

# NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

## AGENDA

TUESDAY 6 JUNE 2017 – 11:00AM

Northland Civil Defence Emergency Management Group "Resilient Communities Together"

NORTHLAND DISTRICT HEALTH BOARD  
*Te Pouti Hauora A Rohe O Te Tai Tokerau*



NORTHLAND  
REGIONAL  
COUNCIL



Far North  
District Council



New Zealand  
**POLICE**  
*Nga Pirihimana O Aotearoa*



KAIPARA  
DISTRICT



WHANGAREI  
DISTRICT COUNCIL



Department of  
Conservation  
*Te Papa Atawhai*

# **NORTHLAND CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP AGENDA**

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**FOR A MEETING TO BE HELD IN THE COUNCIL CHAMBER,  
NORTHLAND REGIONAL COUNCIL, 36 WATER STREET, WHANGĀREI,  
ON TUESDAY 6 JUNE 2017, COMMENCING AT 11.00AM**

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## **MEMBERSHIP OF THE COMMITTEE**

Cr R Stolwerk (NRC) Mayor Sheryl Mai (WDC)  
Cr J Larsen (KDC) Cr C Kitchen (FNDC)  
Superintendent R Le Prou (Police) Mr B Mosby (NZFS)

Observer Status: MS B Vercoe (MCDEM)

## **AGENDA**

<b>Item:</b>		<b>Page:</b>
<b>Administrative</b>		
	Apologies	
	Declaration of conflicts of interest	
<b>1.0</b>	Confirmation of minutes – 7 March 2017	<b>1</b>
<b>National</b>		
<b>2.0</b>	Appointments report	<b>8</b>
<b>3.0</b>	MCDEM report	<b>10</b>
<b>Group</b>		
<b>4.0</b>	CEG Chairs report	<b>17</b>
<b>5.0</b>	EMIS update	<b>19</b>
<b>6.0</b>	Northland Lifelines Group update	<b>20</b>
<b>7.0</b>	Welfare Coordination Group update	<b>22</b>
<b>8.0</b>	Community Resilience Projects	<b>26</b>
<b>9.0</b>	Professional Development and Training	<b>28</b>
<b>10.0</b>	PIM update	<b>30</b>
<b>11.0</b>	Funding and budget outline	<b>34</b>
<b>12.0</b>	Siren testing report	<b>37</b>
<b>13.0</b>	2017 Northland CDEM Forum	<b>38</b>
<b>Operational</b>		
<b>14.0</b>	Kaipara District update	<b>41</b>
<b>15.0</b>	Far North District update	<b>48</b>
<b>16.0</b>	Whangārei District update	<b>50</b>

**TITLE: Confirmation of Minutes – 7 March 2017**

**From:** Christine Niblock, Civil Defence Emergency Management Secretary

**Date:** 12 May 2017

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**Executive summary:**

The purpose of this report is to present the unconfirmed minutes of the Northland CDEM meeting held on 7 March 2017 (**attached**) for confirmation as a true and correct record.

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**Recommendation:**

1. That the minutes of the Northland Civil Defence Emergency Management meeting held on 7 March 2017 be confirmed as a true and correct record.
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**Background:**

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

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**Attachments:**

- Minutes – Northland CDEM, 7 March 2017
- 

**Authorised by:**

**Name:** Graeme MacDonald

**Title:** CDEM Manager

**Date:** 12 May 2017

## **Northland Civil Defence Emergency Management Group**

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Minutes of the Northland Civil Defence Emergency Management Group Meeting,  
held in the Council Chamber, Northland Regional Council,  
36 Water Street, Whangārei, on  
Tuesday, 7 March 2017 commencing at 11:00 am

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File A904071

**Present:**

**Far North District Council** – Cr C Kitchen (Chairman)  
**Whangarei District Council** – Mayor S Mai  
**Northland Regional Council** – Cr R Stolwerk  
**Kaipara District Council** – Cr J Larsen  
**NZ Police** – Inspector M Ruth (alternate)  
**NZ Fire Service** – Mr B Mosby (alternate)

**Observer:**

**MCDEM** – Ms B Vercoe  
**MCDEM** – Mr S Bayley

**Also Present:**

**Northland Regional Council** – Mr T Phipps  
**Northland Regional Council** – Mr G MacDonald  
**Northland Regional Council** – Ms C Nyberg  
**Northland Regional Council** – Ms S Botting  
**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  
**Whangarei District Council** – Ms V Randall  
**Whangarei District Council** – Mr S Weston  
**Northland Lifelines Group** – Mr R Watson

There was 1 other noted as present.

### **Apologies**

#### **Moved (Mai/Stolwerk)**

That the apologies from Superintendent R Le Prou 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.

## **1.0 Confirmation of Minutes – 6 December 2016**

**A924133**

#### **Moved (Mai/Stolwerk)**

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

**Carried**

## **2.0 Membership of the CDEM Group, CEG and key appointments**

**A924134**

**Report from Tony Phipps, CEG Chair dated 15 February 2017**

**Moved (Mai/Stolwerk)**

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 Whangarei District Council pursuant to Section 27(1) of the Civil Defence Emergency Management Act 2002.

**Carried**

## **3.0 Ministry of Civil Defence Emergency Management Monthly Update**

**A924136, A924137**

**Report from Graeme MacDonald, CDEM Manager dated 17 February 2017**

**Moved (Stolwerk/Larsen)**

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

**Carried**

*Secretarial Note: Nominations for the 2017 CDEM Awards to go through Graeme MacDonald and must be evidence based.*

## **4.0 Fire and Emergency New Zealand (FENZ) 'Day 1 Blueprint'**

**A924139, A924140**

**Report from Brad Mosby, Area Commander NZ Fire Service dated 17 February 2017**

**Moved (Larsen/Stolwerk)**

1. That the report 'Fire and Emergency New Zealand – Day 1 Blueprint' by Brad Mosby, Area Commander NZ Fire Service, dated 17 February 2017 be received.

**Carried**

## **5.0 Coordinating Executive Group Chairs Report**

**A924141**

**Report from Tony Phipps, CEG Chair and Group Controller dated 19 February 2017**

**Moved (Ruth/Mai)**

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

**Carried**

*Secretarial Note: Shane Bayley confirmed he will take back to the Ministry our concerns regarding National Projects being included in the resilience funding such as the Integrated Training Framework.*

## **6.0 Emergency Management Information System (EMIS) Update A924154**

**Report from Victoria Randall, CDEM Officer – Whangārei District dated 14 February 2017**

**Moved (Stolwerk/Phipps)**

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

**Carried**

## **7.0 Northland Lifelines Group A924159**

**Report from Kim Abbott, CDEM Officer, dated 15 February 2017**

**Moved (Larsen/Mosby)**

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

**Carried**

## **8.0 Welfare Coordination Group Update A924166, A924168**

**Report from Clair Nyberg, Welfare Coordination Group Chair, dated 13 February 2017**

**Moved (Mai/Larsen)**

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.

**Carried**

## **9.0 Community Resilience Projects A924177**

**Report from Shona Morgan, Community Resilience Coordinator, dated 17 February 2017**

**Moved (Mosby/Stolwerk)**

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

**Carried**

*Secretarial Note: Provide the group a strategy for increasing engagement at the next meeting. Cr Stolwerk noted he is interested in attending more community meetings.*

## **10. Professional Development and Training**

**A924182**

**Report from Kim Abbott, CDEM Officer, dated 17 February 2017**

**Moved (Kerrisk/Stolwerk)**

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

**Carried**

## **11. Public Information Management (PIM) Update**

**A924184**

**Report from Murray Soljak, Public Information Project Officer and Susan Botting, Public Information Officer, dated 17 February 2017**

**Moved (Mosby/Ruth)**

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

**Carried**

*Secretarial Note: It was noted the CDEM Forum is to be held 17 May at Forum North. B Mosby to request local NZ Fires presence at forum.*

## **12. Recovery Legislation and Implementation**

**A924189**

**Report from Graeme MacDonald, CDEM Manager, dated 17 February 2017**

**Moved (Mai/Stolwerk)**

1. That the report 'Recovery Legislation and Implementation' from Graeme MacDonald, CDEM Manager, dated 17 February 2017 be received.
2. That the Northland CDEM Group appoints Graeme MacDonald and Steve McDowell as Group Recovery Managers pursuant to Section 29 Civil Defence Emergency Management Amendment Act 2016.

