

NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

AGENDA

TUESDAY 7 MARCH 2017 – 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

Ministry of Civil Defence
& Emergency Management
Te Rākau Whakamarumaru



New Zealand
POLICE
Nga Pirihimana O Aotearoa



KAIPARA
DISTRICT



WHANGAREI
DISTRICT COUNCIL



St John
first to care

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 7 MARCH 2017, COMMENCING AT 11.00AM**

MEMBERSHIP OF THE COMMITTEE

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

Observer Status: Ms B Vercoe (MCDEM)

AGENDA

Item:		Page:
Administrative		
	Apologies	
	Declaration of Conflicts of Interest	
1.0	Confirmation of Minutes – 6 December 2017	1
National		
2.0	Appointments Report	9
3.0	MCDEM Report	13
4.0	Fire and Emergency NZ Report and Update	23
Group		
5.0	CEG Chairs Report	43
6.0	EMIS Report	47
7.0	Lifelines Report	49
8.0	Welfare Coordination Group Update and Work Programme	50
9.0	Community Resilience Projects	61
10.0	Professional Development	67
11.0	PIM Report	69
12.0	Recovery Legislation and Implementation	71
13.0	Indoor Tsunami Siren Proposal Report	73
14.0	Marae Preparedness	75
Operational		
15.0	Far North District Council Update	77
16.0	Whangārei District Council Update	87
17.0	Kaipara District Council Update	91

TITLE: Confirmation of Minutes – 6 December 2016

From: Christine Niblock, Civil Defence Emergency Management Secretary

Date: 23 February 2017

Executive summary:

The purpose of this report is to present the unconfirmed minutes of the Northland CDEM meeting held on 6 December 2016 (**attached**) for confirmation as a true and correct record.

Recommendation:

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

Background:

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

Attachments:

- Minutes – Northland CDEM, 6 December 2016
-

Authorised by:

Name: Graeme MacDonald

Title: CDEM Manager

Date: 23 February 2017

Northland Civil Defence Emergency Management Group

Minutes of the Northland Civil Defence Emergency Management Group Meeting,
held in the Council Chamber, Northland Regional Council,
36 Water Street, Whangārei, on
Tuesday 6 December 2016, commencing at 11:00 am

File A904071

Present:

Far North District Council – Cr C Kitchen (Chairman)
Whangārei District Council – Mayor Sheryl Mai
Northland Regional Council – Cr R Stolwerk
Kaipara District Council – Cr J Larsen
NZ Police – Mr M Ruth (alternate)
NZ Fire Service – Mr A Kerrisk (alternate)

Observer:

MCDEM – Ms Bridget Vercoe

Also Present:

Northland Regional Council – Mr T Phipps
Northland Regional Council – Mr G MacDonald
Northland Regional Council – Ms C Nyberg
Northland Regional Council – Ms T Capp (minutes)
Northland Regional Council – Ms C Niblock
Northland Regional Council – Mr M Soljak
Northland Regional Council – Ms S Morgan
Kaipara District Council – Ms S Douglas
Kaipara District Council – Mr J Burt
Far North District Council – Ms J Robson
Far North District Council – Mr A Wells
Whangārei District Council – Ms V Randall
Whangārei District Council – Mr P Dell
Northland Lifelines Group – Mr R Watson
Northland District Health Board – Mr M Goodman

There were 5 others noted as present.

Apologies

Moved (Mai/Stolwerk)

That the apologies from Superintendent R Le Prou, Mr S Weston, and 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. Appointment of Northland Civil Defence Emergency Management Group Chairperson

A899234

Moved (Stolwerk/Larsen)

1. That the report 'Appointment of Northland Civil Defence Emergency Management Group Chairperson, by Graeme MacDonald, CDEM Manager, dated 22 November 2016 be received.
2. That Cr Colin Kitchen be elected chairperson of the Northland Civil Defence Emergency Management Group.
3. That Mayor Sheryl Mai be elected deputy chairperson of the Northland Civil Defence Emergency Management Group.

Carried

2. Confirmation of Minutes – 6 September 2016

A899228

Moved (Kitchen/Mai)

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.

Carried

3. Presentation – Fuel Supply Plans

A899237

Presentation from Ms Lisa Roberts, Project Manager for Northland Lifelines Utility Group and National Lifelines Council member

Lisa provided a brief introduction of Northland Lifelines Utility Group outlining the groups roles and responsibilities and a brief overview of the National Fuel Contingency plan summarising the following key points;

- Regional planning considerations
- Fuel prioritisation
- Regional risks (power outage)

Moved (Kerrisk/Stolwerk)

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

Carried

4. MCDEM Work Plan Update

A900650

Report from Graeme MacDonald, CDEM Manager dated 20 November 2016

Moved (Larsen/Stolwerk)

1. That the report 'MCDEM Work Plan Update' by Graeme MacDonald, CDEM Manager, dated 20 November 2016 be received.

Carried

5. Tsunami Warning – Kaikoura Earthquake

A900652

Report from Graeme MacDonald, CDEM Manager dated 17 November 2016

Moved (Ruth/Mai)

1. That the report 'Tsunami Warning – Kaikoura Earthquake' by Graeme MacDonald, CDEM Manager, dated 17 November 2016 be received.

Carried

6. Membership of the CDEM Group, CEG and Key Appointments

A899249

Report from Tony Phipps, CEG Chair, dated 11 November 2016

Moved (Stolwerk/Phipps)

1. That the report 'Members of the CDEM Group, CEG and Key Appointments' by Tony Phipps, CEG Chair, dated 11 November 2016 be received.

Carried

7. Coordinating Executive Group (CEG) Chairs Report

A900653

Report from Tony Phipps, CEG Chair, dated 19 November 2016

Moved (Stolwerk/Kerrisk)

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

Carried

8. Exercise Tangaroa Evaluation Report and Outcomes

A899258

Report from Shona Morgan, Community Resilience Coordinator, dated 10 November 2016

Moved (Larsen/Ruth)

1. That the report 'Exercise Tangaroa Evaluation Report and Outcomes' by Shona Morgan, Community Resilience Coordinator, dated 10 November 2016 be received.

Carried

9. Emergency Management Information System (EMIS) Update

A900239

Report from Victoria Randall, CDEM Officer Whangārei District, dated 7 November 2016

Moved (Stolwerk/Ruth)

1. That the report 'Emergency Management Information System (EMIS) Update' from Victoria Randall, CDEM Officer Whangārei District, dated 7 November 2016 be received.

Carried

10. Northland Lifeline Group (NLG) Update

A900655

Report from Simon Weston, Lifelines Utility Group Chair, dated 16 November 2016

Moved (Kerrisk/Stolwerk)

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

Carried

11. Welfare Coordination Group (WCG) Update

A900286

Report from Claire Nyberg, Welfare Coordination Group Chair, dated 16 November 2016

Moved (Larsen/Mai)

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

Carried

12. Community Resilience

A900289

Report from Shona Morgan, Community Resilience Coordinator, dated 10 November 2016

Moved (Kitchen/Stolwerk)

1. That the report 'Community Resilience' from Shona Morgan, Community Resilience Coordinator, dated 10 November 2016 be received.

Carried

13. Public Information Management (PIM) Update

A900301

Report from Murray Soljak, Public Information Project Officer and Susan Botting, Public Information Officer, dated 15 November 2016

Moved (Stolwerk/Mai)

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

Carried

14. Recovery Update

A900298

Report from Graeme MacDonald, CDEM Manager, dated 17 November 2016

Moved (Larsen/Stolwerk)

1. That the report 'Recovery Update' by Graeme MacDonald, CDEM Manager dated 17 November 2016, be received.

Carried

15. Work Programme

A900669/A900676

Report from Graeme MacDonald, CDEM Manager, dated 20 November 2016

Moved (Mai/Ruth)

1. That the report 'Work Programme' by Graeme MacDonald, CDEM Manager, dated 20 November 2016, be received.

Carried

16. Far North District Council Update

A900751

Report from Bill Hutchinson, CDEM Team Leader Far North District, dated 17 November 2016

Moved (Ruth/Kitchen)

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

Carried

17. Whangārei District Council Update

A900761

Report from Victoria Randall, CDEM Officer Whangārei District, dated 9 November 2016

Moved (Ruth/Kitchen)

1. That the report 'Whangārei District Council Update' by Victoria Randall, CDEM Officer Whangārei District, dated 9 November 2016 be received.

Carried

18. Kaipara District Council Update

A900774

Report from Sharon Douglas, CDEM Officer Kaipara District, dated 21 November 2016

Moved (Ruth/Kitchen)

1. That the report 'Kaipara District Council Update' by Sharon Douglas, CDEM Officer Kaipara District, dated 21 November 2016 be received.

Carried

19. Meeting Dates

A901171

Moved (Stolwerk/Ruth)

Meeting dates for the 2017 year are confirmed as 7 March, 6 June, 5 September and 28 November (note the change to the last week of November)

Carried

Conclusion

The meeting closed at 12:30pm

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

From: Tony Phipps - CEG Chair

Date: 15 February 2017

Executive summary:

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.

Recommendations:

1. That the report 'Membership of the CDEM Group, CEG and key appointments' by Tony Phipps, CEG Chair, dated 15 February 2017 be received.
 2. That Mr Andrew Venmore be appointed Local Controller for the Whangārei District Council pursuant to Section 27(1) of the Civil Defence Emergency Management Act 2002.
-

Membership of the Northland Civil Defence Emergency Management Group:

- Cr Rick Stolwerk (NRC)
- Mayor Mai (WDC)
- Cr Colin Kitchen (FNDC)
- Cr Jonathan Larsen (KDC)
- Mr K Gregory, Assistant National Commander (NZ Fire Service)
- Superintendent Russell Le Prou (NZ Police)
- Ms Bridget Vercoe (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 Wipari Henwood (NZ Fire Service)
- Mr Mark Goodman (Northland Health)
- Mr Tony Devanney (St John Ambulance)
- Ms Bridget Vercoe (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 Coordination Group)

Note: Mr Wipari Henwood has replaced Mr Alan Kerrisk as the NZ Fire Service representative on the Coordinating Executive Group.

Group Controllers:

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg

Local Controllers of the Whangārei District:

- Simon Weston
- Victoria Randall

Note: Ms Jude Thompson and Mr Paul Dell have both resigned from the Whangārei District Council and no longer have authority to operate as controllers.

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)

New appointments for confirmation:

The Whangārei District Council (WDC) has vacancies for Local Controllers.

Andrew Venmore is recommended as a local controller for the WDC. Andrew is the Water Services Manager and has had previous experience in Civil Defence, having been an appointed Local Controller previously.

ITEM: 2.0

Page 3 of 3

Andrew completed a MCDEM Controllers Course approximately 10 years ago, has completed CIMS Level 4 and refresher training. He also managed the needs assessments process through the July 2014 floods in WDC area.

The CDEM Group, pursuant to Section 27 (1) of the Civil Defence Emergency Management Act 2002 makes appointments of Local Controllers.

Authorised by:

Name: Graeme MacDonald

Title: CDEM Manager

Date: 23 February 2017

**TITLE: Ministry of Civil Defence & Emergency
Management Monthly Update**

From: Graeme MacDonald, CDEM Manager

Date: 17 February 2017

Executive summary:

The Ministry of Civil Defence and Emergency Management has made available an update that is **attached**.

Ms Sarah (Norm) Stuart-Black, the Director of Civil Defence & Emergency Management had indicated that she would be present at the meeting, however, due to other commitments she is unable to attend. Mr Shane Bailey, Manager Development will be in attendance.

Recommendation:

1. That the report 'MCDEM Monthly Update' by Graeme MacDonald, CDEM Manager, dated 17 February 2017 be received.
-

Attachments:

- Ministry of Civil Defence and Emergency Management Update
-

Authorised by:

Name: Graeme MacDonald

Title: MCDEM Manager

Date: 23 February 2017



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumarū

16 February 2017

Chairs of Coordinating Executive Groups

Good afternoon,

As always happens when we come back to work, the holidays are quickly fading to a distant memory. I hope you all found time over the holidays to rest and spend some time with family and friends after what was an intense year for everyone in civil defence emergency management.

For MCDEM, the immediate focus in the New Year has been supporting and implementing key work resulting from the November 2016 Kaikōura earthquake and tsunami. Establishing a National Recovery Office, implementing the new Recovery legislation, supporting work focused on Wellington's resilience, working towards a public alerting system and coordinating the intensified national public education campaign. We've also been continuing work on the National Disaster Resilience Strategy and beginning to prepare for this year's national conference in June.

It has been a polarising summer, bringing everything from torrential downpours and flooding to heatwaves and wildfires. This week local states of emergency were declared for Hastings, Christchurch and Selwyn as a result of fires. Whilst the Hastings situation is now under control and that declaration was lifted yesterday, the Christchurch and Selwyn fire has become much more serious and a number of houses have been destroyed and evacuations carried out. These fires quickly follow the earthquake and tsunami events in late 2016, and as is usual practice, we will be looking into our procedures, systems and structures to identify learnings. Today the Minister also announced his intention to undertake a review of the CDEM legislation. <https://www.beehive.govt.nz/release/fires-highlight-need-civil-defence-review>

On an organisational front, MCDEM is welcoming a number of new permanent staff (following the budget announcement in 2016) and saying farewells to staff beginning new opportunities in their careers. Some of our new staff joined MCDEM during the Kaikōura response itself and have very much hit the ground running. MCDEM's revised Organisational Chart is attached for your information.

Summary of Progress

1. *National Recovery Office*

To coordinate the central government response, a National Recovery Manager (Dave Brash) and supporting office was established within the Ministry of Civil Defence & Emergency Management. Local arrangements have also been established by the affected local authorities and Civil Defence Emergency Management Groups. Recovery Managers are overseeing recovery for the areas affected by the November 2016 Kaikōura Earthquake and Tsunami.

Contact: Dave Brash on (04) 912 0561 dave.brash@dpmc.govt.nz

2. *National Disaster Resilience Strategy*

We have revised the timeline for the development of the National Disaster Resilience Strategy, following the November 2016 Kaikōura earthquake and tsunami.

You may recall that we had a series of workshops planned for around the country in November 2016. We managed to get one workshop in (in Hawkes Bay in early November) before the earthquake, but the other four had to be cancelled because of the ongoing response. We had good momentum going on the project, and the Hawkes Bay workshop had provided useful discussion and content for the Strategy. We had also intended to have a first draft finished by early 2017, with the intention of having a lengthy consultation phase, and then a final draft for Cabinet around mid-year.

