logistics • Operations 	Bill & Alastair Bill Bill & Alastair	

		<ul style="list-style-type: none"> • Kobotool Box • Building Inspector Rapid Impact Assessment training 		
Relationship / Stakeholders	Coordinate risk reduction planning with stakeholders to support collaborative approach to CDEM	<ul style="list-style-type: none"> • Contractor CDEM Briefings • Elected Member Briefings • SMT Briefings • Emergency Services 	Alastair & Bill	
Exercises	CDEM local / Group arrangements and processes are practiced and tested	<ul style="list-style-type: none"> • Determine FNDC KPIs for participation in Exercise • Participation in Exercise Tangaroa scheduled 31 Aug, 14 Sept, 28 Sept • Engage selected Communities to enhance preparedness arrangements • Participation in Ex Rauora 2 	Alastair All Police/Group	Exercise Tangaroa 5/9/16 - Participation TBC by Graeme
Lifelines	FNDC representation at Lifeline meetings from 3 waters and roading	<ul style="list-style-type: none"> • Attend quarterly meetings • Participation in agreed work plan • Follow up on Project Report Work • Develop working relationships with infrastructure Managers 		
Public Warning System	Ensure FNDC Tsunami Alarm network is operational	<ul style="list-style-type: none"> • Test Network Bi-annually at the change of daylight savings • Report on outcome. • Action any defective alarms as per test result • Fit additional alarms at Te Kao and Taupo Bay 	Ann Marie Ann Marie Bill Bill	Scheduled for 25 September Next test scheduled 2 April 2017 Liaise with Top Energy (Stalled due to Meridian Energy costs)
FNDC CDEM Reporting	Report on FNDC CDEM activities	Provide reports quarterly agenda item for CDEM and CEG meetings.	Bill	Quarterly

Recommendation

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1. That the report, Far North District Council update by Bill Hutchinson, CDEM Team Leader Far North District, dated 17 November 2016, be received.
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TITLE: Whangārei District Update

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

Date: 9 November 2016

Introduction

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

Readiness Projects and Activities

Community Response Group activities included the review of the Tutukaka, Helena / Teal Bay and Onerahi Community Response Group plans. The Waikaraka community coordinator carried out a leaflet drop at 400 homes in the area, advertising the local response group and the updating of the local telephone trees.

Bream Bay Emergency Services have joined together with the support of the CDEM Officer to formulate a Resources Plan for the Bream Bay area. Agency resources are moved during an evacuation, this plan sets out where resources are evacuated to and how a coordinated response can be undertaken to support the Bream Bay area for up to 72 hours with no outside assistance.

Agencies involved are, NZ Fire Service, NZ Police, Refining NZ, St John, Surf Lifesaving, Coastguard, CDEM and the Ruakaka Community Response Group, with input from Bream Bay College, LVL and Northport.

National Exercise Tangaroa

Day 2 and 3 of Exercise Tangaroa were completed. Day 2 was focused around Welfare. The Emergency Operations Centre was partially activated, the team developed an Action Plan, Sitrep, Media Release and Welfare arrangements. The local welfare managers took part in the CDEM Group Welfare Workshop.

Day 3 focused on Recovery, the transition from the duty Controller to the appointed Recovery Manager, the structure and set up of the Recovery Office and short, medium and long term recovery planning. The day was attended by representatives from across partner agencies and councils in Northland.

Evaluations were completed on the outcomes of the three exercise days and fed back into the Northland Exercise Tangaroa Debrief session.

The Exercise Tangaroa video produced by Auckland and Nelson Tasman CDEM Groups and the Northland CDEM Slideshow were presented at the All Staff Meeting. A number of new staff came forward to volunteer to be part of the CDEM team and will begin training next year.

The Northland Tsunami Activation and Testing Standard Operating Procedure Plan is under review. Northpower and Top Energy have aligned their activation processes and the siren testing media campaign has been brought under the Group Public Information Manager role.

The Northland Tsunami siren network was tested on 25 September, the start of Daylight Saving. Northpower and Top Energy activated the sirens under the direction of the district Civil Defence Officers. Seven faults were reported from the 157 sirens across the region. Faults are to be expected with the harsh environment the sirens are placed in. All faults have been repaired.

The Emergency Operations Centre (EOC) has updated its Information Technology hardware and software. New laptops and new software have been installed across council, including a new document management system. This has been tested within the EOC environment to ensure continuity of response arrangements.