**Carried**

### **12.0A Supplementary Item: Civil Defence Emergency Management Act – Transition Notice**

**A924223**

**Report from Graeme MacDonald, CDEM Manager, dated 28 February 2017**

**Moved (Mai/Stolwerk)**

1. That the report 'Civil Defence Emergency Management Amendment Act' from Graeme MacDonald, CDEM Manager, dated 28 February 2017 be received.
2. That the Northland CDEM Group appoints the Chairperson of the Northland CDEM Group pursuant to Section 25 (1)(b) Civil Defence Emergency Management Amendment Act 2016.

**Carried**

### **13. Indoor Tsunami Sirens** **A924199**

**Report from Victoria Randall, CDEM Officer Whangārei District, dated 14 February 2017**

**Moved (Mosby/Stolwerk)**

1. That the report 'Indoor Tsunami Sirens' by Victoria Randall, CDEM Officer WDC, dated 14 February 2017 be received.
2. That the Northland CDEM Group endorse the proposal to install indoor tsunami sirens at locations to be determined.

**Carried**

### **14. Marae Preparedness Update** **A924210**

**Report from Alistair Wells, Local Controller FNDC, dated 13 February 2017**

**Moved (Stolwerk/Larsen)**

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

**Carried**

### **15. Far North District Update** **A924217**

**Report from Bill Hutchinson, Civil Defence Team Leader, dated 17 February 2017**

**Moved (Stolwerk/Ruth)**

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

**Carried**

### **16. Whangārei District Update** **A924222**

**Report from Victoria Randall, CDEM Officer Whangārei District, dated 13 February 2017**

**Moved (Ruth/Stolwerk)**

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

**Carried**

### **17. Kaipara District Update** **A924223**

**Report from Victoria Randall, CDEM Officer Whangārei District, dated 21 February 2017**

**Moved (Mai/Ruth)**

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

**Carried**

**Conclusion**

The meeting closed at 12:40pm



**TITLE: Members of the CEG/CDEM Group and key appointments**

**From:** Tony Phipps, CEG Chairperson

**Date:** 22 May 2017

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**Executive summary:**

Attached is the up to date 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.

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**Recommendations:**

1. That the report 'Members of the CEG/CDEM Group and key appointments' by Tony Phipps, CEG Chair, dated 22 May 2017 be received.
  2. That Sue Hodge be appointed as a Local Controller for the Kaipara District Council pursuant to Section 27 (1) of the Civil Defence Emergency Management Act 2002.
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**Report:**

**Membership of the Northland Civil Defence Emergency Management Group:**

- Cr Rick Stolwerk (NRC)
- Mayor Sheryl Mai (WDC)
- Cr Colin Kitchen (FNDC) - Chairperson
- Cr Jonathan Larsen (KDC)
- Mr Brad Mosby (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)
- Ms Sarah Hoyle (Northland Health)
- Mr Tony Devanney (St John Ambulance)
- Ms Bridget Vercoe (MCDEM) in observer role
- Dr Claire 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:** Ms Sarah Hoyle has replaced Mark Goodman as the CEG representative for the Northland DHB.

**Group Controllers:**

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg

**Local Controllers of the Whangarei District:**

- Simon Weston
- Victoria Randall
- Andrew Venmore

**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)
- Janice Smith (FNDC)
- John Burt (KDC)

**New appointments for confirmation:**

The Kaipara District Council (KDC) has a vacancy a for Local Controller.

Sue Hodge is currently employed as the Parks and Community Manager at Kaipara District Council and she has completed CIMS Level 4 training and is currently enrolled with the MCDEM Controllers programme. Sue was involved in exercise Tangaroa last year and has attended in house training.

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

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Ministry of Civil Defence and Emergency  
Management monthly update**

**From:** Graeme MacDonald, Civil Defence Emergency Management  
Manager

**Date:** 22 May 2017

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**Executive summary:**

Attached for the information of the group is the **monthly update from the Ministry of Civil Defence and Emergency Management.**

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**Recommendations:**

1. That the report 'Ministry of Civil Defence and Emergency Management monthly update' by Graeme MacDonald, Civil Defence Emergency Management Manager, dated 22 May 2017 be received.
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**Attachments:**

1. Ministry of Civil Defence and Emergency Management update for May 2017.
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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017



# Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumarū

19 May 2017

Ref: 3957556

Dear CEG Chairs,

Another busy month since my last update and I'm sure that's the same for each of you. With the number of emergencies in recent months and compressed timeframes for some projects/initiatives, internally we are reassessing our priorities and sequencing to ensure we are applying our efforts on delivering critical projects and maintaining staff welfare. This process will feed into our business plan and may result in some activities being paused or deferred to out-years.

MCDEM are currently focused on a number of key projects including the training and testing on the new National Warning System ahead of the launch on 29 May and the final preparations for the National Emergency Management Conference.

Last week, the Minister launched the Millennials Public Education Campaign to target younger people with messages that preparing is easy and they are probably already doing it in other parts of their lives. Giant posters will be displayed in Auckland, Hamilton, Wellington, Christchurch and Dunedin and digital advertising has started on Google and Trade Me.

I attended the Emergency Services Chief Executives meeting last Wednesday and it was a great opportunity to catch-up on what's happening for our partners in Police, Fire, Ministry of Health, St John Ambulance and Wellington Free Ambulance. We meet on a quarterly basis to discuss mutual areas of interest and to build collaborative effort across our organisations. Paul McGill, Acting Chief Executive & National Commander of the NZ Fire Service was able to give an update on the structure for Fire and Emergency New Zealand (FENZ), which commences on 1 July. An interim structure is the first step from 01 July, which will be in place for two years.

Our next CEG Chairs meeting is in Wellington on 6 June, the day before Conference starts. As we have done for previous meetings, please feel free to arrive at the MCDEM office in Bowen House, any time from noon for a light lunch before the meeting starts at 12.30pm. I have offered to the Technical Advisory Group (TAG) Secretariat to make use of time on the agenda for a discussion with you. I know the TAG Secretariat is working through the engagement process and key dates so I may not know if this is feasible until closer to the meeting. On that basis I intend to leave the agenda flexible for now. Please note, this meeting is for you as CEG Chairs, if you're unable to attend please delegate your attendance to another Chief Executive on your CEG to act as your proxy at the meeting.

## Summary of Progress

### 1. *National Recovery Office*

#### *Recovery after the November 2016 Earthquake*

Recovery is progressing well, although the National Recovery Office continues to work with government and stakeholders for a fast resolution for people whose homes are not safe, warm and dry or whose livelihoods are now precarious.

With winter on its way, local government agencies are looking at speedy ways to improve the weather-tightness of houses and to install a primary heating source. Key challenges are to identify people most in need of help, source funding from insurers and others (such as NGOs and Mayoral Funds) and attract building assessors and trades people to carry out necessary works. We are working with local recovery officers to develop a coordinated, programmed approach to match demand and supply across Kaikōura, Hurunui and Marlborough.

Government continues to facilitate temporary accommodation options for those who need it. MBIE has resolved more than half of the requests for accommodation and is actively working with the others. Sale agreements have been agreed with 11 purchasers of Rāwhiti units (ex-Christchurch recovery) and the first is being relocated this month.

Good progress is being made on the free and independent advisory service pilot to help residents with insurance claims.

The NZ Transport Agency continues to progress work to reopen critical road links into Kaikōura but land instability poses significant ongoing challenges, particularly as winter sets in and debris is washed towards the coast. SH1 South of Kaikōura is expected to open again late May, after having been closed for several weeks to clear slips caused by ex-cyclones Cook and Debbie. The Inland route, currently the only access to Kaikōura, is holding up well. The Alternate route from Picton to Christchurch (via Lewis Pass) is carrying up to four times its usual traffic load while SH1 through Kaikōura remains closed. A winter driving safety campaign is underway for drivers of the route.

Rail repairs are moving ahead fast and will be completed well ahead of the road works, which will help reduce the freight load on the road network. More than 40 percent of the work to reopen the Main North Line is complete as KiwiRail makes strong progress towards resuming freight services.

An accommodation village is being established in Kaikōura to house 300 road and rail workers.

The cost of the restoration work for rail and road has been re-estimated downwards to between \$1.1 and \$1.33 billion.

The Kaikōura harbour deepening work is nearly complete. Reinstatement of the marina, piles and wharf is about to start. The harbour should be fully operational by October, ready for the tourist season. An injection of \$700k brought the Government's funding contribution up to \$5.7m. Operators Whale Watch Kaikōura and Encounter Kaikōura contributed an extra \$900,000, allowing for future expansion of the harbour for larger boats.