This has now had to be revised to accommodate the two-month interruption. We are still keen to hold the workshops because we consider that an essential step for stakeholder engagement, and to collect that vital input into the project. We will then look to have two periods of consultation, the first for key interested parties and stakeholders (including CDEM Groups), and the second, a more formal 'public' consultation period. A final draft would go to the Minister and Cabinet between October and December 2017. The planned timeline is therefore as follows:

- March-April 2017 – re-scheduled workshops (all venues and times TBC)
 - South Island: Christchurch, 0900-1230, 24 March
 - Lower North Island: Wellington, 0900-1230, 29 March
 - Upper North Island: Auckland, 0900-1230, 6 April
- 10 April 2017 – first draft
- 10 April-30 May 2017 – closed consultation (MCDEM and key stakeholders, including Groups)
- June-July 2017– second draft, to Minister/Cabinet
- July-September 2017 – open consultation (public/all)
- October 2017 – final draft
- November-December 2017 – to Minister/Cabinet
- July-December 2017 – preparation of supporting documentation/resources, communications, and roll-out plan

A formal invitation will be coming out soon to the workshops in March-April, but in the meantime, please do put it in your diary and save the date! Your attendance, input, and perspectives will be invaluable to the development of the strategy (and hopefully an interesting discussion regardless). Please do distribute the date and invitation as widely as possible – as always, we are interested in the broadest possible range of perspectives and input.

I would also like to draw your attention to the intended dates of the two consultation periods. I strongly encourage you to consider submitting feedback during the first, 'closed' consultation period so that we can have a 'polished' document out there for the open, public consultation (when you will of course have another opportunity to comment on what will hopefully be fairly close to the 'final' document).

Many thanks for your time and input into this crucial document that will set our direction for the next ten years. I remain excited about the possibility of where this strategy could take us!

Contact: Jo Horrocks on (04) 890 8575 jo.horrocks@dpmc.govt.nz

3. Civil Defence Emergency Management Act 2002 changes

By 1 June 2017, CDEM Group (Joint Committees) will need to appoint a Group Recovery Manager and an alternate. Joint Committees may also decide to appoint local recovery managers. I am aware some CEGs are assisting with advice on these appointments. If you have any questions around the role of recovery managers there are factsheets on our website and talk to your Regional Emergency Management Advisor.

Contact: Karen McNamara (04) 817 8559 karen.mcmanara@dpmc.govt.nz

4. National Warning System Upgrade

Work on the National Warning System upgrade was delayed temporarily due to the November 2016 Kaikōura earthquake and tsunami response but is now back on track for completion May 2017. CDEM Groups will be informed about any changes before the system is launched, including confirming or requesting contact details. The new system will enable us to send national warnings faster and via more channels, while additional channels such as social media and the MCDEM website will be updated automatically.

We still intend to request for volunteer testers in CDEM Groups to help us with extensive testing on the new platform.

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

5. Public Alerting System

Funding was released for a cell broadcast system at the end of 2016. The project team was subsequently expanded and we have commenced a procurement process with the started work with the three mobile network operators. Alongside the procurement process we held workshops with the Telcos over the last weeks to discuss fast-tracking the project. We are

also working on a communications plan and will be publishing project background information and updates on the MCDEM website from this month (February 2017).

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

6. EMIS Upgrade

The procurement process to upgrade EMIS to SharePoint 2016 is winding up with contract negotiations with the preferred vendor now underway. The User Group will be invited to a design workshop with the vendor after the contract formalities have been completed. The project is on track for delivery of EMISv3.0 by the end of 2017.

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

7. Australian Inter-service Incident Management System

The Australian Inter-service Incident Management System (AIIMS) is currently under review, led by the Australasian Fire and Emergency Service Authorities Council (AFAC). The review covers much of the same issues CIMS struggled with before CIMS 2nd Edition, i.e. recognising the respective layers/levels of response, strengthening volunteer management and Welfare ('Relief'), including 'Unified Control' etc. The review also looks at the inclusion of Recovery. The review intends to have a next version of AIIMS available by September 2017.

As an AFAC member, NZFS is represented on the AIIMS Review Steering Group. Early last year NZFS invited MCDEM (as the current chair of the CIMS Steering Group) to consider joining AFAC so we can also be included in the AIIMS Review Steering Group and hence be able to provide input into the direction of AIIMS, with a view on the potential of joining CIMS and AIIMS up to have a consistent doctrine across the two countries. We agreed to this as the objective of consistency makes good sense, however the potential of a joint doctrine would depend on the ultimate content of the next version of AIIMS, and its consideration by the CIMS Steering Group.

As the Chair of the CIMS Steering Group David Coetzee has been providing input to discussions of the AIIMS Review Steering Group since the middle of 2016, and since December 2016 also to draft chapters as they became available. The input reflected the CIMS 2nd Edition perspective. His experience to date has been that the AIIMS review respects the NZ contribution but the Australian focus and input is obviously dominant, while the different government settings and allocation of EM responsibilities also complicate comparisons sometimes. From what we have seen to date there could be potential for alignment of CIMS and AIIMS in several areas and for the enhancement of CIMS as such, however it is too early to have an opinion on actually joining CIMS and AIIMS up. So far it also seems that the AIIMS manual will be much more detailed than the CIMS manual, which will also be a consideration.

The timing of the next version of AIIMS fits well in our timeline for the next CIMS review (the next version is due in 2019). As part of our own review the CIMS Steering Group will consider the revised AIIMS, and the adoption of all or parts of it in CIMS. Recommendations about changes will be made to the Hazard Risk Board (HRB) of Official's Domestic and External Security Committee who signs off on any changes.

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

8. 2017 National Emergency Management Conference

Preparations are well underway for the 2017 National Emergency Management Conference. This year's conference is all about 'making it happen'. Coordinated by MCDEM, the conference will centre on providing tools, skills and advice to help emergency management professionals navigate the future.

On 7-8 June at the Intercontinental Hotel in Wellington the conference will build on last year's massively successful event. We're pulling together a line-up of top-flight speakers and planning a few interactive sessions too.

A day of Wellington-based workshops will follow the conference on 9 June. The workshops will be themed around current topical issues and will provide a unique opportunity to meet with colleagues from across CDEM.

We have invited Craig Fugate, former Administrator, Federal Emergency Management Agency from the United States to deliver the closing keynote speech, which we have provisionally titled 'A Resilient Future'. We have asked him to speak about, his reflections as the Administrator of the Federal Emergency Management Agency for the last eight years, what it means going forward, his thoughts about future challenges and opportunities generally, as well as the challenges and opportunities that lie ahead for his successor.

Other keynote speakers invited to speak include:

Sir Mark Solomon, Ngai Tahu.

Rob Jamieson, Chief Executive Officer, Orion.

Lilian Grace, Chief Executive Officer / Founder & Trustee of Figure NZ.

Gilbert Enoka, All Black's Mental Skills Coach.

Lance O'Sullivan, Influential Northland General Practitioner.

Dave Wild, Strategist and innovation coach.

Contact: Mark Frampton (04) 817 8538 mark.frampton@dpmc.govt.nz

9. Nominations Now Open: 2017 CDEM Awards

Know someone working in Civil Defence Emergency Management in New Zealand who's punching above their weight? Someone whose passion, drive and commitment to all things CDEM really sets them apart? Someone who has made a difference to CDEM through a project, a product, leadership or innovation?

The CDEM Awards are a chance to recognise these outstanding individuals, groups, or organisations for their contribution. There are three types of award:

For contributions to CDEM in New Zealand:

- CDEM Gold Award: for outstanding contributions to CDEM in New Zealand.
- CDEM Silver Award: for important contributions to CDEM in New Zealand.

For innovation:

- Director's Award for Innovation: for exceptional innovation or creativity that has pushed the boundaries of current CDEM practice in New Zealand.

For long service:

- CDEM Long Service Award: for 10 years', 20 years', or 30 years' service* to CDEM at the local or national level. (Note, only the 20 and 30 years awards are presented at Conference)

As the 20 & 30 year service awards are new, those who have previously received the 10 year award but have completed 20 or 30 years' service can be nominated to receive these awards.

This is our chance to recognise both paid staff and volunteers. Nominations close on 7 April and the awards will be presented at the national Emergency Management Conference dinner.

Nominate now by visiting the MCDEM website and looking in the CDEM Sector tab.

Contact: Mark Frampton (04) 817 8538 mark.frampton@dpmc.govt.nz

10. Integrated Training Framework

The development of the Integrated Training Framework (ITF) courses continues with the Public Information Management (PIM) Function specific course. As this course is developed we will review the need and purpose of MCDEM's PIM course. The Logistics function specific course is currently being wrapped up incorporating lessons identified from the November 2016 Kaikōura earthquake and tsunami. A 'Train the trainer' course for the Welfare function specific course is being organised for March in Wellington. A bridging course for those who have followed the CIMS unit standards pathway is underway. In January the Intermediate course had a review following over a year of being in use. We're pleased to announce that the conclusion was positive and you should not delay providing this course should it be in your training calendar. We will introduce a new activity to lighten an over-talky area and, while we recommend the course be completed in a two-day session, we will look to guide how it can be modularised, overall, minimal changes. All course material will be available in takatū.

In March, the Steering Committee will review the priorities of the sector to create a roadmap for the remaining courses. Requests for interested and experienced subject matter experts will go out shortly in the coming months to aid the development.

Takatū, the updated learning management system, for CDEM is an integral part of the Integrated Training Framework. Our Learning Management Advisor has started to work with some Groups and local councils to assist them to get started in the system and use it to support their training and tracking administration (remember - learners can have access to online material, trainers can share course materials and administrators can have clear regional tracking and reporting of training activities). Nominations to MCDEM courses, such as the Controller Development Programme and the Exercise Writing Courses now occur through takatū. The takatū working group will meet in April to review progress to date and

plan a road map for further roll-out, courses and use.

We encourage you to sign up and have a look at <https://takatu.civildefence.govt.nz/>

Nominations for the next Controller Development Programme which begins in May, with the residential in Wellington 18 – 23 June are open. Interested parties should discuss with their managers and submit their interest via takatū.

We hope to organise an Emergency Management Officer (EMO) course in March and we're assisting in the development of a regional Lifeline Utility Coordinator (LUC) course.

An initial review of the Development Needs Analysis and the Competency Framework will not occur this year due to a reprioritising of Capability Development's workload.

A guideline has been created by MCDEM and CDEM representatives concerning the use of the Emergency Management (EM) Adult Community Education (ACE) Fund and has been sent to Capability Development Advisory Group (CDAG) members. CDEM Groups are requested to provide data each month on their use of the fund to enable effective tracking and reallocation during the year if appropriate.

The CDAG will continue to meet regularly (by phone and, at least one face to face during 2017) to discuss and review all aspects which impact on capability development within the sector; sharing best practice and making use of experts.

The review of the CDEM domain unit standards started in January (postponed from November), a first meeting allowed a group of CDEM representatives to prioritise the units. Sub-groups will be formed to review the unit standards in more detail and nominations for volunteers will be requested via CDAG in due course.

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

11. Public Education

The tsunami and earthquake awareness campaign is continuing, with a high-intensity advertising campaign well underway. CDEM Groups have been provided with guidelines (via your NPERG representative) to promote the campaign regionally.

The final post analysis of the campaign is due on 26 February, but all indications point to a very successful campaign, for example:

- The newspaper advertising reached 850,000 people aged 18+
- Online banners have been seen 7,879,979 times and had 12,394 clicks through to the website (well above the benchmark for Government advertising)
- On demand videos have been seen 1,133,203 times
- TV advertising has reached 69 percent of our audience once and 59 percent three times. This is well in excess of our expectations, partially due to the increase in TV watching due to the lack of summer.

The Department of Internal Affairs are including leaflet inserts with all passports issued in February, amounting to around 50,000. Facebook and Twitter promotion is continuing and the website has been updated with factsheets in 22 different languages. Hospitality NZ has included resource links in their newsletter to over 1,000 commercial accommodation providers. MSD, Trade Me, MetService, IRD, Local Government NZ and other organisations have been sharing our messages.

We are currently working with our creative agency to develop concepts for the next phase of our public education campaign to boost preparedness levels. This phase will target Millennials (people aged 18-30).

The National Public Education Representative Group (NPERG) is meeting at the end of this month to share resources and ideas and help set the direction for the Ministry's public education activity for the next year.