The CDEM Officer visited Kamo High School with the NRC Natural Hazards Advisor, to talk to year 9 students about climate change and how we are prepared for emergencies such as flooding and sea level rise.

Staff Training

The local controllers met to discuss and run through a desktop exercise relating to a cruise ship incident and Civil Defence as a support agency and the required welfare provision.

Building Inspectors from across the region attended a training session on 29 September to be updated on the Rapid Impact Assessment Building forms to be used during a Declaration. MBIE have developed forms, which have been transferred in the KOBO software in Northland to be used in the future.

Exercise Arab Crude Part 2 was held on 25 November, attended by CDEM staff and Refining NZ staff. A verbal update can be delivered.

Volunteers, Welfare Managers and Northland Welfare Coordinating Group representatives attended a one-day course, on the Integrated Training Framework (ITF) Intermediate Civil Defence Centre Course in Onerahi on 26 November at St Stephens Church.

Meetings and Professional Development

The Local Welfare Managers and Welfare Support Team have started monthly meetings to work through the MCDEM Guidelines to Welfare Services in an Emergency and to review the local welfare arrangements and to align the local welfare plan with the latest Group Welfare plan.

The Public Information Managers (PIM) met to discuss their learning from Exercise Tangaroa and what a PIM mentor programme could look like.

Attendance at meetings and training:

Northland Welfare Coordinating Group

Northland Emergency Services Coordinating Committee

Local Controllers meetings

Personal Effectiveness: Goal Setting and Motivation Training

Developing High Performance Teams Seminar

AUT Chris Webb – Leadership Workshop and Whole Brain Thinking

AUT Studies – The Psychosocial Aspects of Emergencies – Completed

Recommendation

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1. That the report, Whangārei District Council update by Victoria Randall, Civil Defence Emergency Management Officer, Whangārei District, dated 9 November 2016, be received.
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TITLE: KDC update**From:** Sharon Douglas Civil Defence Emergency Management Officer**Date:** 21 November 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 for the Kaipara District Council executive team.

Key points include

- Tsunami warning on 14 November 2016 following Kaikoura earthquake. CDEM officer and controller responded and monitored situation from their homes. Tsunami sirens activated at 0148 hours by CDEM group controller. Kaipara EOC staff were not required, as situation downgraded. More education with coastal communities is required in the future. A number of people are still confused as to what to do when hearing the tsunami siren and a number reported being unable to hear sirens. We continue to work with our coastal communities to raise awareness of tsunami risk and the need for personal responsibility and planning. See further information on Northland CDEM report re this event.
- 2nd September 2016 Tsunami warning following East Cape earthquake. The Kaipara CDEM officer and controller responded to alerts and monitored situation in conjunction with personnel from the CDEM group. The Mangawhai Beach School closed as a precaution. A number of Mangawhai locals raised questions about tsunami potential, preparedness and the siren system. This was followed up with a public meeting held in on the 24th of September at Mangawhai. Several staff also attended the local markets giving out advice and information. New members have been recruited for the Mangawhai community response group. This group has met twice and is updating the local response plan and will be engaging with the community in the future.
- Kaipara District Council participated well in exercise Tangaroa with its largest number of staff participating in the national exercise. New learnings were shared including rapid assessment and use of KOBO. Future training for staff has been identified including ongoing induction of new staff, CIMS4 and EOC function training. A training calendar for 2017 is being finalised.
- Community engagement has increased in some areas due to the recent earthquakes.

Other CDEM Activities completed

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings September 2016
- Attendance at Civil Defence Officers monthly meetings
- Attended Northland lifelines Group meeting

- Attendance Northland Emergency Service Group meeting

Recommendation

1. That the report 'Kaipara District Council Update' by Sharon Douglas Civil Defence Emergency Management Officer dated 21 November 2016, be received.
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TITLE: Meeting dates

From: Graeme MacDonald, CDEM Manager

Date: 21 November 2016

Background

Proposed meeting dates for the 2017 year are

- 7 March
- 6 June
- 5 September
- 28 November (note the change to the last week of November)

Recommendation

1. That the report 'Meeting dates' by Graeme MacDonald, Civil Defence Emergency Management Manager dated 21 November 2016, be received.
 2. That the meeting dates as proposed be agreed for the 2017 year.
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