Government announced \$2.5 million in funding over three years to help local councils shoulder the increased workload from building, planning and hazard management. A Rebuild Steering Group has been established to streamline the Kaikōura rebuild work for local roading, water, stormwater and wastewater repairs. A Rebuild Director has been appointed to provide oversight.

As a benefit of ex-cyclones Cook and Debbie, most of the landslide dams, including Goose Bay, posing a risk to communities have now been resolved. Councils are making good progress to investigate risks from remaining hazards, such as rockfall and instability and land damage at key sites. Councils and central government agencies have framed a joint programme to progress risk

investigation, identify management options and engage with affected communities at these key sites. Extra money for hazard investigation was announced under a new \$1.2m boost for projects funded through the natural hazards platform.

Help is on its way for farmers who have sustained land damage. MPI is providing support through a new \$5m Earthquake Recovery Fund for projects to investigate long-term land use options. It will also fund professional advisory services for future land use planning. This will support landowners to transition to new land uses that are ecologically and economically sustainable for the long term.

Government's financial relief for businesses affected by the earthquake has been extended with an additional \$1 million funding.

### *Recovery after the Whakatāne District Flooding*

Marama Edwards has been appointed the National Recovery Facilitator for Whakatāne. Marama was seconded from the Ministry of Social Development, where she is Associate Deputy Chief Executive, Service Delivery. She is supporting the local recovery manager to deliver effective and efficient activities, including restoring services, reconstructing infrastructure, regenerating communities and building resilience to future risks.

Ex-cyclones Debbie and Cook caused severe inundation and storm damage across the Whakatāne District in April. A breach in the stop bank in the Rangitāiki River caused massive flooding of Edgecumbe township and the surrounding rural areas. Around 1900 residents were evacuated. Almost half the 588 households of Edgecumbe have red or yellow placards, meaning people are prohibited or restricted from re-entering their properties. We are working with central government agencies and the council to establish the size and nature of the issues then facilitate a coordinated, effective and efficient response.

MBIE has resolved about one third of requests for temporary accommodation and is actively working with the remainder. The first household has moved in one of six caravans put onto Whakatāne Holiday Park. Negotiations are underway about using portacabins on existing properties.

Partners, including the council, government agencies, iwi, volunteer organisations and the construction industry recently launched the Liveable Homes project to help people without means to repair flood-damaged houses and get them back home.

Clean-up and disposal is a big issue. EQC is removing silt and debris from flood-hit properties, including for those homeowners without insurance. Government provided \$500,000 of Enhanced Taskforce Green funding to employ people to help the Council with the clean-up.

The majority of businesses in the Edgecumbe area are open. MBIE has provided \$250,000 funding package for businesses with fewer than 20 employees affected by the flooding.

Several local roads are still closed, creating issues for residents and businesses.

We are working with the council, government agencies and iwi to progress these issues.

**Contact:** Dave Brash on (04) 912 0561 [dave.brash@dpmc.govt.nz](mailto:dave.brash@dpmc.govt.nz) or

Marama Edwards, 029 650 2013 [marama.edwards@dpmc.govt.nz](mailto:marama.edwards@dpmc.govt.nz)

## **2. National Warning System Upgrade**

The National Warning System project is continuing full speed ahead. Training in the new system is underway for all MCDEM staff. We have contacted all agency points of contact to confirm recipient details and advised all recipients that the new system is scheduled to go live on 29 May 2017

(pending any emergencies before this date). This correspondence included what to expect when the new system goes live, and explained the benefits of some added functionality, including how to work through the necessary process changes in order to receive messages from a different platform.

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

### **3. Cell Broadcasting Alerting**

A preferred supplier has been chosen for the alert publishing platform. Contract negotiations have commenced with the aim of completing these by 6 June. Throughout May, workshops are being held with each of the user agencies to confirm their cell broadcast usage scenarios, the messaging, the processes and the changes to standard procedures.

The New Zealand mobile operators continue to liaise with the major mobile handset manufacturers to progress the software changes required to receive cell broadcast messages. Although not all existing handsets will be capable when the service is rolled out, the number of models will grow over time.

**Contact:** Kevin Fenaughty (04) 817 8545 [kevin.fenaughty@dpmc.govt.nz](mailto:kevin.fenaughty@dpmc.govt.nz)

### **4. EMIS Upgrade**

We are pleased to announce that we have recruited two new Emergency Management Advisors for the Operations team (both of whom will specialise in EMIS). Once both are on board (by early June) they will be getting acquainted with the current EMIS, reading all of the documentation associated with EMIS 3.0 and getting out to meet stakeholders after their on-boarding process is complete. The project team is continuing to work with Interger on the forward schedule and Implementation Plan for EMIS 3.0.

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

### **5. National Emergency Management Conference 2017**

MCDEM's 2017 National Emergency Management Conference is on in Wellington June 7-9.

From presentations from former FEMA Administrator Craig Fugate to using New Zealand's biggest data for situational awareness from FigureNZ CEO Lilian Grace, our Conference 2017 focuses on the tools, skills and advice those across the emergency management spectrum need to navigate the future. The 2017 Ministerial Awards and Directors awards will be presented as part of Conference Dinner (07 June).

We have limited seats left and spaces are filling fast so register now to avoid disappointment.

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

### **6. Capability Development**

The online component of the Controller Development Programme has just started. If you have staff keen to join this cohort, with the residential in Wellington 18 – 23 June 2017 have them discuss this

with their Group Managers before submitting nomination forms. If any participants in your region require assistance with the Professional Development component they are invited to contact their Massey facilitator or myself.

The Emergency Management Officer (EMO) course is planned for 29<sup>th</sup> May following feedback. This is a two day workshop with the first day based at MCDEM, and the second optional day a mix of field trips and practical activities. The agenda for this day has been sent to Capability and Development Advisory Group members and those enrolled on this day. Interested parties should speak to their Group Manager before speaking to their REMA.

Takatū, the learning management system for emergency management is continuing to assist and support the sector: <https://takatu.civildefence.govt.nz/>

The Integrated Training Framework (ITF). Key information to note:

- the Public Information Management (PIM) function specific course development has started with consultation from Group Public Information Managers and Comms staff , pilot planned for end June/early July;
- the Logistics function specific course is currently being wrapped up and ITF branded ;
- a bridging course for those who have followed the CIMS unit standards pathway is underway;
- additional activities are being added into the Intermediate course. An online element is almost completed and the participant workbook is with the publisher. We're running an ITF Intermediate course for recent arrivals to MCDEM next week;
- the online Foundational course will be available on Takatū by the end of May;
- we are organising a special workshop on 26 May 2017 about how to use takatū for ITF courses (from accessing the online material, to enrolling learners, to tracking and pulling off reports). All Groups are invited to send representatives. Please contact me for further details.

A review of unit standards under the CDEM domain is under way and subject matter experts have been requested for meetings which will likely happen July/August.

The Capability Development Advisory Group continue to meet regularly, by phone and have a face to face planned in Wellington on 6 June 2017, before the National Conference. This will enable us to discuss and review a number of issues which impact on capability development within the sector.

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

## **7. Public education**

When MCDEM redeveloped our public education programme last year, we focused on making preparedness easy, real and relevant, rolling out campaigns that target low income families, millennials and new migrants/non-English speakers.

We had a great response to our campaign for low income families (Kids' Questions) and last week launched a campaign for millennials (18-30 year olds). The campaign shows younger people that

preparing is easy and they are probably already doing it in other parts of their lives – likening getting prepared for an emergency to preparing for a road trip, a festival or a Netflix binge.

Giant posters are going up in Auckland, Wellington, Hamilton, Christchurch and Dunedin and digital advertising has started on Google and Trade Me. The creative mimics the type of media they are used to consuming – festival posters, movie/tv advertising, travel brochures to get people interested in what they're looking at and start a conversation.

We worked with the National Public Education Representatives Group (NPERG) to develop the campaign and NPERG representatives from each CDEM Group were sent the Millennials campaign guide for CDEM Groups (attached) to share with their region. Please share the attached posters with your contacts working with millennials.

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

#### **8. Recording and reporting on the use of powers during a transition period**

Section 94P of the Civil Defence Emergency Management Act 2002 requires a recovery manager to report on the exercise of powers during a transition period. To assist recovery managers meet this requirement, two factsheets on reporting and recording use of powers during a transition period are now available on the MCDEM website.