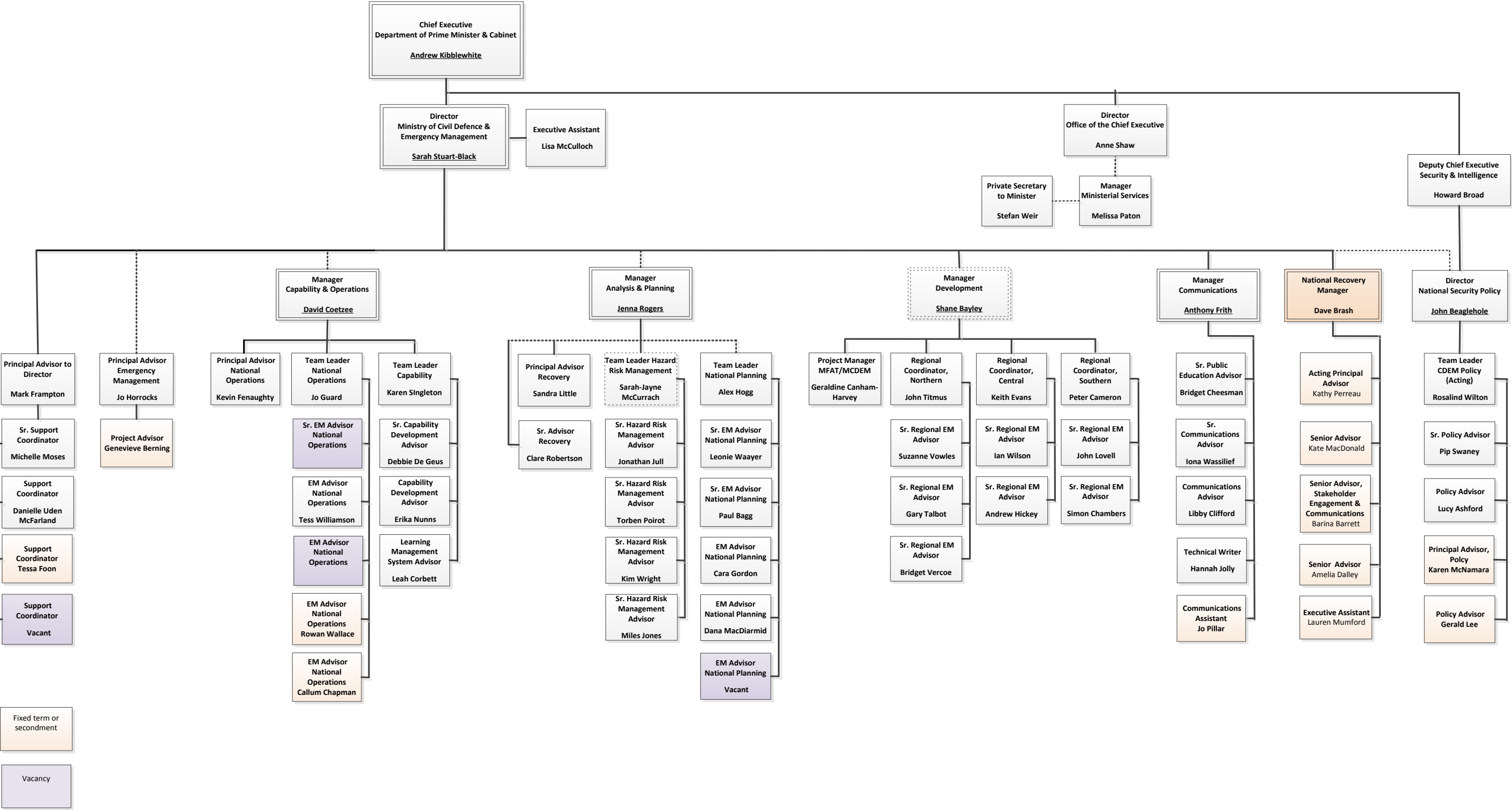
Contact: Bridget Cheesman (04) 817 8562 bridget.cheesman@dpmc.govt.nz

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Sarah Stuart-Black', is positioned above the printed name and title.

Sarah Stuart-Black
Director

Ministry of Civil Defence & Emergency Management
as at 16 February 2017



**TITLE: Fire and Emergency New Zealand (FENZ)
'Day 1 Blueprint'**

From: Brad Moseby, Area Commander NZ Fire Service

Date: 17 February 2017

Executive summary:

Attached is the "Day 1 Blueprint" for the transition into Fire and Emergency NZ.

This document describes the bringing together of over 40 different fire entities into one new organisation on 1 July 2017. The unification and integration of both urban and rural entities will take a further 2-3 years and a blueprint for this body of work will be released sometime in March this year.

A brief overview of the amalgamation will be provided.

Recommendation:

1. That the report and briefing 'Fire and Emergency New Zealand - Day 1 Blueprint' by Brad Moseby, dated 17 February 2017 be received.
-

Attachments:

- FENZ - Day 1 Blueprint
-

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017



DAY ONE BLUEPRINT

September 2016

DAY ONE BLUEPRINT – WORKING VERSION

This working version of the Day One Blueprint for Fire and Emergency New Zealand (FENZ) provides a high-level description of what we intend the new organisation to look like on 1 July 2017 – based on what we know right now.

As the work to transition to FENZ progresses we will develop a longer term Blueprint that defines the future state of FENZ in 2020 and beyond. We expect this longer term Blueprint will be available in April 2017.

OUR MISSION FOR DAY ONE

Implementation on 1 July 2017 is the beginning rather than the end of the FENZ transition story. A multi-year project is planned to create a unified organisation.

Our focus for 1 July 2017 will be on ensuring that:

- the health and safety of the public and our people remains paramount
- FENZ personnel (employees, volunteers and contractors) are brought on board to FENZ smoothly
- FENZ continues to respond effectively and efficiently to fire and other emergency incidents
- FENZ personnel have access to the response assets they need and are turned out to incidents they are trained to deal with
- FENZ continues to also seamlessly deliver reduction, readiness and recovery services
- we bring FENZ personnel and the sector with us on the journey and they are actively engaged
- FENZ personnel have clear authority for the work they do, know who is in charge and continue to operate effectively from 1 July 2017
- there are clear signs that FENZ is different: whether your background is urban or rural; or you are an employee, volunteer or contractor. It will be clear that the establishment of FENZ is only the start of the journey:
 - some changes will have been implemented
 - some changes will be being actively piloted
- future plans for a unified organisation are visible and tangible to FENZ personnel and the sector, and the next phase of unification will be ready to go.

The change for Day One will be realistic and pragmatic:

- if we need to take more time to listen to the views of personnel and the sector, then we will do so. This may limit the degree of change visible to FENZ personnel and the sector on Day One.
- we will take the time needed to build a solid foundation that is able to support the more significant changes that will follow during future unification phases.

The implementation of everything set out in this document will be underpinned by extensive communications and stakeholder engagement, both internally and externally.

WHAT PEOPLE OUTSIDE FENZ WILL SEE ON DAY ONE

Identity

FENZ will be established with a new brand. In the medium term the new visual identity (including logos, colours, signage, badges and flags) may require widespread imagery change to websites, publications, uniforms and assets.

For Day One the new visual identity will be applied based on value-for-money principles. For example, the website and electronic collateral will be updated wherever possible. Any other rebranding will occur on a targeted basis initially, and be fully rolled out during the unification phase of the project.

We will celebrate our history as we transition to FENZ.

Communities

Communities, including forest and land owners, will have confidence that their people, property and landscapes will continue to be protected from fire and other emergencies. They will:

- start to have some exposure to the new visual identity
- have access to information on the role of a local committee and that consultation on boundaries is about to commence
- be able to continue to use fire as a land management tool, including being aware of fire control measures e.g. whether they need a fire permit and how to apply for one
- have access to information about changes to the levy

Other emergency services agencies

Formal arrangements with other emergency services agencies will have been reviewed, and work will be underway to confirm which agencies will lead and assist in different circumstances. On the ground operational personnel from the various agencies will continue to work together based upon coordinated incident management principles.

Unions and associations

FENZ will work collaboratively and in good faith with unions and associations, respecting and valuing their contribution. It is intended that formal agreements will be in place with key stakeholders as required.

Former rural fire authorities including enlarged rural fire district committees

Rural fire authorities (including territorial authorities and enlarged rural fire district committees) will cease to have fire control responsibilities under the Forest and Rural Fires Act from 1 July 2017.

Enlarged Rural Fire District Committees cease to exist on 1 July 2017. Members of these committees have made significant contributions to their communities, and those contributions will be respected and acknowledged. Some members may have a role in pilot committees or other interim arrangements until the formal local committees are appointed.

The Fire and Emergency New Zealand Bill (the Bill) includes provisions for sharing information before and after 1 July 2017.

Territorial authorities

FENZ will work collaboratively and in good faith with territorial (including unitary) authorities including agreeing access to response assets, operational systems (e.g. mapping), specialist expertise, providing advice on building consents and dangerous buildings, and bylaws.

Industry fire brigades

Industry fire brigades will be identified, and understand their statutory functions and powers. They will understand how to work with FENZ, and work will have commenced to formalise any new agreements.

Fire alarm monitoring companies

There will be little change for fire alarm monitoring companies as the Communications Centres (ComCen) will continue to be the primary channel for responding to incidents.

Department of Conservation, New Zealand Defence Force and Ministry of Education

DOC, NZDF and Ministry of Education will know how to work with FENZ and who to contact about what. Work to develop an operational service agreements / memorandum of understanding will be well advanced, if not completed.

Hazardous substance agencies

WorkSafe, the Environmental Protection Authority, the New Zealand Transport Agency, the New Zealand Police, the Civil Aviation Authority, Maritime New Zealand, Ministry of Health, territorial authorities and regional councils will know how to work with FENZ and who to contact about what. Work to develop or update required memoranda of understanding will have started.

Levy payers

Levy payers will have access to information about what amount they need to pay for the financial year from 1 July 2017 and the likely changes required for 1 July 2018.

Insurance Council (ICNZ) and Insurance Brokers Association (IBANZ)

FENZ will work with ICNZ and IBANZ collaboratively and in good faith, assisting them to help their members understand the impacts of the levy changes on members (and their customers), and enable them to comply with their new levy obligations.

WHAT FENZ PERSONNEL WILL SEE ON DAY ONE

All personnel

On Day One all FENZ personnel will feel part of a new organisation, and will have had the opportunity to participate in developing a new FENZ organisation. This is likely to include:

- strategic direction
- identity and brand
- the multi-year roadmap for unification.

Operational personnel

All operational personnel will have:

- a clear understanding of:
 - where they sit within FENZ's organisation, geographical and respective rank structures, noting that some of these may be interim
 - how command and control works and who is in charge of an incident
 - their statutory functions and powers (via delegations, authorisations and appointments)
 - how to perform their functions safely as they do now
 - what compliance and deterrent tools are available to them on Day One
 - future opportunities to broaden operational capability (e.g. rural fire forces building capability in hazardous substances, urban brigades building capability in large vegetation fires)
- been informed on the new legislation, and how to use the processes, policies, tools and systems required to do their job (if there are any changes for Day One).

In addition, volunteers will understand:

- the continuation of local relationships and how the direct relationship with FENZ works
- how to access advocacy and support services and an interim dispute resolution process
- what reimbursement they are entitled to (if any).

Corporate and support personnel

All corporate and support personnel will:

- understand where they sit within the organisation structure, what their key functions are, and who their internal customers are
- have received any information needed on the new legislation, and how to use the processes, policies, tools and systems required to do their job.

Leaders

FENZ's leaders:

- are equipped and empowered to provide their people with information on transition, provide a feedback loop back to the transition team and deal with the local implementation issues that will inevitably happen before and after Day One
- understand who is in their team and have a plan to lead their people to support the creation of a new organisation
- have financial and human resources delegations in place

- have a business plan and budget for the 2017/18 financial year
- will have the support and authority they need to take on their new responsibilities

FENZ FUNCTIONS

The Bill sets out the main functions of FENZ (the things it must do), and additional functions of FENZ (other things it may do, to the extent that it has the capacity and capability to do so).

Functions set out in the Bill are broader than those in the current legislation. However, they closely align to services that operational personnel provide today. To a large degree the wider mandate in the Bill is catching up with what is already operational reality.

Main functions

The main (lead) functions that FENZ must perform are:

- promote fire safety
- provide fire prevention, response, and suppression services
- stabilise or render safe incidents that involve hazardous substances
- provide for the safety of persons and property endangered by incidents involving hazardous substances
- rescue persons who are trapped as a result of transport accidents or other incidents
- provide urban search and rescue services
- efficiently administer the FENZ Act.

All main functions are existing services. However, some main functions are not currently provided by some brigades or fire forces as they do not have a statutory mandate, or do not have the equipment and training they need to provide the service. On Day One the day to day response of individual brigades and fire forces will not materially change.

Additional functions

Before performing any of the following additional (assist) functions, FENZ must ensure it retains the capacity and capability to perform the lead functions above efficiently and effectively. To the extent that it has capacity and capability FENZ may also:

- respond to medical emergencies
- respond to maritime incidents
- perform technical rescues, including rescues involving high angles and ropes, rescues from collapsed buildings, rescues from confined spaces, rescues from unrespirable and explosive atmospheres, swift water rescues, and animal rescues
- provide assistance at transport accidents (e.g. crash scene cordoning and traffic control)
- respond to severe weather-related events, natural hazard events, and disasters
- respond to incidents in which a substance other than a hazardous substance presents a risk to people, property, or the environment
- promote safe handling, labelling, signage, storage, and transportation of hazardous substances
- respond to any other situation, if FENZ has the capability to assist.

Responding to maritime incidents and promoting the safe handling, labelling, signage, storage and transportation of hazardous substances are functions where national practice is not currently formally established.

OPERATIONAL PROCESSES AND POLICIES

Local committees

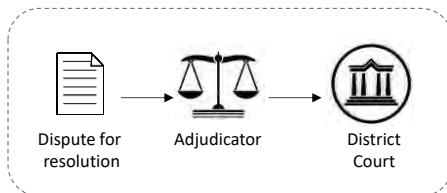


Local committees will be established by the Board to provide local advice to FENZ. Formal appointments to local committees are unlikely to be made until after consultation on boundaries is completed, and consultation won't commence until after Day One.

By Day One work to develop the establishment, appointment and support processes will be largely complete. Two to three pilot committees will have been established to test different models and find out what works best. Interim arrangements will be in place as required to provide local advice to FENZ until the local committees are formally established.

From 1 July 2017 the Board is likely to be developing operating principles for local committees and preparing to consult the public on boundaries.

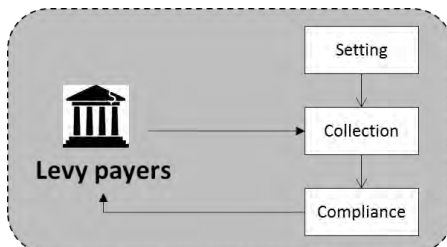
Dispute resolution scheme



Similarly, FENZ is required to consult on the design of the new dispute resolution scheme, and this consultation will start after 1 July 2017.

Initial design work for the scheme will have been completed by Day One. An interim process will be in place for Day One to manage any disputes that arise before the formal scheme is approved by the Minister and is operational.

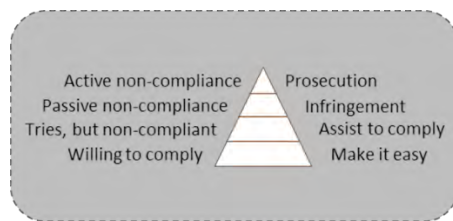
Levy



Levy changes will be implemented in two stages:

- changes for 1 July 2017 are limited to a change to the levy rates, which requires a formal consultation process
- changes from 1 July 2018 will be more substantive. They will require that FENZ business processes and systems (and those of insurers) are changed to align with new legislative requirements.

Compliance and enforcement



The Bill provides FENZ with a number of compliance and enforcement powers. Powers provide the ability to:

- authorise persons to issue infringement offence fines for specified matters, when regulations are in place
- investigate and prosecute offences defined in the Act
- appoint inspectors with powers of entry and inspection, and to take samples of objects and things for the purpose of assessing compliance
- authorise specified persons to apply for a search warrant under the Search and Surveillance Act.