<http://www.civildefence.govt.nz/cdem-sector/cdem-framework/legislation-and-regulations/civil-defence-emergency-management-amendment-act/>

**Contact:** Karen McNamara (04) 817 8559 [karen.mcnamara@dpmc.govt.nz](mailto:karen.mcnamara@dpmc.govt.nz)

#### **9. Alternative National Crisis Management Centre**

Work is progressing on identifying an interim alternative National Crisis Management Centre to ensure that government agencies continue to provide a coordinated response to a large-scale emergency, if the Wellington facilities are rendered unusable. This project includes the identification of a suitable facility, identification and training of government agency staff to operate the centre and concept development for a cache of communications equipment to enable on-going communications between the NCMC and affected CDEM Groups.

**Contact:** Shane Bayley (04) 817 8578 [shane.bayley@dpmc.govt.nz](mailto:shane.bayley@dpmc.govt.nz)

Yours sincerely



Sarah Stuart-Black  
**Director**



**TITLE: Coordinating Executive Group Chairpersons report**

**From:** Tony Phipps, CEG Chairperson

**Date:** 22 May 2017

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**Executive summary:**

This report provides an overview of matters relevant to the CEG Chairs functions.

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**Recommendations:**

1. That the report 'Coordinating Executive Group Chairpersons report' by Tony Phipps, CEG Chairperson, dated 22 May 2017 be received.
- 

**Report:**

**Warnings and activations**

Between 11 and 13 April a **low from the Tasman Sea moved across New Zealand**, at the same time Cyclone Cook tracked down east coast offshore of Northland and made landfall in the Coromandel. **Significant rainfall occurred**, over the duration of the event with up to 180mm in some areas. On 13 April, the Kaeo river over topped and State Highway 10 near Sandfords was closed for a short period of time. SH 1 south of Kaitia at the Mangamuka's was also closed for a short period due to a large slip. The **event was monitored and information disseminated** to key agencies and stakeholders.

**Three personnel from Northland were deployed to Edgecumbe** to assist with the response and recovery to Cyclone Cook in mid-April. Claire Nyberg and Kim Abbott assisted and lead with the Welfare Coordination and Victoria Randall responded as part of the Red Cross national arrangements.

**Ministerial Appointment**

Changes have recently been made to Ministerial appointments. The current Minister for Civil Defence, Hon Gerry Brownlee has been appointed the new Foreign Affairs Minister and the **new Minister of Civil Defence will be Hon Nathan Guy**.

**MCDEM Director and Staff Visit**

The Director of MCDEM, **Ms Sarah Stuart- Black visited the region** ahead of the recent forum and **met with myself, the CDEM Professionals, Whangarei District Mayor and Chief Executive and the Regional Council Chief Executive**. The meetings were productive and gave an opportunity to understand the ongoing work programmes and priorities of the respective agencies.

**CDEM Review**

On 5 April, the **Northland CDEM Group chair attended a Ministerial briefing in Wellington** where the Minister for Civil Defence, Hon Gerry Brownlee outlined his intention to form a Technical Advisory Group (TAG) that will provide the Minister with advice on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand. This follows on from recent media publicity highlighting a "Civil Defence Review" which came out of the Kaikoura and Port Hills Fires.

**ITEM: 4.0**

Page 2 of 2

Cabinet has approved the following members of the TAG:

- Roger Sowry as Chair;
- Malcolm Alexander, Chief Executive, Local Government New Zealand;
- Assistant Commissioner Mike Rusbatch, New Zealand Police;
- Deputy National Commander Kerry Gregory, New Zealand Fire Service;
- Major General Tim Gall, New Zealand Defence Force;
- Sarah Stuart-Black, Director, Ministry of Civil Defence and Emergency Management;
- Benesia Smith, former Deputy Chief Executive of the Canterbury Earthquake Recovery Authority

The **first meeting of the Technical Advisory Group will be in the week commencing 22 May 2017** and recommendations will be made by August 2017. This matter was widely discussed during the recent visit to the region by the Director of MCDEM.

**Ensuring that the perspective of the rural CDEM Sector, such as Northland** being represented in the review has been raised. Several options for ensuring that our perspective is included have been discussed.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

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

**From:**       Victoria Randall, CDEM Officer, Whangārei District

**Date:**        15 May 2017

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**Executive summary:**

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

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**Recommendations:**

1. That the report 'Emergency Management Information System (EMIS) Update' by Victoria Randall, CDEM Officer, Whangārei District, dated 15 May 2017 be received.
- 

**Report:**

**National**

The **Ministry of Civil Defence Emergency Management have employed two new EMIS staff members**. Laurie Adams and Joe Kennedy both have several years' experience in emergency management and both are joining MCDEM from the Nelson Tasman region. They will be assisting in managing the EMIS version 3 project.

The **National EMIS User Group met for two days** in Wellington at InterGen Head Office. InterGen are the chosen supplier for the EMIS version 3 project. The two days were workshop style discussions for **InterGen to obtain a detailed analysis of the needs and operational use of EMIS** within the sector. This will guide the development of version 3.

**Regional**

The number of **Northland EMIS registered users now stands just below 300**. To keep users engaged with the site a small exercise was circulated in May, practicing logging in and out and entering an incoming message. This monthly routine will continue until the release of version 3 to maintain current users' basic familiarity with the system.

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**Authorised by:**

**Name:**       Graeme MacDonald  
**Title:**        CDEM Manager  
**Date:**        22 May 2017



**TITLE: Northland Lifelines Group Update**

**From:** Kim Abbott, Civil Defence Officer

**Date:** 22 May 2017

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**Executive summary:**

The **Northland Lifelines Utility Group (NLG)** held its regular **quarterly meeting on 27 April**. It was well attended with 34 representatives from across the Northland utility sector, emergency services, local council and Civil Defence Emergency Management (CDEM).

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**Recommendations:**

1. That the report 'Northland Lifelines Group Update' by Kim Abbott, CDEM Officer, dated 22 May 2017 be received.
- 

**Report:**

**Review of February 2017 Power Outage**

During a scrub fire near Springfield on the 5 February, **Transpower de-energised the main transmission lines into the region to minimise risks to assets and people on the ground** (the risk being that smoke increased the risk of flashover).

A review of the event identified the following learnings which are being incorporated into response plans:

- There were measures that could have been taken to reduce the service impacts of the shutdown. The Ngawha Generation Plant could have increased output. Top Energy and Northpower could have put in place load management measures to prioritise access to the remaining available power.
- In general, the review **highlighted the need for better communications**, not just with the distribution companies but with emergency services, CDEM and other lifelines utilities. For example, the Fire Service were not aware that the decision to de-energise the line would take out all supply to Northland. FNDC noted the importance of three-waters managers receiving timely information on electricity outages and restoration times to ensure they can maintain critical water supply services.
- The **decision to de-energise the line was also questioned** – ie could the risk to people on the ground have been managed and would it have been better to keep operational and accept the risk of line damage. Triggers for isolation of lines in smoke conditions are being reviewed.
- The event **highlighted again the lack of resilience to power outages in the region**. For example, fuel stations weren't operating, electric doors weren't opening and some cellsites stopped operating after batteries ran out.
- Most significantly, Vodafone's main site in Whangārei shut down after batteries ran down in less than half an hour. The timing was unfortunate – the batteries were known to need replacement (Vodafone's standard battery life for key sites is 12 hours) and the electrical system was due to be upgraded in April. Whilst Vodafone has several generators strategically placed around the country, mobilising people to site on a Sunday afternoon meant that power was restored by the time generators were sourced for the site.

- The **event triggered a review by Vodafone of all 70 cellsites** supplied by the main 'POP' Vodafone site and battery/electrical upgrades have been brought forward, including for the main site.
- The **NLG Electricity Outage Contingency Plan will be reviewed** in the light of findings from this event.

### **Tsunami Plan**

The **updated modelling has been completed for the region** and an analysis of which lifelines critical sites intersect with tsunami inundation areas included in the report. Lifeline utilities have been asked to review the sites and services impacted and advise on any changes. It was also noted that there is a report developed by Auckland and Wellington Lifelines Groups summarising assessment impacts for various asset types and this should be used by national agencies to review their own technical standards.