Processes to issue infringement notices will have been designed by Day One, but will not be implemented until regulations are in place. A number of rural prosecution offences and the cost recovery mechanism are being replaced by infringement offences, so we will ensure personnel understand what compliance and deterrent tools are available to them on Day One. FENZ will have prosecution powers for serious offences.

Development of a Compliance and Enforcement Strategy and a Prosecution Policy will be underway by Day One.

Volunteer support

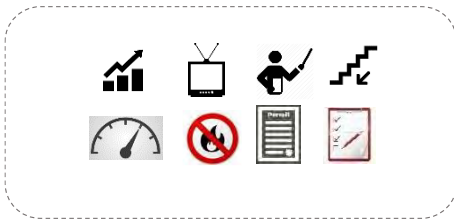


The Bill requires that FENZ:

- recognise, respect and promote the contribution of volunteers
- consult with volunteers and relevant organisations
- encourage, maintain and strengthen volunteer capability.

On Day One arrangements will be in place to make advocacy and support services (at no cost to volunteers) and an interim dispute resolution process available to FENZ volunteers, and enable them to be reimbursed (if appropriate).

Reduction



On Day One FENZ will continue to promote fire safety using the existing wide range of methods, based on current research and intelligence.

Consistent authorisation processes will be operating for:

- Prohibitions, restrictions and fire breaks
- Fire permits
- Evacuation schemes
- Giving advice on building consents and dangerous buildings under the Building Act.

Work will have started on how FENZ will perform its function to promote safe handling, labelling, signage, storage, and transportation of hazardous substances.

Readiness



On Day One FENZ operational personnel will have:

- access to the response assets they need to perform their duties
- been trained in their key functions and powers (as required and if changed)
- operational readiness standards for urban and rural

Interim fire plans will be in place, most likely by adopting existing fire plans until new plans can be developed.

Pre-incident planning processes will continue as is for:

- built environment: risk assessment, preparing site reports and tactical plans
- vegetation fires: analysing land cover, risk factors, threat classification and preparing plans

Work will have commenced on a new code of practice for firefighting water supply.

Response



The Bill provides FENZ with a broader range of functions, powers and protections to enable it to respond to fires and other emergencies. However, for Day One the priority is continuity i.e. “trucks still roll out the door”. At an operational level urban and rural operational personnel are already turned out through a single Communications Centre (ComCen) function. Due diligence will have been performed to provide assurance that operational response data (including “beat lists” and pre-determined attendance) is accurate, fire plans are in place, personnel are clear on jurisdictions and command and control structures, and that dispatch mechanisms operate effectively.

From Day One FENZ will be able to meet its obligations to notify and report to hazardous substance agencies.

Recovery



On Day One FENZ’s post-incident processes will largely reflect existing practice across urban and rural functions:

- Operational reviews
- Fire investigations
- Post-incident analysis
- Business continuity
- National event plans.

Where possible the outputs from these processes will be integrated into a single FENZ performance reporting framework.

DELIVERY CHANNELS

Response channel

ComCen will continue to be the primary channel for receiving reports of fire and other emergencies, initiating FENZ's response and notifying appropriate personnel and other agencies.

Fire safety promotion

From Day One FENZ personnel will continue to be out and about in communities promoting fire safety and fire control measures using existing processes and materials.

Website

A new FENZ website will be established for Day One. It will be populated with a mix of content that is migrated from existing websites, and with new content created specifically for FENZ.

Online services

FENZ transition will promote greater use of online services. On Day One:

- existing online services for evacuation schemes will be rebranded
- online fire permit processes will be in place where they currently exist.

Social media

FENZ will have a new presence on social media (e.g. Facebook, Twitter, LinkedIn).

INFRASTRUCTURE AND TECHNOLOGY

Response assets

Operational personnel will have access to the response assets (property, vehicles, operational and communications equipment) required to respond effectively and efficiently to fire and other designated emergencies on Day One.

FENZ will know what response assets it has at its disposal.

The fleet and equipment will be legally compliant. Non-compliant vehicles and equipment will be either retired, repaired or quarantined with rectification plans in progress. A risk-based approach will be taken when deciding whether to deploy response assets that still require remedial action e.g. tankers.

It is expected that ownership of response assets will remain the same on Day One, unless a transfer of ownership is mutually agreed or an asset needs to be replaced.

Station and incident management systems

On Day One operational personnel will have access to systems for managing incidents. It is likely that rural personnel will be using the Fire Service Station Management System (SMS) for some functions, but other functions may be supported through rural-specific systems. Over time SMS will require redevelopment to meet the needs of the new organisation.

Fire permits and rural specific databases

A range of systems are in place within RFAs to manage fire permit applications and other information. Some are fully functional app-driven systems, others are based on spreadsheets.

On Day One existing fire permit databases will be in place, and be integrated as time and resources allow.

Corporate systems

FENZ will need a number of functional corporate systems from 1 July 2017:

- Financial Management Information System (FMIS)
- Asset Management Information System (AMIS)
- Payroll
- Human Resource Information System (HRIS)
- Training Management System
- Reporting systems and databases.

The needs of the new organisation (urban and rural; employees, volunteers and contractors) and sector will be considered before choosing to adopt an existing system or process for use in FENZ. In general, FENZ expects to reuse existing Fire Service platforms, where it is a strength, and if they are capable of meeting the needs of the new organisation.

Corporate systems will be set up and populated ready for use from Day One. Systems will be adapted to meet the needs of both urban and rural as required, but our focus is on delivering mandatory requirements. This may mean that some work will be needed to further refine and improve system capabilities after 1 July 2017 to fully meet requirements.

Connection to corporate networks and ICT support services

On Day One FENZ personnel will have the access to the FENZ corporate network that they require to do their job.

It is acknowledged that a number of remote rural fire forces operate from very simple buildings, some do not have power or access to fixed line or mobile data networks. Some mobility solutions (tablet and/or smart phone) will be in place for Day One, but will continue to be developed over time.

ORGANISATION

The following is all subject to formal consultation with future FENZ personnel and the sector. However, it provides an indication of the direction of travel, and will be adjusted as feedback is incorporated.

Day One – one organisation

On 1 July 2017 Fire Service employees become FENZ employees. Former RFA employees that meet the definition of “transferred employees” in the Bill will transfer to FENZ on 1 July 2017.

Volunteers become FENZ personnel, so the new organisation will be better informed on, and able to better support and communicate with volunteers over time. This does not detract from the local relationships that volunteers will continue to have with their local leaders, their brigade or fire force, and their community.

Organisationally it is expected that existing brigades and fire forces will continue to exist on Day One. Operationally urban and rural operational personnel will work together as set out in the Response section above.

Operational capability

One of the key benefits of moving to FENZ is to create greater operational flexibility and effectiveness by broadening operational capability (e.g. rural fire forces fighting structure fires or responding to hazardous substances incidents, and urban brigades fighting large vegetation fires). Future capability will be driven by the needs of the community, operational requirements and the desires of operational personnel (particularly for volunteers). The capability of individual brigades and fire forces will not change significantly for Day One.

FENZ will ensure that the health and safety of the operational personnel and public is maintained by ensuring that adequate instructions, training, supervision and equipment are in place before they take on any additional duties.

Volunteer support

FENZ will have structures in place to ensure that volunteers are adequately supported including knowing how to access advocacy and support services and the interim dispute resolution process. All volunteers will have access to volunteer support officers (VSOs) and clarity on policies for volunteer reimbursement.

Vegetation fire capability support

FENZ will ensure that rural fire forces continue to be supported, including how to maintain specialist response capability (e.g. wildfire fighting) and how to support the development of capability and operational readiness within rural fire forces.

Delegations

FENZ personnel will have received the appropriate statutory, financial and human resources delegations to enable them to perform their duties, and have received any additional training required.

Authorised personnel

FENZ will have authorised personnel in writing to enable them to exercise relevant statutory powers, including responding to fires and other emergencies, and carrying out compliance and enforcement activities.

FENZ inspectors

The Bill enables FENZ to appoint inspectors who have additional powers of entry, inspection and taking samples. For Day One a number of inspectors will have received any additional training required and been appointed. The likely initial candidates are personnel who conduct specialist fire investigations and other fire risk management activities. Being careful to manage the trusted relationship a firefighter has with the public and their community will be important as the new penalties and offences system is progressively introduced.

Pilot committee support

On Day One FENZ will provide personnel to:

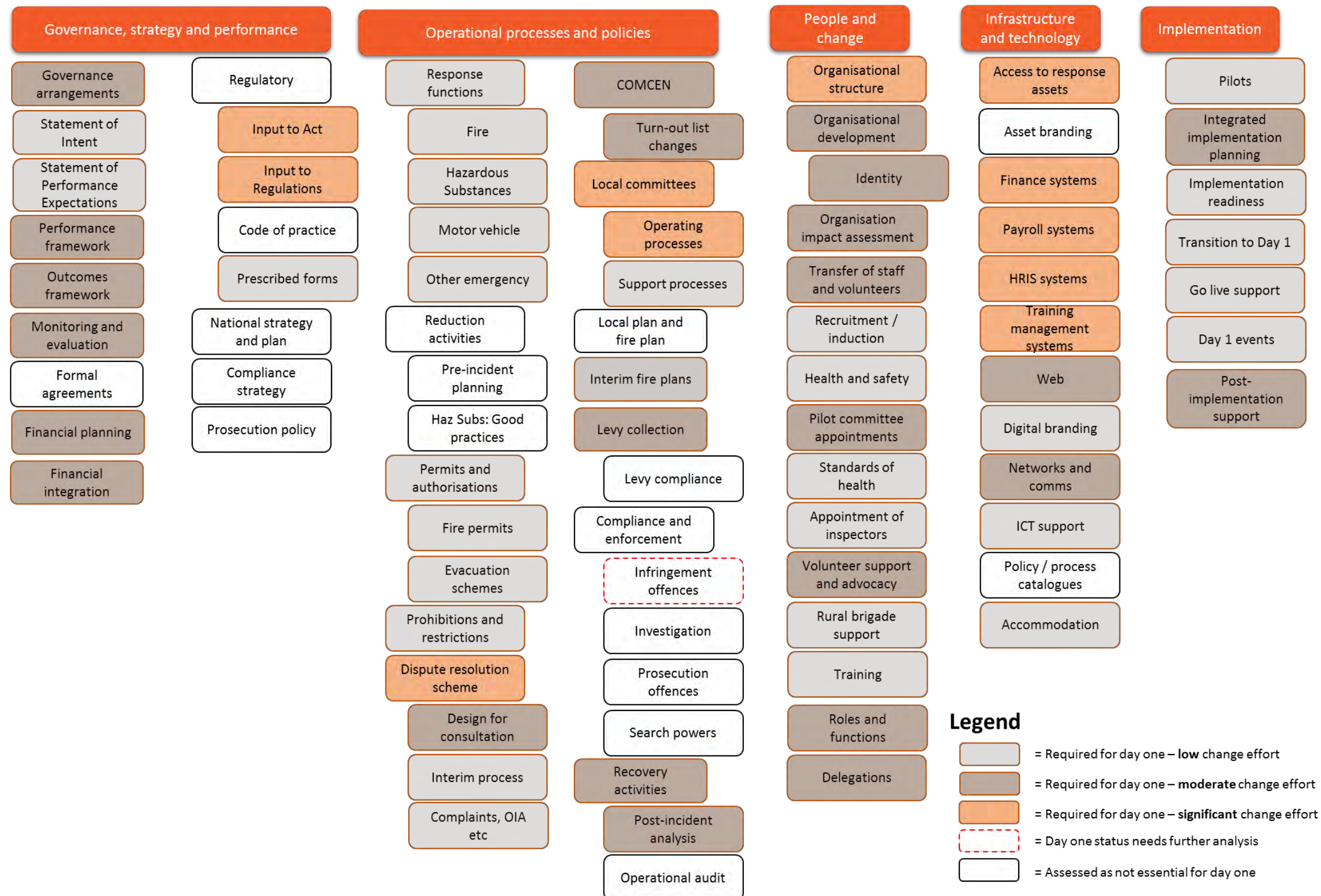
- support pilot committees
- represent FENZ to each pilot committee, to advise the committee and enable the committee to provide informed advice to FENZ.

Corporate and support functions

On Day One corporate functions will predominantly, but not exclusively, be provided by former Fire Service employees. Given that the FENZ operational workforce is likely to be approximately 20% larger than the Fire Service workforce it is likely that corporate functions will need to expand accordingly, and may need to change to meet the needs of the new organisation.

Other support functions will be provided by both former Fire Service personnel and former rural personnel.

Appendix A – Day One delivery



TITLE: Coordinating Executive Group Chairs Report

From: Tony Phipps, CEG Chair and Group Controller

Date: 19 February 2017

Executive summary:

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

Recommendation:

1. That the report 'Coordinating Executive Group Chairs Report' by Tony Phipps, CEG Chair, dated 19 February 2017 be received.

Report:

Warnings and activations

There have been two Metservice watches in the Northland region for the reporting period, both of low significance and several tsunami events that have been the subject of alerts or warnings by the Ministry of Civil Defence & Emergency Management (MCDEM).

Date	Event	CDEM Action
17 December	8.0m earthquake Papua New Guinea	No threat to NZ - information monitored and circulated once status established.
4 January	7.0m earthquake Fiji	No threat to NZ - information monitored and circulated once status established.
22 January	7.9m earthquake Soloman Islands	No threat to NZ - information monitored and circulated once status established.

For all tsunami alerts issued by MCDEM through the National Warning System the Duty Officer and other CDEM personnel are required to respond. Since the Kaikoura earthquake and subsequent tsunami warning there has also been a heightened level of readiness in terms of tsunami alerts and warnings. MCDEM have also circulated a series of planning maps to assist in ensuring appropriate levels of understanding of the implications of a large-scale local source earthquake.

Standard operating procedures have been updated accordingly.

Rural Sector Drought Declaration

Northland is undergoing a prolonged dry spell and the Northland Rural Support Trust (RST) held a sector group meeting on 24 January and a wider Adverse Events Group meeting on 1 February to review the situation.

As a result of the meeting it was agreed to ask the Minister of Primary Industries to classify the event as a medium scale drought for the region based upon rainfall figures, soil moisture deficits, the availability of fresh feed and effects of previous drought events together with the previous years' low pay-out pressure.