### **National Lifelines Update from MCDEM**

Nationally the Ministry of Civil Defence (**MCDEM**) are **working with the Fast Moving Consumer Goods sector (FMCG)** to establish CDEM contacts. It was noted that 80% of NZ's food gets distributed through Auckland, which leaves the rest of the country in a vulnerable position in the case of an event impacting Auckland.

There is also a **review of the national CDEM fuel plan with Ministry of Business Innovation and Employment (MBIE)**, looking at how critical customers will be identified and undertaking workshops with the CDEM and fuel sector. The Kaikoura earthquake has triggered significant Wellington resilience work, there are three current work streams – WENIRP (Wellington Earthquake National Initial Response Plan), government agency business continuity plans and Wellington Lifelines Group projects on lifelines resilience.

### **Air Operations**

The meeting included **guest speaker Paul Devlin, a key member of the air operations team in the November 2016 Kaikoura Earthquake response** who gave his learnings around the complicated nature of air operation in a response.

In a smaller group following the NLG meeting, key CDEM team members, air operations stakeholders and local commercial air representatives **discussed the Northland Air Operations draft plan and the challenges for Northland.**

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### **Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Welfare Coordination Group Update**

**From:** Claire Nyberg, Group Welfare Manager

**Date:** 22 May 2017

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**Executive summary:**

The report provides an update on the activities of the Group Welfare Manager(s) and the Welfare Coordination Group (WCG) for the last quarter.

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**Recommendations:**

1. That the report 'Welfare Coordination Group Update' by Claire Nyberg, Group Welfare Manager, dated 22 May 2017 be received.
- 

**Report:**

The **second WCG meeting of the year was held on 2 June 2017**. A verbal update of the meeting will be given.

**Animal Welfare Sub-function update**

**Hayley Squance from the Ministry of Primary Industries (MPI)** attended the WCG meeting in March 2017 to strengthen relationships across the Animal Welfare sub-function for Northland. This was followed up by a workshop in Auckland with attendees from the Northland, Auckland and Waikato Regions. The workshop aim was to commence development of an Animal Welfare Emergency Plan following an emergency in Auckland.

The value of attending this workshop for Northland was:

- Establishing relationships with our closest regions in case we need Animal Welfare assistance;
- Understanding what resources are available across the Upper North Island for Animal Welfare; and
- Understanding what is required in the Animal Welfare Emergency Plan for regions.

The Auckland workshop was attended by Claire Nyberg, Tafi Manjala (MPI's representative in Northland) and Julie Gregson from Rural Support Trust (RST).

**Group Welfare Managers Forum**

Claire Nyberg and Kim Abbott attended the Group Welfare Managers Forum which was held in Christchurch in early May 2017. The purpose of the Forum is for Welfare Managers:

- To develop, create and review welfare strategies and priorities;
- Network and develop relationships to strengthen the sector (especially important for national deployment); and
- Nurture a space for open and honest de-briefing to identify opportunities for improvement; and
- Keep up to date with latest developments in the sector through the Regional Emergency Management Advisors (REMA's), welfare specialists and guest speakers.

**ITEM: 7.0**

Page 2 of 4

**This year's focus was on learnings from all the emergencies** since the previous GWM's Forum (November 2016) in Tauranga. Two days after this forum the Kaikoura earthquake occurred, followed by fires in the Port Hills and Hawkes Bay and flooding in Auckland, Waikato and Bay of Plenty. These events all had a large welfare component in the response as people were evacuated and/or their homes were either damaged or destroyed.

Learnings were presented in the form of three-minute lightning talks from Welfare Managers. This was then followed up by a series of open space forums where the attendees were given the opportunity to create topics to be discussed throughout the day. This led into the second day of workshops which covered welfare needs assessment and the Welfare Practical Tools Resilience fund application (reported below).

The **welfare needs assessment workshop** covered a review of a proposed welfare needs assessment process. Participants unanimously voted in favour of adopting this process as a national way forward. However, further work will be undertaken by the National Needs Assessment Working Party to finalise aspects of the process.

There were also **presentations** from Ministry of Business, Innovation and Employment (MBIE) on temporary accommodation and Canterbury District Health Board on the region's psychosocial recovery programme following the 2011 earthquakes.

**Update on the Welfare Practical Tools Resilience Fund Project**

The purpose of the project is to develop practical tools for the welfare sector. Upon completion of a survey by all 16 CDEM groups, 12 work activities were created. These were prioritised by the project steering group and a gap analysis undertaken to establish what tools need to be created. **Work has commenced on:**

- Establishing requirements for professional development and training;
- Development of consistent induction material across the sector;
- Information about Civil Defence Centres and Community Led Centres; and
- Creation of a filing system to store information from the sector which will be transferred into the Emergency Management Information System (EMIS).

The Group Welfare Manager's forum workshop on the Welfare Practical Tools Resilience Fund Project focused on:

- Reviewing the original 12 work items;
- Confirming prioritisation on these 12 items;
- Adding additional items from learnings from recent emergencies and open space forums; and
- Determining the practical tools required including plans, processes, training materials, presentations, video uploads and checklists.

The following table has the top four work activities to be completed in the 2016/2017 year, including the new activities identified in the workshop:

Work activity	New Priority	Previous Priority
Deployment	1	New item
Professional development and training	2	1
Effective welfare response	3	New item
Induction process/information	4	7

There are several activities ranked fifth equal that will be progressed using the resilience funds awarded in the 2017/2018 year.

### **Deployment to Edgecumbe**

Northland CDEM staff were deployed to Edgecumbe in early April 2017 to support the Whakatane District Council response in the wake of ex-tropical cyclone Debbie. The following staff were deployed:

- Claire Nyberg (Group and Local Welfare Manager)
- Kim Abbott (Welfare Operations and Edgecumbe Liaison)
- Raewyn Smythe (CDC Coordination)
- Victoria Randall (as a Red Cross representative)

The weather system from ex-tropical Debbie produced 200-320mm of rainfall in 48 hours in the upper catchment of the Rangitaiki River, upstream of Edgecumbe. This caused widespread flooding across the Bay of Plenty with a number of communities isolated due to road closures, power and phone outages.

On April 6 the Rangitaiki River stopbanks breached causing extensive flooding that resulted in an immediate **evacuation** of the adjacent township of **Edgecumbe**. Approximately **1800 people** were evacuated and Edgecumbe was **cordoned off**. This prevented the re-entry into Edgecumbe as flood waters continued to inundate properties and businesses. Cordons were maintained due to health and safety concerns in regards to entering unsafe buildings and the contamination of water and land by sewage.

This **response** had a **large welfare component** as many people immediately self-evacuated on foot, in flood waters with only the clothes they were wearing. Civil Defence Centres were set up in Whakatane, Awakere and Kawerau to receive evacuees and provide for their immediate needs. Many people made their own arrangements with CDC's being utilised as places to receive information, support and respite for those staying with friends and family.

Edgecumbe learnings include:

- The need to **adequately describe and size** the emergency in the beginning, especially when there is going to be a large welfare component where people are isolated from their homes and may never be able to return to them;
- Creating a **consistent response structure** from day one to prevent group and local welfare arrangements being blended into one structure late in the response;
- **Needs assessment** must be **coordinated** and the process established and communicated in readiness - before any emergency;
- **Local knowledge** is critical. People from outside the region helping with the response must be supported by local people;
- **People** responding must be adequately trained in CDEM and specific welfare roles must be given to people with experience and adequate **professional training**;
- **Cordons need to be avoided** where possible and should be removed as soon as practicable if safe to do so because they take a huge amount of resourcing to manage. Cordons also place undue stress on residents; and
- **Deployment** needs to be part of a robust strategy to ensure staff are prepared and supported during deployment and upon return.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Community Resilience Projects**

**From:** Shona Morgan, Community Resilience Coordinator

**Date:** 19 May 2017

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**Executive summary:**

This report will **outline community resilience projects** carried out in Northland in the last 3 months.

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**Recommendations:**

1. That the report 'Community Resilience Projects' by Shona Morgan, Community Resilience Coordinator dated 19 May 2017 be received.
- 

**Report:**

**Youth in Emergency Services (YES) Programme Dargaville:**

The **YES Programme commenced in Dargaville on Saturday 13 May** with Surf Lifesaving and NZ Police orientation day. 25 young people were nominated, and 18 were selected from Dargaville High School, Ruawai College and from within the community. The NZ Fire Service, Red Cross and St John orientation days will be held in the coming weeks.