The Northland Civil Defence and Emergency Management (CDEM) Group is assisting the RST to coordinate and implement the across agency response and recovery. The RST has a well-structured and experienced network to implement the response and recovery plan.

The CDEM Group, who are also providing administrative and information management support to the RST are coordinating weekly teleconferences of the response and recovery group.

Since the classification of a drought by the Minister the situation has improved considerably with up to 100mm of rain having fallen in some areas for the month to date. The NIWA soil moisture deficit index as at 19 February indicates that Northland is better than during an average year.

Power Outage

During the late afternoon of Sunday 5 February, a power and telecommunications outage occurred because of a scrub fire at Oakleigh, south of Whangārei.

The seat of the fire was directly under a pylon in thick bush and vegetation and the fire was generating large volumes of smoke and ash, which can lead to arcing occurring. The fire in itself was also considered as a potential direct threat to the lines, which can stretch under heat.

A request to shut down the Transpower line was made by the Fire Ground Commander who assessed the situation and determined that there was a threat to the safety of responders. The Fire Ground Commander was aware when he made the decision that there is an alternate line into Northland. What he did not know is that it was on the same pylons.



Springfield fire Holland Road – Photo Sarah Simperingham

ITEM: 5.0

Page 3 of 3

The power was shut down to most areas north of the fire for up to two hours in some areas.

During the power outage, Vodafone's Northland network also went down. Enquiries with the Vodafone representative on the Northland Lifelines Group, Nume Okolo show that the initial impact was minimal with only a few cell sites impacted, however, after about 20 minutes the network failed. Investigations have identified that the Vodafone Transmission Hub site in the Whangārei CBD, feeding multiple cell sites across the Northland Region, failed during the power outage which explains the extended loss of coverage across the region.

This appears to be due to an unexpected failure of the backup power supply at the Transmission Hub site feeding the cell sites. Investigations are still ongoing as to what has caused this unexpected failure of the back-up power system.

Resilience Fund

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.

Northland submitted three applications and have received notification that the application for \$40,000 for the CDEM Welfare Sector Tools Project has been approved.

Two applications further applications were declined - Fostering Community Engagement (\$35,200) and Recovery Framework Implementation (\$40,000).

Approved applications are:

2017/03	Marlborough Lifelines Regional Fuel Plan	Marlborough CDEM	\$23,000
2017/04	Developing a Disaster Waste Management Plan (DWMP) template	Bay of Plenty Regional Council	\$100,000
2017/06	Taranaki Vulnerability Study	Taranaki CDEM Group	\$51,750
2017/08	East Coast LAB: Tsunami Safer Schools Preparedness Guide	Hawkes Bay Regional Council	\$70,000
2017/09	Alpine Fault Project (AF8) (Second Year)	Emergency Management Southland	\$245,000
2017/10	Practical Tools for CDEM Welfare (Second Year)	Northland CDEM Group	\$40,000
2017/16	Integrated Training Framework	MCDEM	\$230,000
2017/18	Guide to effective local Social Recovery	Waimakariri DC	\$40,000
2017/28	National Information Infrastructure	StratSim Ltd	\$89,250
Total			\$889,000

Detailed information on each of the applications is on the MCDEM website. It should be noted that in the 2015/16 round the Alpine Fault Project was awarded \$245,000 and the Integrated Training Framework Project \$245,000.

Authorised by:

Name: Tony Phipps
Title: General Manager – Customer Service and Community Resilience
Date: 23 February 2017

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

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

Date: 14 February 2017

Executive summary:

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

Recommendation:

1. That the report 'Emergency Management Information System (EMIS) Update' by Victoria Randall, CDEM Officer WDC, dated 14 February 2017 be received.
-

Report:

National

The November National EMIS Governance Group meeting was cancelled due to the Kaikoura earthquake; there is no current reschedule date.

The National EMIS User Group are meeting on 23-24 March in Wellington to continue moving forward the EMIS version 3.0 project, which Victoria Randall will attend.

Both National EMIS Coordinators have recently resigned and both positions are currently being advertised.

A vendor for the build of EMIS Version 3.0 has been chosen and will soon be announced.

Regionally

Mini desktop exercises are continuing each month until a new training programme for EMIS version 3.0 is released.

There is a steady flow of new people registering as EMIS users in the Northland Portal. Further training is planned for a Northland CDEM Group Emergency Coordination Centre (ECC) dedicated trained EMIS team. Welfare registration training is also being coordinated and will be carried out by the Group Welfare Managers.

The ongoing housekeeping and management of the Northland Portal and training site also continue.

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Northland Lifelines Group

From: Kim Abbott, Civil Defence Emergency Management Officer

Date: 15 February 2017

Executive summary:

The Northland Lifelines Group (NLG) met on 6 December. The meeting was well attended by representatives from member organisations including local councils, regional council, utility providers, roading, telecommunications, health and government.

Recommendation:

1. That the report 'Northland Lifelines Group' by Kim Abbott, CDEM Officer, dated 15 February 2017 be received.
-

Report:

Exercise Tangaroa

There was good Lifeline's member participation for Exercise Tangaroa, particularly on Day 1 around the immediate impact. Through the Exercise Tangaroa campaign, 51 Lifelines status reports were entered into the Emergency Management Information System (EMIS) by participating agencies.

A round table debriefing session identified that it was a valuable learning tool, training opportunity for staff and reinforced the importance of sharing information.

EMIS was good for logging information but required significant resourcing to undertake a timely analysis of the incoming information. For participating organisations, the exercise identified area where further training was required and highlighted some potential risks or capability shortfalls, that would be addressed. There was also a request for National Guidance around the use of EMIS in the Lifelines sector.

Air Operations Plan

The Air Operations draft plan was tabled prior to the meeting for comment. There was discussion around the practicalities of the plan; the reliance on local operators and local knowledge rather than the military (whose nearest airbase is Ohakea) and the need to develop relationships prior to an event. The experience in the recent Kaikōura earthquake was that the media had already engaged all the helicopters in the region by the time Transpower requested them.

The Northland Emergency Services Trust (NEST) helicopter will likely be used in an event in Northland, however, their first priority is to rescue.

Damian Southorn is available as an Air Operations Manager (AOM), however his first priority is to Refining NZ, alternate AOM's will need to be identified and trained.

A meeting of the Air Operations subcommittee will be scheduled prior to the next Lifelines meeting to review and incorporate these discussion points and any further learnings from Kaikōura into the plan.

Kaikōura Earthquake Response

A number of the member organisations were involved in the response to the November 14 Kaikōura/Hurunui Earthquake. Transpower reflected that there was a need to activate their operations plan quickly including immediate deployment of staff and contractors.

Fuel management was a challenge for a number of organisations as it was not possible to transport fuel by air or navy ships. Diesel could be bought in by military road vehicles but this was restricted by road closures.

Roading and access were a big issue. New Zealand Transport Association (NZTA), NZ Army and the Canterbury Emergency Coordination Centre (ECC) put a large amount of effort and resources into the development and opening of the Kaikōura Emergency Access Road (KEAR).

Restricted mobile coverage in areas was difficult both for contractors and work crews as well as communicating information to the public. Early messaging to Kaikōura was that the road “could be open soon”, this hampered evacuation of tourists from the area.

The portable, pre-fabricated Bailey Bridge in Canterbury was used and proved to be a valuable resource (The closest Bailey Bridge to Northland is based in Palmerston North).

New Road for Northland

On 14 February 2017, NZTA announced a new motorway proposal bypassing the Dome Forest, Warkworth and Wellsford thus creating a roadway completely separate from State Highway 1.

The Dome Valley road has been susceptible to flooding and slips and an alternate road would boost Northland’s recovery after a major weather event.

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Welfare Coordination Group Update

From: Claire Nyberg, Welfare Coordination Group Chair

Date: 13 February 2017

Executive summary:

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

Recommendations:

1. That the report 'Welfare Coordination Group Update' by Claire Nyberg, Welfare Coordination Group Chair, dated 13 February 2017 be received.
 2. That the '2017 Welfare Coordination Group Work Plan' be received.
-

Report:

The WCG meeting was held on the 3 March. Updates were provided by the sub-functions representatives with presentations from Stand for Children's Services (Tu Maia Whanau), the Salvation Army and St Johns, and from both Kim Abbott and Shona Morgan on their deployment experience with the Kaikōura earthquake. The 2017 WCG work program was approved and is attached to this item.

In 2016 the Northland CDEM Group received 40k (half of the funds applied for) from an application to the MCDEM's Resilience Fund. The purpose of the project is to:

- facilitate the improvement of welfare planning and management across NZ;
- to develop a sector driven programme designed to address the current gaps that have been collectively identified by CDEM Groups; and
- develop practical tools that will assist CDEM Groups to implement welfare arrangements.

Work is currently being undertaken on the highest priority work items as identified in the collective work programme.

An application for a further 40k was applied for, supported by all CDEM Groups, and was successful. Initial planning has begun to prioritise the work associated with the second phase of this project.

In February, training was carried out with IRD staff focusing on civil defence arrangements, personal/business preparedness, welfare, and registration. The afternoon session also focused on registration in the Emergency Management Information System (EMIS) for a select number of IRD staff.

IRD staff are currently being assessed as a resource to be utilised during a civil defence emergency. They would be used to assist with registration or other roles within Civil Defence Centres. They are a potentially a valuable resource because they are all police vetted and have access to mobile devices. Further training opportunities with IRD staff are being explored.

ITEM: 8.0

Page 2 of 2

Psychosocial First Aid training, facilitated by the NZ Red Cross and funded by the Ministry of Health, was held on 2 March. Psychological First Aid (PFA) builds the capacity of people who support and assist affected people shortly after a disaster or any other traumatic event.

This training promotes natural recovery by providing techniques to help people feel safe, connected to others, able to help themselves and access physical, emotional and social support. Group Welfare Managers and other CDEM staff attended the training.

Attachments:

- WCG 2017 Work Programme

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017



NORTHLAND WELFARE COORDINATION GROUP WORK PROGRAMME 2017

DRAFT

Northland Civil Defence Emergency Management Group "Resilient Communities Together"



1 INTRODUCTION

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

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

Welfare delivery in Northland is coordinated by the Welfare Coordination Group (WCG). This group works across the 4R's of civil defence and emergency management to establish community resilience. A work plan is created yearly by the WCG members to prioritise projects.

1.1 Plan purpose

This document has been created with the purpose of planning and coordinating the activities of the Welfare Coordination Group (WCG) for Northland over the 2017 financial year. The Plan will be reviewed every year to reconfirm the WCG activities and priorities.

1.2 PRIORITIES

Priorities for the 2017 calendar year as set by the WCG and the Group Welfare Manager are listed below and are discussed in more detail in appendix 2 and 3. The priorities for 2017 are:

- **Provide strategic direction for the WCG** and welfare function through appropriate planning and engagement of welfare service agencies ensuring capacity, capability, roles and responsibilities are clearly articulated in planning documentation;
- **Review, update and create key documentation** such as induction material, local ready reference guides, template situation reports and action plans, MOU's and individual agency plans.
- **Review Civil Defence Centre (CDC)** arrangements, documentation, training and exercising;
- **Assess and deliver training and participate in exercises;**
- **Ensure involvement at the national level** across all areas of welfare planning, workshops and meetings;
- **Ensure member agency is engaged and resilient** with each agency giving a yearly presentation/update at a WCG meeting.
- **Development of plans around each of the 9 Welfare sub functions**

Continuing work programme activities

There are a number of activities which continue from year to year (see appendix 1):

- Coordinate meeting dates and venues, attendance at meetings, preparations of agendas, minutes, arranging guest speakers, activities and presentations;
- Ensure an up to date contact list is completed and distributed to members frequently;
- Undertake reviews of the Group Welfare Plan, Terms of Reference and the work programme, as programmed;
- Provide induction to any new WCG members;
- Prepare an agenda item for the meetings of the Coordinating Executive Group (CEG) and the Northland Civil Defence Emergency Management (CDEM) Group;
- Represent the WCG through engaging in developing MCDEM plans and guidelines;
- Attend the National Group Welfare Managers Forum(s);
- Engage with the National Welfare Coordinator on a regular basis and distribute National Welfare Coordination Group (NWCG) meeting minutes;

Reporting

The WCG work programme will be reported on quarterly at WCG meetings and during the reporting periods Northland WCG members will have the opportunity to discuss progress on projects and reprioritise if required. The WCG Chair will include the finalised WCG work plan at the first Coordinating Executive Group (CEG) meeting of the year and report on yearly progress at the final CEG meeting for the year.

Developing the 2018 year work programme

Activities for the work programme for the 2018 calendar year will be workshopped at the final meeting for the 2017 year. The activities which WCG members put forward will prioritised and confirmed at the first meeting of the WCG in the 2018 year.

Appendix 1 Yearly work programme

The activities in this yearly work programme will be undertaken by the Group Welfare Manager(s) on behalf of the WCG over the calendar year.