The **combined exercise is being held on June 10 with over 100 personnel expected** to attend. This will be followed by a graduation dinner held on June 16 in Dargaville and will be attended by the participants, their whanau and emergency services personnel.

**Tsunami Mapping Project:**

This **project is almost complete** with the new maps and interactive tool expected to be up on the NRC website before the end of May. There will **two interactive tools available for the public to use**, one as a viewer and another to enable people to choose their location then export the map into a document type of their choice. A sample map is attached to the end of this report. Please note this is just a concept map to show how the maps will look once exported. The quality will be improved in the final product.

**Northland Youth Theatre Project:**

**Northland Youth Theatre were successful in gaining a \$5000 grant from the Ministry of Youth Development** to increase youth awareness about civil defence. They worked with NZ Police, NZ Fire Service, NZ Red Cross and Northland CDEM to learn about hazards, personal preparedness, disaster welfare and fire safety. They then developed **a short film using sports and outdoor activities as the theme for the film.**

It is titled **"Expect the Unexpected"** and is available to view on their facebook page: [www.facebook.com/NorthlandYouthTheatre/](http://www.facebook.com/NorthlandYouthTheatre/)

### **Community Response Groups (CRG's):**

The **engagement of community response groups has been of concern for some time** as many are struggling to function, have little engagement and have few or no members. In the March Coordinating Executive Group (CEG) meeting, a report was provided outlining detailed information regarding each groups level of engagement. As a result of the report, a request was made by the CEG Chairman for a strategy to be developed as to how Northland CDEM will increase engagement of their community response groups.

Before this strategy is developed, more research needs to be carried out as to what the communities actually want, how these groups benefit the communities and civil defence, and the resources required to create and maintain the groups and plans.

Currently there are **56 Community Response Groups**:

- 31 in the Far North District - average travelling time from Kaikohe is 1 hour 15 minutes - furthest Te Hapua 3 hours each way
- 17 in the Whangārei District - average travelling time from Whangārei is 45 minutes - furthest Bland Bay 1 hour 30 mins each way
- 8 in the Kaipara District - average travelling time from Whangārei is 1 hour - furthest Puotu 2 hours each way

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### **Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Professional Development and Training**

**From:** Kim Abbott, Civil Defence Officer

**Date:** 22 May 2017

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**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.

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**Recommendations:**

1. That the report 'Professional Development and Training' by Kim Abbott, Civil Defence Officer, dated 22 May 2017 be received.
- 

**Report:**

This quarter has been a busy period for the Northland CDEM team, particularly training undertaken with community groups and stakeholders.

**CDEM team professional development and working groups:**

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

- National Disaster Resilience Strategy workshop (Graeme MacDonald, Murray Soljak).
- Disability Advisory Group meeting (Shona Morgan).
- National Group Welfare Managers Forum - Christchurch (Kim Abbott, Claire Nyberg).
- Psychosocial First Aid (PFA) Training (Kim Abbott, Claire Nyberg, Shona Morgan, Bill Hutchinson, Sharon Douglas, Susan Botting).
- Story Hunter Video Workshop (Shona Morgan).
- Emergency Management GIS Conference, Auckland (Shona Morgan).
- Child Youth and Family in-house staff training, Whangārei, Kaikohe and Dargaville (Kim Abbott, Claire Nyberg and Shona Morgan).
- Animal Welfare Sub-function meeting for Waikato, Auckland and Northland. (Claire Nyberg, Auckland).

**External stakeholder training and public education:**

The following is an outline of the **presentations and training undertaken by the Northland CDEM team** to stakeholders and the Northland community:

- Exercise Arab Crude Part II – Multi-agency exercise hosted and facilitated by WDC (Victoria Randall and CDEM team).
- Introduction to CDEM for Civil Defence Centre support staff (Susan Botting, Victoria Randall, Claire Nyberg, Shona Morgan, Murray Soljak).
- Integrated Training Framework (ITF) Welfare for train the trainers, Wellington (Claire Nyberg).

- CDEM and Welfare arrangements presentation to Refining NZ staff (Claire Nyberg).
- Northland Youth Theatre / Northland Police Youth project (Shona Morgan, Victoria Randall and Graeme MacDonald).
- Community Introduction to Welfare – Parua Bay community (Victoria Randall, Claire Nyberg).
- Guest speaker Northland Health and Safety Forum (Kim Abbott).
- Dargaville Field Days with NZ Fire Service (Kim Abbott, Sharon Douglas).

**Co-ordinated Incident Management Systems (CIMS):**

**CIMS 4 training was undertaken in March with 23 students** completing the requirements of the three-day course. A number of stakeholder organisations were represented including; all three Northland district councils, Northport, Dairy New Zealand, NZ Fire Service, St Johns, Northland District Health Board, Department of Conservation, Northpower and Refining NZ.

**The next course is fully subscribed and will take place June 20-22. A one day refresher course has also been booked for June 19 to be delivered in Kaikohe.** This is the first time that CIMS training will be undertaken outside of Whangārei and we will monitor the success to determine if there is a demand to deliver future courses into the other districts.

There are further CIMS courses scheduled for September and November.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Public Information Management (PIM) update**

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

**Date:** 22 May 2017

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**Executive summary:**

This report summarises key developments in public information management since the previous meeting.

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**Recommendations:**

1. That the report 'Public Information Management (PIM) update' by Murray Soljak and Susan Botting dated 22 May 2017, be received.
- 

**Report:**

**Public alerting:**

**In early March, then-Civil Defence Minister Gerry Brownlee announced that cell broadcast alerting (CBA) was on track to be up and running by the end of the year.**

CBA allows alerts to be sent to mobile phones without users needing to install an app or sign up for a service. **The CDEM sector will have access to CBA** (along with MCDEM, emergency services and a range of Government agencies); however, the threshold for use will be at the very high end e.g. major events and evacuations.

Mr Brownlee's announcement continues: "As no technology is 100 per cent failsafe or equally useful in all conditions and emergencies, **multiple channels will continue to be used** to send alerts when emergencies happen. These channels include radio, television, websites, various social media, **smartphone apps**, sirens and others." **[emphasis added for this agenda]**

**Initial input from the CDEM sector has been sought via a workshop** with representatives of the groups with the most experience in using the Hazard app. Murray Soljak represented the Northland CDEM Group at this workshop (along with staff from Auckland, Wellington and Canterbury).

The expectations of CDEM Groups as expressed at this workshop highlighted a number of important considerations (some of which may alter over time):

- **CBA is reliant on the availability of phones** with this capability, which depending on the model, may need to be enabled by users.
  - It is therefore possible that until there is sufficient uptake of CBA-capable/enabled phones, the Hazard app will have greater reach.
- **Although the technical ability exists for CBA alerts to feed automatically to the Hazard app**, this is not proposed to be done by the time of the rollout.

**ITEM: 10.0**

Page 2 of 4

- The above comment also applies to the opportunity to improve on some of the limitations found with the Hazard app e.g. clickable links, ability for CDEM groups to create alerts using a cellphone.
- **Red Cross continues to develop the Hazard app** in response to issues raised by the CDEM sector (within a limited international development budget). The sector is requesting that **some of the functionality proposed for CBA is replicated in the Hazard app**.
- The ongoing support available for end users is currently proposed to be written FAQ on a website (whereas the Hazard app currently also has a setup video and a publicly-available email address offering technical support).

In summary, **the two platforms (once CBA is available) will remain complementary** for the foreseeable future, and – with the functionality that is proposed for CBA at the time of rollout – alerts will need to be created and sent via duplicate processes.

Notwithstanding their differences, **both platforms may be equally effective** – in broad terms – when it comes to the task of waking up the public in the middle of the night.

Northland is in close contact with the Bay of Plenty and Waikato Groups – which have commissioned formal reviews of public alerting options – and with Auckland, which has installed the Whispir platform.

### **Hazard app integration:**

In the meantime, **integration of the Hazard app into the NRC website has been tested and made live, meaning that alerts sent out by the Northland CDEM Group only** (i.e. not MetService) **will appear automatically in the Emergency Status panel of the NRC site**, and can be subsequently updated/refined and/or deleted by NRC webteam staff once they are available. The time taken to update the website – while measurable in minutes – was noted as an issue arising from the Northland evacuation following the Kaikoura earthquake in November.