Project/Topic	Tasks/Actions	Comments	Update
Support quarterly WCG meetings and general admin	<ul style="list-style-type: none"> Coordinate attendance of meetings, prepare agendas, minutes, arrange venue, guest speakers and presentations. Distribute meeting agenda/minutes in a timely manner 	<ul style="list-style-type: none"> Meetings: <ul style="list-style-type: none"> 3 Mar 17 1 June 17 4 August 17 3 November 17 	<ul style="list-style-type: none">
Promote the activities of the WCG, engaging current members and recruitment of potential new members	<ul style="list-style-type: none"> Identify agencies that are not a member of WCG or are disengaged Approach welfare agencies to promote engagement with WCG. Meet with representatives from welfare agencies at least yearly 	<ul style="list-style-type: none"> Identify opportunities to engage with welfare agencies 	<ul style="list-style-type: none">
Reporting to CEG	<ul style="list-style-type: none"> Complete reports on projects and other activities for CEG meetings as required. 	<ul style="list-style-type: none"> Chair represents WCG. 	<ul style="list-style-type: none">
Reporting the WCG work plan.	<ul style="list-style-type: none"> Quarterly progress reports at meetings on projects to WCG 	<ul style="list-style-type: none"> Progress reports to the WCG members are delivered via meetings The final meeting of the year will confirm agreement on the next year's work plan. 	<ul style="list-style-type: none">
Involvement in MCDEM welfare activities	<ul style="list-style-type: none"> Represent WCG through engaging in the development of MCDEM planning and guidelines Group Welfare Manager and nominated members to attend the National Welfare Forum, workshops and meetings. Engage with National Welfare Coordinator on a regular basis 	<ul style="list-style-type: none"> Reporting to the WCG 	<ul style="list-style-type: none">
Investigate new opportunities	<ul style="list-style-type: none"> Identify opportunities that will enhance the preparedness of the WCG. 	<ul style="list-style-type: none"> Identify training, workshops, guest speakers and seminars. Identify projects that will be of interest to CDEM Group and WCG. 	<ul style="list-style-type: none">
WCG Contact list	<ul style="list-style-type: none"> Maintain contact details ensuring that BAU and operational details are maintained and kept confidential. 	<ul style="list-style-type: none"> Distribute and update contact details at meeting. 	<ul style="list-style-type: none">

Appendix 2 Work programme for 2017

Project/ Topic	Tasks/Action	Lead	Comments	Update
Review, update and create key documents	Development of local welfare plans into ready reference guides with an operational focus which will be incorporated as appendices of the Group Welfare Plan	Local Welfare Manger (LWM)/Civil Defence Officer (CDO)		•
	Create template welfare action plans and situation reports to align with the new arrangements	GWM		•
	Start working on the redevelopment of the MOU with member agencies considering the Revised National Plan and complete signing process.	Local Welfare Manger (LWM)/Civil Defence Officer (CDO)		•
	Write a Cruise Ship Standard Operating Procedure (SOP)	GWM		•
	Complete the appendix plans to the Group Welfare Plan: a) Roles and responsibilities of WCG members b) Activation, information management and reporting c) Northland Civil Defence Centre's	GWM and WCG members		•
Review of CDC arrangements, documentation, training and exercising	Carry out a review of CDC's in northland	Local CDEM		•
	Develop CDC training targets	Local CDEM		•
	Determine a CDC exercise schedule	Local CDEM		
Assess and deliver training and participate in exercises	Develop a training matrix that identifies the type and nature of training required.	GWM		
Vulnerable Groups	Evaluate learnings of the project and develop a work programme	CDEM Group		

Appendix 3 Sub-function work programme 2017

Sub-function	Actions	Lead	Comments	Update
Registration	Develop criteria and a process for registration. Recruit a team of personnel to carry out registration. Update all paper based registration forms and information.	Northland CDEM		•
Needs Assessment	Develop a coordinated needs assessment plan. Implement the coordinated needs assessment plan. Provide training for those carrying out needs assessment.	Northland CDEM		•
Inquiry	Work will be undertaken when the Police have developed the Inquiry system.	Police		•
Care & protection for children and young persons	Carry out readiness planning as per the director's guideline. Develop procedures for care and protection for children and young persons in an emergency. Develop key messaging.	CYF's		•
Psychosocial support	Continue meeting with stakeholders to progress activities as identified in the Psychosocial Plan	Northland DHB		•
Household goods and services	Determine requirements of the sub-function. Develop and implement a household goods and services plan. Develop MOU's if required.	Northland CDEM		•
Shelter & accommodation	Develop relationships and operational partnerships. Develop an emergency shelter and accommodation plan. Implement the emergency shelter and accommodation plan with all stakeholders.	Northland CDEM/MBIE		•
Financial assistance	Ensuring organisations have BCP pre-event, resource capacity and correct delegations. Continue planning for financial assistance through development of procedures and processes.	MSD		•

Sub-function	Actions	Lead	Comments	Update
	Coordinate provision of information about and access to range of financial assistance available.			
Animal welfare	Identify and engage key stake holders in Northland. Hold an initial stakeholders meeting to undertake some preliminary planning.	MPI		

TITLE: Community Resilience Projects

From: Shona Morgan, Community Resilience Coordinator

Date: 17 February 2017

Executive summary:

The purpose of this report is to provide an update on the Community Resilience Projects that have been carried out over the last three months.

Recommendation:

1. That the report 'Community Resilience Projects' by Shona Morgan, Community Resilience Coordinator, dated 17 February 2017 be received.
-

Report:

Youth in Emergency Services (YES) Programme

The YES programme will be held in Dargaville in 2017 and will commence on 13 May. The first workgroup meeting was held at the Dargaville Fire Station in January and was well attended with attendees from Civil Defence, NZ Fire Service, Refining NZ, Red Cross, Surf Lifesaving, St John and DOC.

An article was written in the Kaipara Lifestyler on 8 February to introduce the programme to the community and provide information to those wishing to participate.

The article can be viewed here:

www.kaiparalifestyler.co.nz/OfInterest.cfm?NewsID=10731

A Northland CDEM media release will be completed the week before the programme commences. A facebook page has been set up and will provide updates including photos, media items and relevant stories relating to the programme.

This facebook page can be accessed here: www.facebook.com/YESDargaville/

Attendance at Meetings and Training

- IRD Training – Welfare, Civil Defence and Registration.
- Red Cross Psychosocial First Aid Training.
- Resumed AUT Post Graduate Diploma studies - Business Continuity and Crisis Management paper – Semester 1.
- NRC all staff meeting.
- Ruakaka community meeting.
- 2 x YES Dargaville workgroup meetings.

Tsunami Mapping Project

The purpose of this project is to implement the changes recommended in the GNS report provided to the CDEM group in July 2016. This report was requested after tsunami modelling showed changes to the evacuation zones following the Japan tsunami in 2011.

So far, the entire Northland coastline has been examined by GIS Manager Gail Yearbury-Murphy with assistance from CDEM officer Shona Morgan.

ITEM: 9.0

Page 2 of 6

There were some gaps in the LIDAR data used to provide the modelling and these have had to be “re-drawn” to make the zones logical and practical for public consumption.

Appropriate safe zones have also been examined. In some cases, the data identified an area as safe, however, upon investigation, these areas were not considered good options for the public to evacuate to. As an example, see the map below.



The LIDAR indicated that the pink area was a safe place to evacuate to but in reality, this would not be ideal. In this situation, we elected to make the pink area a zone yellow. The next phase of the project is to smooth out the zones so they are not so square and “boxy”. Then the decision needs to be made about the look of the maps in PDF format and the interactive function needs to be finalised.

Once complete, these maps will be available to the public, included in the Community Response Plans and used in the Tsunami Signage Project which will be trialed across the region in the coming months.

Community Response Plans (CRP's)

Six new eCRP's have been created and uploaded to the website so far this year:

- Hihi – Far North
- Karikari Peninsula – Far North
- Ahipara – Far North
- Mahinepua/Wainui/Te Ngaere – Far North
- Mitimiti – Far North
- Kaiwaka - Kaipara

The Mangawhai eCRP has also been reviewed and re-uploaded. The Paihia and Panguru plans are under construction and will be uploaded once community meetings have been held. Currently, there are 39 eCRPs on the website.

Community Response Group Review

A comprehensive review of all Community Response Groups is underway where each group has been assessed and their status recorded. This will allow for better tracking of those communities that are not engaged. A similar rating scale has been used previously with the following criteria:

1. Plan needs updating, minimal community contact may have plan on the website.
2. Plan is on the website or under construction, some engagement but no regular meetings, low group numbers.
3. Plan on the website, group is meeting regularly, is engaged and has clear leadership.

The following table includes all Community Response Groups for the region outlining the status of the eCRP, the group appendix, additional comments, and the rating based on the above criteria. This will be updated and presented in this agenda item as changes are made.

		eCRP Completed	Appendix	Comments	Rating
	Whangārei District				
1	Bland Bay (Whangaruru North)	2015	Updated 2014		3
2	Oakura (Whangaruru South)	2015	Updated 2015	These two groups are very engaged and work well together	3
3	Whananaki	No	Last reviewed 2013 Phone tree 2012	Have own plan format – do not want to change to eCRP format at this time	1
4	Tutukaka Coast	2015	Updated 2015	Good engagement	3
5	Onerahi	No	Last reviewed 2013	Made some contact after tsunami siren activation	1
6	Waikaraka/Tamaterau	2015	Updated 2015	Good engagement	3
7	Parua Bay	2015	Updated 2015	Good engagement	3
8	Taiharuru	No	Last reviewed 2012		1
9	Pataua	No	Last reviewed 2015	Have own plan format (on the website) – do not want to change to eCRP format at this time	2
10	Whangārei Heads	2014 Updated 2015	Updated 2014	Needs to be reviewed	2
11	Portland	No	Last reviewed 2012		1

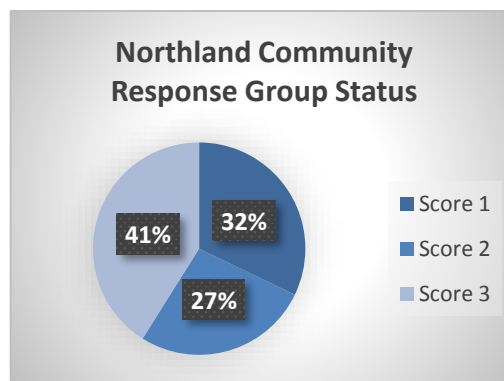
12	Ruakaka	Updated 2015	Last reviewed 2012	Needs to review appendix and create phone tree	3
13	Waipu/Langs Beach	2015	Last reviewed 2014	Needs to be reviewed and phone tree updated	3
14	Teal Bay/Helena Bay	2016	Updated 2016		3
15	Ngati Hau	2016	Created 2016		3
16	Mangakahia Central	2016	Created 2016		3
17	Hikurangi	No	Not created		1
	Far North District				
18	Ahipara	2017	Needs to be reviewed	Need to identify new community members and arrange community meeting	1
19	Broadwood	No	Needs to be reviewed	Need to identify new community members and arrange community meeting	1
20	Doubtless Bay	No	Needs to be reviewed	Need to identify new community members and arrange community meeting May combine with Taipa. TBC	1
21	Hihi	2017	Up to date		2
22	Houhora –Pukenui	No	Needs to be updated		1
23	Kaeo	2015	Needs to be updated		2
24	Karikari Peninsula	2017	Up to date	Good engagement	3
25	Kaitaia	No	Needs to be updated	Meet with stakeholders and determine future progress	1
26	Kaimaumau	No	Needs to be updated		1
27	Kawakawa	2015	Development of appendix completed	Currently working with community group	2
28	Kerikeri/Waipapa	2014	Needs to be updated		2
29	Lake Ngatu - Waipapakauri	No	Needs to be updated		1

30	Mahinepua – Wainui – Te Ngaere	2017	Needs to be updated	Working with community to arrange meeting	2
31	Mitimiti	2017 Created, not yet on website	Development of appendix completed	Good engagement, currently working with community	2
32	Moerewa	2015	Up to date	Good engagement	3
33	Okaihau	Updated 2015	Up to date	Good engagement	3
34	Paihia	2015 Created, not yet on website	Needs to be updated	Meeting held in December. Working with new coordinator, difficulty engaging community	1
35	Pawarenga	No		No engagement	1
36	Panguru	2015 Created, not yet on website	Development underway	Two meetings held with community. Progress very slow	1
37	Rawene	2014	Needs to be updated	Working with new coordinator. Meetings with community underway	2
38	Russell	2016	Reviewed 2017	Meeting held in February. Good engagement	3
39	South Hokianga	2015	Up to date	Little engagement	2
40	Taipa	No	Needs to be updated	Meeting scheduled in near future. Working with interested stakeholders to plan meeting.	2
41	Te Hapua	No	Needs to be updated	Little engagement	1
42	Te Kao	2015	Reviewed 2016 – up to date	Good engagement	3
43	Tauranga Bay	No	Needs to be updated	Good engagement	2
44	Taupo Bay	No	Up to date	Good engagement. Have own plan format	3
45	Totara North	2016	Up to date		2
46	Waikare - Waihaha	2016	Needs to be updated	Good engagement	3
47	Mohinui Marae	2015	Up to date		2
48	Waima	No	Needs to be updated		1

	Kaipara District				
49	Dargaville	2015	Needs to be updated		2
50	Kaiwaka	2017	Up to date	Good engagement	3
51	Matakohe	2014	Needs to be updated		1
52	Maungaturoto	2016	Up to date		3
53	Paparoa	2015	Up to date		3
54	Poutu	2016	Up to date	Good engagement	3
55	Ruawai	2016	Up to date	Good engagement	3
56	Mangawhai	2014	Up to date	eCRP reviewed 2017	3

The results show that of the 56 Community Response Groups in Northland, 18 have low numbers and little engagement, 15 have plans that need to be reviewed and are struggling for numbers and 23 have good engagement, are meeting regularly and have up to date plans.

This chart reflects this in percentages:



Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Professional Development and Training

From: Kim Abbott, Civil Defence Emergency Management Officer

Date: 17 February 2017

Executive summary:

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

Recommendation:

1. That the report 'Professional Development and Training' by Kim Abbott, CDEM Officer, dated 17 February 2017 be received.
-

Report:

December and January is a traditionally quieter time for the Northland CDEM team in relation to training, however, February has seen a number of national meetings and the beginning of the community engagement training for the new year.

External CDEM training:

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

- Psychosocial First Aid training (Claire Nyberg, Kim Abbott, Susan Botting, Sharon Douglas and Shona Morgan).
- ISO 9001 Quality Refresher (Claire Nyberg).
- National Public Education Reference Group (NPERG) meeting (Kim Abbott, Wellington).
- Hermann Brain Dominance Workshop (Northland CDEM Team).
- Hazard App Working Group Meeting (Murray Soljak, Wellington).
- Common Alerting Protocol Working Group Meeting (Murray Soljak, Wellington).
- Developing High-Performance Teams (Victoria Randall).
- Three of the team members (Sharon Bain, Shona Morgan and Victoria Randall) continue with their post graduate studies which will all involve in- house block courses this semester.
- United Nations Disaster Assessment and Coordination NZ team meeting, Wellington (Graeme MacDonald).

Northland CDEM Training

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

- Welfare and Personal Preparedness workshop series with Inland Revenue staff (Claire Nyberg, Kim Abbott and Shona Morgan).
- Community Workshop and Training – Bream Bay (Victoria Randall, Claire Nyberg, Kim Abbott, Shona Morgan and Murray Soljak).
- EMIS mini desktop exercise in December and February to all EMIS registered users, facilitated by Victoria Randall.
- *District and individual council training identified in district updates.*

Co-ordinated Incident Management Systems (CIMS) Training 2017

In 2017 three day NZQA CIMS4 courses will be offered to Northland CDEM staff, stakeholders and support agencies in March, June, September and November.

In the past, the course delivery has been coordinated through Tai Poutini Polytechnic (TPP). At the end of last year, there was some unrest within TPP and two of our key facilitators left the organisation to join Fire Rescue and First Response Ltd (FYBROS).

We have a good working relationship with Gerard Moore, the senior facilitator, and we have consistently received positive feedback from students after his courses.

Gerard has also been working with us and other CDEM groups to help plan for the best delivery of the MCDEM led Integrated Training Framework (ITF) program for Northland. Given this, we will be changing suppliers and contracting the 2017 courses to FYBROS. To students, this should be a seamless transition, with the same faces and same delivery including Northland specific content.

Scheduled courses for 2017:

CIMS4	CIMS Refresher
March 21-23	March 20
June 20-23	June 19
September 19-21	September 18
November 14-16	November 13

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Public Information Management (PIM) Update

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

Date: 17 February 2017

Executive summary:

The purpose of this report is to provide an update on public information activities that have been carried out.

Recommendation:

1. That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Project Officer and Susan Botting, Public Information Officer, dated 17 February 2017 be received.
-

Report:

Media and social media

The Northland CDEM Group facebook page continues to provide a well-followed platform for communication. Posts since the last report include the tsunami threat/no threat messages following earthquakes in Papua New Guinea, south of Fiji and the Solomon Islands in December and January, and the power outage caused by a scrub fire in early February.

Community meetings/events in Ruakākā in December and Waipū Cove in January were also covered, along with national tsunami preparedness messages.

Photographic coverage included Northland CDEM staff at the Waipū Community Response Group tent at the Waipū Cycle and Beach Festival.

The Northland Rural Support Trust's adverse events team has been holding weekly drought meetings with follow-up media releases produced and distributed to media and rural industry contacts.

Media releases:

- Northland drought prompts call to take care with groundwater use – Friday 10 February.
- Northland drought prompts call for planning – Thursday 9 February (sent out on behalf of the Northland Rural Trust).

Northland Regional Council's website has been updated with a homepage one-stop-shop drought 2017 portal. This was last in place in 2013.

Hazard app

The Northland CDEM Group continues to be represented on the working groups overseeing the ongoing development and use of the Hazard app and the Common Alerting Protocol (CAP) project.

Quarterly meetings of both groups were held in late January, with key highlights being:

- All CDEM groups with the exception of the Chatham Islands are working towards implementing the app (the absence of a cellular network being the barrier for the Chatham Islands).

ITEM: 11.0

Page 2 of 2

- Increased use of the app in earthquake and potential tsunami events has increased its perceived value to the public, with 8000 downloads following the Kaikōura earthquake alone.
- NZTA is developing a notification system (NIEMS) for disruption on its network, and is integrating the app into this. NZTA has sought guidance from the working group on thresholds for alerts.
- MetService has a project on track for completion in mid-2017 to develop 'geobounded' alerts which are more precisely targeted to locations, reducing duplication of alerts.
- A CDEM sector sub-group has been established to create guidelines/SOPs for the use of the app by the sector, and Murray Soljak from Northland is part of this group.

The functionality now exists (with some integration work) for Hazard app alerts to feed directly to websites and social media. The integration required is currently being scoped for Northland, which – assuming the project goes ahead – would be the first New Zealand CDEM group to do so. Integration with district council websites then becomes an option.

In response to previous feedback, a Hazard app alert will be sent out to coincide with tsunami siren testing in April.

Other public alerting

GNS is close to completing a public alerting review for the Bay of Plenty CDEM Group, with a key focus being reliable options for waking members of the public in the middle of the night. The outcome of the review will be closely linked to MCDEM's upgrade of the National Warning System, which is understood to be due in April this year. MCDEM is also proceeding with the development of cell broadcast functionality (which sends alerts to every phone within broadcast range) as a separate project.

Northland has requested a copy of the Bay of Plenty review when completed and has already been provided with similar reviews for Waikato and Auckland.

Regional/inter-agency co-ordination

Kaipara District Council is currently considering its PIM role following the departure of its previous communications manager. Once a new appointment has been made, the Group PIM team will build a working relationship with the new person.

Public education

Two hundred people learned more about what they could do to better prepare for a tsunami at a Waipū Cove community event supported by Northland CDEM staff. Boosting tsunami preparedness was the staff support goal at the Waipū Community Response Group's tent at the Waipū Cycle and Beach Festival. Staff joined group members for the Friday 13 January event. Visitors from around New Zealand and locally checked out a range of topics including whether they were in tsunami evacuation zones, where to evacuate to, household emergency plans and ways of knowing about pending tsunami including the Hazard app.

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Recovery Legislation and Implementation

From: Graeme MacDonald, CDEM Manager

Date: 17 February 2017

Executive summary:

The purpose of this report is to provide an update on the Civil Defence Emergency Management Amendment Bill, which primarily focuses on the establishment of Recovery Manager positions and powers. The matter was reported to the CDEM Group in December.

The amendment to the legislation requires that the group appoint a Group Recovery Manager, under the new amendment, by 1 June 2017.

Recommendation:

1. That the report 'Recovery Legislation and Implementation' by Graeme MacDonald, CDEM Manager, dated 17 February 2017 be received.
-

Report:

The Civil Defence Emergency Management Amendment Bill passed on 10 November 2016 and it enables the recovery from emergencies to be more efficient and effective. Although its focus is on recovery from small to medium events, the Amendment Act is not limited to these types of emergencies.

The Amendment Act amends the Civil Defence Emergency Management Act to:

- establish a legislative framework for recovery management, by providing a mandate for recovery managers and by strengthening the requirement to plan for recovery.
- support a seamless transition from response into the initial recovery phase, by establishing a transition notice mechanism that will make some emergency powers available for a specified period of time (local or national transition period).

Specifically the changes to the Act strengthen recovery planning by:

- requiring CDEM Groups to amend their plans by 1 June 2018 to include the strategic planning for recovery from the hazards and risks in their districts
- providing a detailed definition of 'recovery activity' which includes reference to needs assessment, community participation and integrating planning with other processes.
- amending the definition of 'civil defence emergency management' so it expressly includes recovery activities. This makes it clear that the Act covers recovery.
- making it a function of CDEM Groups to 'plan' for and 'carry out' recovery activities.
- requiring the Group Recovery Managers and Local Recovery Managers to undertake recovery activities during transition periods, which includes planning for recovery.
- specifically including 'recovery from' emergencies within the scope of optional Director's guidelines. This enables the Director to issue guidelines on strategic

ITEM: 12.0

Page 2 of 2

planning for CDEM Groups to take into account (under section 53(2)) in their CDEM Group Plans.

- requiring groups to formally make the appointment of Group Recovery Managers by 1 June 2017.

The Northland CDEM Plan refers to the appointment of Recovery Managers. The Appointments list in agenda item 3 identifies two Group Recovery Managers:

- Graeme MacDonald
- Steve McDowell (on contract)

Considering that the next CDEM Group meeting is not until 6 June, it is recommended that the Group confirm the appointments of the Group Recovery Managers pursuant to Section 29, Civil Defence Emergency Management Amendment Act 2016.

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Indoor Tsunami Sirens

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

Date: 14 February 2017

Executive summary:

The purpose of this report is to outline a proposal for the purchase of 100 indoor tsunami sirens from Northpower, for use across the Northpower network in the Whangārei and Kaipara Districts.

Recommendation:

1. That the report 'Indoor Tsunami Sirens' by Victoria Randall, CDEM Officer WDC, dated 14 February 2017 be received.
-

Report:

Northpower has in previous years, manufactured and sold directly to the public an indoor tsunami siren. The siren works on the Northpower ripple control system as the larger outdoor tsunami sirens, at a cost to the public of \$200 + GST.

The plastic casing for the units is no longer available and the Northland CDEM Group have approached Northpower for the continued production of an indoor tsunami siren.

Northpower has responded in support of manufacturing a different model of the indoor tsunami siren, available at the same cost of \$200.00 + GST.

The new model can be hard-wired into a building and is activated when the outdoor tsunami sirens are activated.

This siren will not be available direct to the public but sold to the Northland CDEM Group to allocate and use as required. The Northland CDEM Group propose to purchase 100 units from Northpower as a trial.

The benefits to indoor sirens are:

- In smaller communities where no outdoor infrastructure is available, a number of indoor sirens could alert community members.
- Available for individual households and business owners to purchase if they cannot hear a larger outdoor siren.



The Northland CDEM Group intend to recover all costs by on selling the devices to individuals. Those where there is a need, but not sufficient funds, cases will be assessed against criteria and may be subsidised. The criteria and management of this process are to be confirmed.

Authorised by:

Name: Graeme MacDonald

Title: CDEM Manager

Date: 23 February 2017

ID: A924199

Northland CDEM Meeting

7 March 2017

TITLE: Marae Preparedness Update

From: Alistair Wells, Local Controller FNDC

Date: 13 February 2017

Executive summary:

This report provides an overview of the marae preparedness project, which is a partnership project with Te Puni Kokiri (TPK).

Recommendation:

1. That the report 'Marae Preparedness Update' by Alistair Wells, Local Controller FNDC, dated 13 February 2017 be received.
-

Report:

Since 2005, CDEM staff have been working with communities to build community resilience through establishing local Community Response Plans. There are currently 57 plans across the Northland Region. These plans have focused on areas with high risk and on communities that have actively sought the assistance of CDEM to build local resilience.

Currently, only five of these plans are in predominantly Māori communities and associated with marae. With Māori forming a significant proportion of the population (30% of Northland total population and 43% in the Far North) this is a gap in the emergency management arrangements in the region. To this end TPK Northland Regional Office and the Northland CDEM group have initiated a Marae preparedness resource to build local resilience and to offer better linkages for Māori communities into local CDEM arrangements.

The aim of the Marae preparedness project is to engage Māori with existing civil defence arrangements with the objectives being to establish and maintain relationships, build local preparedness and create resilience.

The Marae preparedness project is based on achieving the following three goals:

- 1 **Establishing and maintaining relationships.** The key to a community recovering quickly and effectively from a disaster is the provision of timely and appropriate resources and assistance. In order to know what is needed in a community, agencies need to know what to provide, where to provide it and in what quantities. They also need trusted people on the ground to liaise with and coordinate assistance for those in need. The marae preparedness project will work on making linkages between emergency management offices and local people in the community so that in an emergency the communities needs can be met effectively.
- 2 **Building local preparedness.** Māori communities already provide better support and facilities through their marae and associated buildings than most other communities. The marae preparedness project aims to build on that existing manaakitanga to identify additional resources that may be useful to have in the event that a community is isolated.
- 3 **Enhancing resilience.** The Northland CDEM group with its partner agencies provide training and support to community groups to build local

With the support of the CDEM Group and TPK a first aid course was run for a cluster of marae associated with Akerama in January.



In the case of Matihetihe, Akerama, Whakapara, Mohinui and Ngunguru there has been linkage with

existing community response plans and/or a desire to complete a CRP for their areas and these are being supported by the respective district CDO's.

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Far North District Update

From: Bill Hutchinson, Civil Defence Team Leader

Date: 17 February 2017

Executive summary:

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

Recommendation:

1. That the report 'Far North District Council Update' by Bill Hutchinson, Civil Defence Team Leader, dated 17 February 2017 be received.
-

Report:

Readiness Projects and Activities

- An EOC set up was carried out on 21 December to test computers and communications equipment. Minor faults with cabling were identified and rectified.
- Civil Defence Officers have attended meetings over the past 3 months at Rāwene, Waikere, Russell, Karikari Peninsula, Paihia and Mitimiti as part of the ongoing CDEM work plan to review community response plans and support community resilience activities.

National Warning System

- CDEM Staff responded to a tsunami warning on Sunday, 18 December 2016 at 12:26hrs from a 7.9 magnitude earthquake generated in the New Ireland Region Papua New Guinea
- A test of the National Warning System was carried out by MCDEM at 12:00hrs on Sunday 15th Jan 2017. The notification was received and acknowledged as per standard operating procedures
- CDEM Staff responded to a National Advisory on Sunday, 22 January 2017 6:16 p.m. from a 7.9 magnitude earthquake generated in the Solomon Islands

Work Program

The Far North District Council CDEM work plan for the 2016/17 year has been updated for the information of the group and is included as part of this report.

Professional Development

- Controllers program
- CDEM Development workshop

Other CDEM Activities

Attendance and participation at:

- Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings.
- Civil Defence Officer Meetings Dec 2016, Feb 2017.
- Welfare Coordination Group Meeting.