The screenshot displays the Northland Regional Council website. The top navigation bar includes links for Home, Your Council, Living in Northland, Consents, For Schools, Environment, Civil Defence, Transport, and Maritime. A search bar is located in the top right corner. The main content area is divided into several sections. On the left, there are tiles for Environmental data, Maps and webcams, Plans, policy and strategy, Meetings information, Pests and weeds, Land and river management, Publications, newsletters, reports, Consultations, and School information packs. On the right, there is a prominent yellow 'Emergency status' panel. This panel shows 'No emergency' and includes a link to 'Find out how to be prepared'. Below this, there is a 'Do it online' section with a 'Find out how to be prepared' link. Further down, there is a 'News' section with a 'View all news' link. At the bottom right, there is a 'Topical right now' section with a link to 'Combined consultation 2017'. A large red banner on the right side of the page reads '+++NORTHLAND TEST ONLY+++'. Below this banner, there is a text box dated '1155 Thurs 11 May' that describes a 'Northland demonstration of website integration for CEG and CDEM meeting'. It states that 'Alerts are replicated in the Emergency Status panel of the NRC website' and provides an example link: 'www.nrc.govt.nz/evacuateneow'.

**ITEM: 10.0**

Page 3 of 4

Northland is the first New Zealand Hazard app user to have achieved this.

The next step has been **integration with the NRC Facebook page** – alerts are posted there with the addition of a standard heading, the Civil Defence logo and tagline directing followers to the Civil Defence Northland Facebook page, which will continue to be operated on a 'live' basis.

The **three district councils can now be offered the option of automating alerts to websites and Facebook**. While **technically possible, Twitter has so far proven more problematic** due to the 140-character limit, which is less content that we would ideally include in a Hazard app alert.

Expenditure to date on the integration of these alerts has been \$1400 (plus GST) to NRC's external web consultancy, which has undertaken much of the coding required. Advice and alterations have been provided by the Red Cross Hazard app development team at no cost.

**Regional/inter-agency co-ordination:**

**Meetings have been held with Kaipara District Council's recently-appointed communications manager**, and the Far North District Council communications team, to further refine the linkages with the Group team. Whangarei District Council also has a new addition to its communications team, who is booked in for CIMS training.

**Media and social media:**

**Media releases distributed during the last quarter:**

- 'Tsunami siren testing this weekend', April 2017 (issued on behalf of Northland Civil Defence Emergency Management Group);
- 'Heavy rain may bring flooding, slips to Northland' (issued on behalf of Northland Civil Defence Emergency Management Group);
- 'Risks from rainfall to continue: Northland Civil Defence' (issued on behalf of Northland Civil Defence Emergency Management Group);
- 'Civil Defence forum lines up disaster management specialists' (issued on behalf of Northland Civil Defence Emergency Management Group); and
- 'YES programme comes to the Kaipara' (issued on behalf of Northland Civil Defence Emergency Management Group).

The Northland CDEM Group Facebook page [www.facebook.com/civildefencenorthland](http://www.facebook.com/civildefencenorthland) continues to provide a well-followed social media platform for communication.

**Items posted to the Northland CDEM Group Facebook page include:**

- Severe weather coverage;
- New CDEM E-sign at Whangārei's Bank, Water and Vine streets intersection – 'What would you Do?' in line with the Never Happens Happens campaign;
- New team photo on page header;
- Tsunami siren testing;
- Tsunami sirens – basic facts;
- Tsunami alerting options;
- Edgecumbe floods (donated goods not required);

**ITEM: 10.0**

Page 4 of 4

- Cyclone Cook;
- YES programme Kaipara;
- Northland Youth Theatre 'Expect the Unexpected' student-produced video;  
and
- Northland Civil Defence Forum.

**Public education:**

**A video-style wrap of the Civil Defence year that was produced showcasing events, deployments from the region and those involved in Northland Civil Defence in the last 12 months**, its initial use was for the Northland Civil Defence Forum on 17 May 2017.

Boosting evacuation preparedness was the theme of two mid-North Civil Defence visits; to Westmount School – Northland campus near Kerikeri and the Kerikeri Girls Brigade. Topics covered included the Northland hazardscape, ex-tropical cyclones and why they are a risk to Northland, assessing school preparedness, boosting school readiness, taking household emergency plans home for completion as a family, personal workplace emergency plans and how to prepare a getaway bag.

Photographic coverage during the current reporting period included the Northland Civil Defence Forum and various other meetings including the Northland Lifelines Group.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Funding and budget outline**

**From:** Graeme MacDonald, CDEM Manager

**Date:** 22 May 2017

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**Executive summary:**

Attached for the information of the group is an outline of the income and expenditure for the 2016/17 year together with a brief overview of projected expenditure for the 2017/18 financial year.

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**Recommendations:**

1. That the report 'Funding and budget outline' by Graeme MacDonald, CDEM Manager, dated 22 May 2017 be received.
  2. That consideration be given to a Section 17A, Local Government Act review of the Northland CDEM Groups service delivery.
- 

**Report:**

**For the coming 2017/18 year, there are a number of priority projects** that have commitments. These projects are broadly outlined:

**Tsunami Signage:**

With the finalisation of the Northland Tsunami Inundation mapping by GNS and the refinement of the maps by GIS personnel at the NRC the **Tsunami Information Board project is now able to progress.**

This project was the subject of a Resilience Fund grant of \$30,000 in 2012/13. At that time GNS flagged a need to review the tsunami inundation zones for the region, resulting in the project being put on hold. **Progress is now being made with a pilot underway**, funded by WDC, to test content of the boards in coastal communities. Further funding of \$30,000 was also tagged several years ago to supplement the resilience fund amount, allowing a project total of \$60,000. Each completed and installed sign is estimated at \$1500.

**Tsunami Sirens:**

As reported in the December 2016 meeting work has continued identifying the gaps in the Northland Tsunami siren network. **Individual council reports and updates have provided progress on the installation of additional sirens.** Approval was granted at the December meeting to fund further tsunami sirens in coastal communities up to \$50,000.

**Public Information Manager:**

Mr Murray Soljak has been operating as the **Northland CDEM Group Public Information Manager for the past 14 months**, primarily funded by a grant from the Resilience Fund.

**ITEM: 11.0**

Page 2 of 3

The Resilience Fund arrangement has now ended; however, the NRC has agreed to fund the .5 FTE for the PIM position and .5 for a Recovery position.

With regards to the Recovery Manager the final scope, scale and extent of the position has not yet been fully determined as MCDEM continues to work through the process of developing guidance on the new recovery arrangements and expectations, which are due for release late in the year.

**To ensure continuity and the continued on-going development in the Public Information Management area a funding requirement of \$40,000** is required for the coming year. This will enable priority PIM projects, mainly warning, alerting and information management to progress further.

**Significant progress has been made in the past 6 months in enhanced use of technology for warning and alerting. Further development and enhancement is forecast using the PIM resource.**

**Recovery:**

As outlined the Recovery position is funded at a .5 FTE and is not forecast to commence until the second part of the 2017/18 year. **Several scenarios on how recovery is to be delivered for and across the respective councils are yet to be fully considered;** there is time to work through the various options and fully consider the financial implications.

**Other Expenses:**

Training, meetings and conferences (\$10k); tertiary and Controllers training (\$7k); and training delivery expenses (\$5k) are additional forecast expenses.

**Local Government Act Section 17 A:**

Whilst the four councils currently operate in a collaborative manner to deliver CDEM services across the Northland region **there may be opportunities for significant unrealised potential for effectiveness and efficiency gains** through enhanced shared services arrangements, funding mechanisms and a streamlined group structure.

**A review of our services will likely ensure that we are getting the best value for money. A section 17A Local Government Act service review** across all four councils may be a sensible option. Any proposed review would be funded by the CDEM Group, and should include consultation with representatives from all councils to ensure that a full summary of current services is captured and presented. Furthermore, a Section 17A review allows councils to explore opportunities to improve arrangements where there may be benefits in doing so.