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>	Review and update CRPs. Develop ECRPs and load onto NRC CDEM Webpage	<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 	<p>Ann Marie</p> <hr/> <p>Ann Marie</p> <hr/>	Completed

		<ul style="list-style-type: none"> - Converted to agreed template where required - Reviewed via a community group meeting or face to face contact with community - Community contact information to be kept current in EOC Kit 		
<i>Ahipara</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 • Update contact list 	TBC	Completed
<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 	Ann Marie	Completed

		<ul style="list-style-type: none"> • Complete any formatting required on plan, 		
<i>Houhora – Pukenui</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>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 	Bill	<p>Completed Completed</p> <p>Completed Completed</p>
<i>Kaitaia</i>	Review and update CRP	<ul style="list-style-type: none"> • 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>Kaimaumau</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"> • Convert existing plan to an appendix using new template • Meet with existing group. • Update contact list 		
<i>Kawakawa</i>	Develop CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Work with community to establish Community Response Group • Work with Community Group to develop Appendix to ECRP 	Ann Marie	Completed Underway
<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"> • Develop ECRP and Load onto NRC website • Meet with community to convert existing plan to appendix and update contact details 	Bill	Completed
<i>Moerewa</i>	Review and update CRP	No Action Required		
<i>Mitimiti</i>	Develop CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Work with Community to establish response group • Work with community to develop CRP Appendix 		Completed Underway Underway
<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	•Develop ECRP and load onto NRC website	Ann Marie	

		<ul style="list-style-type: none"> •Identify other community leaders/interested parties to maintain capacity •Review plan and convert to an appendix using new template •Update contact list 		
<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	Underway
<i>Russell</i>	Review and update CRP	<ul style="list-style-type: none"> • Develop ECRP and load onto NRC website • Convert existing plan to appendix using agreed template • Update contacts • Meet with local emergency services 	Bill	Completed Completed Completed Completed
<i>South Hokianga</i>	Review and update CRP	<ul style="list-style-type: none"> • Review Contact details • Add tsunami Inundation Zone Maps 	Bill	Completed
<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 	TBC	Discussions with stakeholders underway

		<ul style="list-style-type: none"> • If can be reestablished- convert existing plan to an appendix using new template • Update contacts 		
<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	Bill	Completed
<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>	<p>Promote CDEM Key messages</p> <p>Maintain community engagement and community resilience</p>	<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 	<p>Ann Marie</p> <p>All</p>	Ongoing as part of Exercise Tangaroa
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 	<p>Bill</p> <p>Bill</p>	

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 		On-going
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	Completed
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 Kobotool Box Building Inspector Rapid Impact Assessment training 	Bill & Alastair Bill Bill & Alastair	On-going Completed
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	On-going
Exercises	CDEM local / Group arrangements and processes are practiced and tested	<ul style="list-style-type: none"> Determine FNDC KPIs for participation in Exercise 	Alastair	Completed

		<ul style="list-style-type: none"> • Participation in Exercise Tangaroa scheduled 31 Aug, 14 Sept, 28 Sept • Engage selected Communities to enhance preparedness arrangements 		
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 		Ongoing
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	Sept Test Completed Next test scheduled 2 April 2017 Completed (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 - ongoing

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Whangārei District Update

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

Date: 13 February 2017

Executive summary:

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

Recommendation:

1. That the report 'Whangārei District Update' by Victoria Randall, CDEM Officer WDC, dated 13 February 2017 be received.
-

Report:

Readiness Projects and Activities

The **Ruakākā Community Response Group** held a public meeting on 20 December 2016, supported by the Northland CDEM Team, local emergency services and Councillor Rick Stolwerk. The session was set out in a workshop style where members of the public visited each of the five workshops for 10 minutes, with the opportunity to learn and discuss a number of topics including:

- Personal preparedness and house hold emergency planning.
- The Red Cross Hazard app, the GEONET app and how to set them up.
- Tsunami evacuation maps, zones and tsunami sirens.
- Social media and use and Facebook.
- Ruakākā Community Response Group, involvement and support in their community.

The community response group's aim for the workshop was to educate the wider Ruakākā community on warning tools available, where to find information and how Northland CDEM respond to emergency events. Approximately 30 members of the public attended and the evening was well received. There was good interaction between the response group coordinators and attendees, who shared ideas and the community response plan distributed.



ITEM: 16.0

Page 2 of 3

The **Waipū Community Response Group** held an information evening on 13 January, Susan Botting and Kim Abbott attended on behalf of the Northland CDEM Group and supported by Councillor Stolwerk. Tsunami readiness was the theme and those who attended were very interactive.

The **Pārua Bay Community Response Group** also held an information session on 19 February in the form of a Panel. Emergency services representatives also attended and tsunami readiness messages were delivered by the response group coordinator.

The **Whangaruru North, Whangaruru South, Whananaki, Tutukākā Coast, Waipū and Onerahi Community Response Groups** also held public meetings during this period.

Budget from the WDC 2016/17 Capex is allocated for the build and installation of **8-10 new tsunami sirens**. Locations of the new sirens is being decided with Northpower from the current 25+ possible locations being assessed. The sirens should be installed before tsunami siren testing on 2 April.

CDEM public education messaging is being sponsored for the new **electronic advertising board** on the corner of Vine Street and Bank Street. The message is displayed bi-monthly, from 06.00hrs to 22.00hrs daily, starting in March, as seen below:



The offer to use the board for emergency public messages free of charge, has also been given. Murray Soljak, Public Information Manager, is currently working through this process.

Staff Changes / Training

Paul Dell and Jude Thompson both left their roles as **local controllers** at the beginning of this year. New appointments will be made in due course. Thank you to Jude and Paul for the CDEM work over the last decade.

Under the current **WDC restructure**, Whangārei CDEM will be positioned in the Community Group and Sandra Boardman will be the General Manager from 13 March.

The **WDC duty roster** is aligned with the Northland CDEM duty roster and there will be a duty officer on call as the first point of contact for CDEM at the Whangārei District Council.



The **elected representatives** attended a training and information session regarding CDEM and their roles within the CDEM Structure. The session was well received and supported.

Meetings and Professional Development

The **Local Welfare Managers and Welfare Support Team** met to plan an assessment of the Whangārei district Civil Defence Centre capability and capacity. This will assist with the updating of the local welfare plan.

Attendance at meetings and training

- Northland Welfare Coordinating Group
- Whangārei Local Welfare Managers.
- Local Controllers meetings.
- AUT Studies – Business Continuity and Crisis Management Paper (Post Graduate Diploma in Emergency Management).

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017

TITLE: Kaipara District Update

From: Sharon Douglas, Civil Defence Emergency Management Officer

Date: 21 February 2017

Executive summary:

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.

Recommendation:

1. That the report 'Kaipara District Update' by Sharon Douglas, CDEM Officer, dated 21 February 2017 be received.
-

Report:

Monitoring and response

The Northland Civil Defence team has monitored potential threat of tsunami following large earthquakes. Public have been kept up to date with Facebook post, and the use of the Red Cross Hazard app. Promotion of tools such as the Red Cross Hazard app and Civil Defence Northland Facebook page is assisting with getting information out quickly.

Events this quarter

Potential threat of Tsunami -

- 25 November following 7.3M earthquake in Japan
- 9th December following 7.7M earthquake in the Solomon Islands.
- 18 December following 8 M earthquake in Papua New Guinea,
- 4 January following 7 M earthquake Fiji Islands
- 22 January following 7.9m earthquake Solomon Islands

Dry Weather -

A medium scale adverse event was declared on the 3rd February. Civil Defence has been engaged and monitoring the situation along with partner agencies. Recent rain has been welcomed and will provide some much need relief for farmers and those in the horticultural industries.

Readiness and Reduction Activities

Community engagement has increased in some areas due to the recent earthquakes and dry conditions. Mangawhai and Kaiwaka groups have been active over the summer months. Kaiwaka has completed a Community Response Plan and Mangawhai's plan has been reviewed and adjusted. An emergency service group has met in Mangawhai. This is timely with a number of personnel changes occurring in this area.

Youth in Emergency Services Programme

The YES programme will be hosted in Dargaville this year. The initial planning meeting has been positive. We are now recruiting for this programme.

Tsunami Siren Network

Mangawhai siren network has a number of gaps. We request funding for six sirens to be installed to boost this network. This is a community which is steadily growing.

Other CDEM Activities completed

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meeting Dec 2016.
- Attendance at Civil Defence Officers monthly meetings.
- Attended Northland Lifelines Group meeting.
- Attendance Northland Emergency Service Group meeting.

Kaipara District Council Civil Defence Emergency Management Work Programme 2016/17

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
Community Response Plans	Update and review of Kaipara Community Response Plans. <i>(4 plans to be reviewed or completed annually)</i>	Meet with Community Response groups to form community response plans. Update plans and contact information as required. Form new groups within the region	Mangawhai group has new members and is meeting most months. They have updated their CRG plan. Emergency services in Mangawhai are meeting and planning a local table top exercise. Kaiwaka group has approved plan for website and has been more active in past months Matakohe's and Dargaville plans are to be reviewed 2017 New group and plan to be developed in Tinopai 2017.	Sharon Douglas	Ongoing By 30 June 2017
	Plans displayed on Northland Regional Council website with a link from Kaipara.	http://www.nrc.govt.nz/civildefence/Community-Response-Plans/ Link to be set up from the Kaipara District Council website	As at 20 Feb 2017 eight plans for Kaipara are available on the website. Kaiwaka has been added recently Plans will be updated with new Tsunami maps when these are available.	Sharon Douglas KDC Website administrator	30 June 2017

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
Community Response Groups	<p>Empower Community Resilience.</p> <p><i>(2 new Community Groups to be established annually)</i></p>	<p>Meet with and encourage communities to develop appropriate community response relationships to deliver community response plans, education and mechanisms. Local Community response group leaders personnel are known to local emergency service.</p>	<p>Dargaville – has not attracted new members, Youth in Emergency Services (YES) programme will be running in Dargaville. It is hoped this may spark interest.</p> <p>Pouto - meeting with emergency services reps re-scheduled 2017</p> <p>Maungaturoto -strong group with a range of community interests represented</p> <p>Ruawai - participated in combined exercise with fire service re Tsunami. Further combined training and work with community will take place after new maps are released for plans</p> <p>Kaiwaka – Has a number of new members and is active in their community. They have a face book page which pushes out helpful information from a variety of sources including Civil Defence.</p> <p>Matakohe – will be visit and plan reviewed 2017</p> <p>Mangawhai group has new members and is meeting regularly. Good engagement from all emergency services.</p> <p>Paparoa group will meet 2017</p> <p>New group to be established and developed 2017 - Tinopai.</p>	Sharon Douglas	Ongoing By 30 June 2017
Emergency Operations Centre	<p>EOC capability and capacity is maintained to enable a response to a medium scale event.</p>	<p>Appropriate staff are appointed to EOC roles.</p> <p>Emergency operations centre callout list is maintained and tested</p>	<p>Staff identified by executive for roles in EOC. Staff are released for training where appropriate.</p>	John Burt Sharon Douglas	On going By 1 December 2016 –

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
	EOC staff are appointed to EOC roles	EOC contact list is updated by the CDEM Local Controller EOC function team training is carried out. Radio check is carried out on the first Wednesday of the month at 8.45 am	New controller has attended CIMS 4 training, is ready for controllers course. Training programme for 2017 Jan – Jun has been developed. EOC Contact list was updated Dec. Call out list will be tested before the end of April 2017 Still require a champion to deliver training to key staff who could man the radios at KDC if required.	Graeme MacDonald	
Staff training/Development	Staff attend training courses relevant to their roles within the EOC	KDC Staff induction to Civil Defence for all new staff. EOC staff attend the CIMS 4 and refresher training. Introduction to EMIS bi annual EMIS refresher exercises available in EMIS Recovery Manager and support staff attend Recovery training Welfare Managers and support staff attend Welfare training Functional training for – Operations Logistics PIM Lifelines training Identified Personnel (Building Inspectors) attend Rapid Impact Assessment training.	Summer months are a time of planning with little training taking place until March. Training available from February March includes: REMA orientation Psychosocial First Aid – Red Cross Northland Welfare Coordinating Group Northland CDEM and CEG meeting EMIS Mini exercise Functional training Planning and intel CIMS4 Refresher CIMS 4 CDEM introduction KDC	Sharon Douglas	Ongoing

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
Exercises	<p>CDEM Group plans are tested at the local level <i>(1 annual exercise with KDC Emergency operations centre)</i></p> <p>KDC is appropriately represented in Northland exercises and training opportunities.</p>	<p>Kaipara District Council will participate in Exercise Tangaroa scheduled for 31 August, 14 Sept, 28 Sept</p> <p>Mass Rescue table top exercise lead by police scheduled</p>	<p>Civil Defence officer attended planning meeting for exercise Tangaroa and develop objectives and KPIs for KDC. 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.</p>	John Burt Sharon Douglas	Complete
Community Education	Encourage and promote community engagement in Public Education Programmes	<p>Ensure local schools and community are aware of programmes lead by MCDEM – Shakeout, Exercise Tangaroa.</p> <p>Engage with Businesses to promote Business Continuity Programmes and resilience.</p>	<p>Several meetings completed in Managawhai and Kaiwaka. Groups are active. Mangawhai Continue to Promote the REDCROSS Hazard app to community Business Continuity Course for Mangawhai cancelled due to low interest.</p>	Sharon Douglas	Complete and ongoing
Lifelines	KDC Representation on the Northland Lifelines Utility Group with representation from Water, Waste and roading.	<p>Attend and represent the KDC at quarterly meetings. Complete appropriate Lifelines tasks i.e. Update information Tsunami Plan review, fuel plans, air opps etc.</p> <p>Develop working relationship with key lifeline services</p>	<p>December meeting attended by Henry Van Zyl and Sharon Douglas. Apologies Brian Armstrong. Next meeting 7 April</p>	Sharon Douglas Roading and Water Services Manager(s)	Quarterly and ongoing

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
Welfare	Welfare arrangements and plans for the district are consistent with the CDEM Group arrangements.	Local level appointments of Welfare Managers are in place. Local level Welfare arrangements are outlined in a Welfare Plan. KDC is represented at all Welfare Advisory Group meetings at the CDEM Group level.	Welfare managers and team performed well with exercise Tangaroa and have been engaging in group training and Welfare advisory group meetings. Both managers have increased in confidence over the past 6 months.	Sharon Douglas	Partially completed By 1 March 2017 Quarterly
Recovery	Recovery arrangements and plans for the district are consistent with the CDEM Group arrangements. Local Recovery arrangements are consistent with the Northland CDEM Group plan.	A local level appointment of Recovery Manager is in place. KDC is represented at all recovery meetings or forums at the CDEM Group level	Recovery Manager and Civil Defence officer will continue to attend recovery forums and workshops, last one was cancelled. This is an area under development.	John Burt	Partially completed Partially completed On-going quarterly
Emergency Services and relationship management	Attend Northland Emergency Services Group quarterly meetings and exercises	Kaipara District Council is represented at quarterly meetings and exercises.	Attended NESG meeting	Sharon Douglas	On-going quarterly
Internal relationships at KDC	Develop relationship with staff at Kaipara District Council	Participate in staff induction programme for Kaipara District Council staff as set up by HR Manager Work out of Kaipara offices 2 days a fortnight to develop relationship with KDC staff	Induction programme set for March and April. Have taken leave over February. Will be working out of KDC offices	Sharon Douglas	Ongoing
Meetings reporting	CDEM and CEG agendas/meetings	Civil Defence officer submits Quarterly agenda item for CDEM and CEG meetings and is available to respond to questions from the floor	All reports submitted and meeting attended	Sharon Douglas	Quarterly

Activity name	Goal	How or what	Status Update – 1 Dec – 21 Feb	Lead	Timeframe
		The CEG/ CDEM reports are available on line for public viewing Executive team are aware of any issues likely to impact Kaipara.			

Authorised by:

Name: Graeme MacDonald
Title: CDEM Manager
Date: 23 February 2017