**ITEM: 11.0**

Page 3 of 3

<b>CDEM GROUP (Account 6223)</b>	
<b>as at 30/06/2017</b>	
	<b>Period 1/07/2016 to 30/06/2017</b>
<b>Opening Balance 1-7-2016</b>	<b>320,238.87</b>
<b>plus income</b>	
Training delivery income	4,857.51
Youth in Emergency Services Income	8,695.65
Annual Council Contributions	60,000.00
Other Income	8,431.50
Resilience fund Revenue (Welfare Project)	40,000.00
	<b>121,984.66</b>
<b>less expenditure</b>	
Catering & Refreshments	3,009.82
Training, Meetings and Conferences (National engagement, attendance at National Conferences, professional development of staff)	10,951.61
Salaries (Public Information Manager)	46,966.22
Promotions & Public education	6,239.33
Youth in Emergency Services Expenses	69.89
Stationery	705.10
Consultancy and Contractors (Marae Preparedness, Plan reviews)	16,803.37
Training Delivery Expenses (CIMS Welfare)	8,209.04
Tsunami Sirens	1,576.00
Resilience Fund Expenses (Welfare Project)	40,000.00
Tertiary and Controller Training	9,311.91
Miscellaneous	228.77
	<b>143,791.06</b>
<b>Closing Balance as at 30-6-2016</b>	<b>298,432.47</b>

**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 23 May 2017



**TITLE: Northland Tsunami Siren Testing Outcome Report  
April 2017**

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

**Date:** 15 May 2017

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**Executive summary:**

The purpose of this report is to report the outcomes of the testing of the Northland tsunami siren network on 2 April 2017.

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**Recommendations:**

1. That the report 'Northland Tsunami Siren Testing Outcome Report April 2017' by Victoria Randall, CDEM Officer, Whangārei District, dated 15 May 2017 be received.
- 

**Report:**

The **Northland tsunami siren network was tested at the end of daylight savings on Sunday 2 April 2017 at 09.20hrs**. A large media campaign of advertising was undertaken with community response groups and a council staff monitoring the 163 sirens across the region.

The completed questionnaires for each monitored siren were collected **with only one siren across the region reported with a fault**.

The light on siren WDC062 on Bream Bay Drive, Ruakaka did not flash. Northpower have been informed and have scheduled the maintenance and repair.

The next tsunami siren testing will take place at the start of daylight saving on Sunday 24 September 2017.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017



**TITLE: 2017 Northland Civil Defence Emergency Management Forum**

**From:** Kim Abbott, Civil Defence Officer

**Date:** 22 May 2017

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**Executive summary:**

The 2017 Northland Civil Defence Emergency Management Group (CDEM) Forum was held at Forum North on Wednesday 17 May.

Around 245 representatives from a broad cross section of the Civil Defence community attended the half day seminar. These included: stakeholders groups, emergency services, Northland Lifelines Group and Welfare Coordination Group members, council staff, management and councilors and community response group representatives.

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**Recommendations:**

1. That the report '2017 Northland CDEM Forum' by Kim Abbott, Civil Defence Officer dated 22 May 2017 be received.
- 

**Report:**

**The theme for the 2017 Northland CDEM forum was around response and recovery.** Guests were gifted a Northland CDEM multi tool key ring to help them to *Get Ready Get Thru*. The now traditional Civil Defence themed cake featured the three Kaikoura cows perched on top, the middle layer represented the Edgumbe floods and the bottom depicted drought conditions - all of which our CDEM staff have dealt with first hand in the past year. As with previous years, there was no dedicated host, instead a CDEM team member introduced and thanked each speaker, enabling the audience to see our team working together.



We also had CDEM team members outline some of the key projects and pieces of work:

- **Tony Phipps – The Northland CDEM year in review**
- **Shona Morgan – Northland CDEM Kaikoura Earthquake Response**
- **Kim Abbott – Kaikoura Deployment – Canterbury Group Welfare Manager**
- **Gail Yearbury-Murphy – Northland Mapping and GIS Project**
- **Claire Nyberg – Whakatane Deployment – Bay of Plenty Group Welfare Manager**

The Forum was officially **opened by CDEM Group Chair, Councilor Colin Kitchen** from the Far North District Council (FNDC) and a Karakia was performed by Wi Henwood (NZ Fire Services) to welcome our guests.

The first speaker, the **Coordinating Executive Group (CEG) chair, Tony Phipps** presented an overview of the events and key projects for the CDEM team of the past 12 together with some expected highlights for the year ahead. A two minute montage set to music with photos left no one in doubt that it has been a busy year.

Next to the lectern was **Ministry of Civil Defence Emergency Manager (MCDEM) Director, Sarah Stuart-Black**. The past year in the New Zealand civil defence sector there have been more declared events than ever before. These events and the resulting public, media and political scrutiny has pushed some key national projects ahead.

One of these significant events was the Kaikoura Earthquake. Northland **CDEM team member Shona Morgan** explained the response from a Northland perspective: information sharing, tsunami sirens, social media and the duty team's responses. Nine year old **Boy Scout Ben Nyberg** joined the forum to outline his family's evacuation on the day.



**Kim Abbott from the Northland CDEM** expanded on her experiences in the aftermath of the Kaikoura quake and her deployment to Canterbury. Key learnings were around the importance of relationships, personal preparedness and the need for local knowledge, particular challenges included the media's coverage of three cows and Kaikoura tourists

Our next key speaker was Victorian, **Ann Leadbeater, recipient of the Order of Australia medal** for "service to the community of Kinglake". Ann's home town of Kinglake was devastated in the Black Saturday fires in 2003 when 173 people died and more than 2000 homes were destroyed. In the aftermath Ann was tasked with coordinating the recovery in the shire. There were many learnings and the process is still underway, however she impressed the need for any affected community to be a key part of their own recovery strategy.

After the morning tea break, **Jessica Collins from the Northland Youth Theatre** gave an overview of the recent joint project that produced a short video: "Expect the Unexpected" around preparedness. **NRC GIS specialist Gail Yearbury-Murphy** outlined the Northland Tsunami mapping project that is being undertaken with the help of new LIDAR data.

**Hayley Squance from Ministry of Primary Industry (MPI)** entertained the forum with her experiences from Barrow, Alaska. Up until then, few members of the audience knew that polar bears are toxic to eat nor that New Zealand has the highest rate of companion animals in the world.

**ITEM: 13.0**

Page 3 of 3

**Claire Nyberg** outlined her deployment to Edgecumbe including an overview of the emergency and the welfare needs around the nine welfare subfunctions.

The last speaker on the agenda was **Richard 'Mac' McNamara**, incident controller for many of the most devastating fires in recent times including the Port Hills fire earlier this year.



Mac discussed the three separate fires within any major event: the actual fire, the community fire and the political fire. He was also honest in his situational awareness that it is not always possible to fight a fire - sometimes it's around minimising the impact until it can be brought under control.

**Whangarei District Council (WDC) Mayor Sheryl Mai** eloquently summed up the speakers and closed the forum, inviting guests to join us for lunch.

**Whangarei District Council sponsorship.** This annual event is significant for the Northland CDEM group. It allows all the shareholders within the sector to celebrate success, build relationships and listen to industry specialists who would otherwise be inaccessible within the region. The WDC have kindly sponsored the venue for the past six years and the Northland CDEM would like to thank them for their support. This year we saw a significant increase in registrations, this may have been due to the high profile year, previous positive feedback or a change to a different day of the week. Another incremental growth of this size will require a larger venue or a different format.



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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017



**TITLE: Kaipara District Update**

**From:** Sharon Douglas, Civil Defence Emergency Management Officer

**Date:** 19 May 2017

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**Executive summary:**

This report provides an update of the Civil Defence 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.

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**Recommendations:**

1. That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer, dated 19 May 2017 be received.
- 

**Report:**

**Reponse:**

Monitoring occurred for the Kaipara District for several weather events:

- Low 8 -11 March
- Low 4 - 5<sup>th</sup> April
- Cyclone Cook – 11<sup>th</sup> to 13<sup>th</sup> April
- Low 16<sup>th</sup> May

No emergency operation centre activation required for this period.

**Readiness and Reduction Projects**

**Community Response Groups:**

**A new community response plan has been developed and completed with Tinopai residence.** This was presented to community at a public meeting on Easter Sunday which was well attended. The local group will continue to meet to plan the next steps for this community response group. The Tinopai plan has been added to the website.

**The Mangawhai community response group continues to have good engagement from local emergency service.** A recent table top exercise was held at the Ambulance station, with the focus on near source tsunami. Local services have a better understanding of what their priorities are and how they can work together. Representatives from the Kaiwaka community response group including fire service personnel attended also. **This has been a great example of neighbouring groups building relationship and supporting one another.**

**Youth in Emergency Service Programme:**

The Youth in emergency services programme (YES) is well underway with 17 local young people engaging well in the programme. This has been a **great opportunity to bring local emergency service personnel together for a common cause. Final exercise and graduation will take place in June.** The interest from students in Dargaville and Ruawai exceeded expectation with 25 young people enrolling.

It is hoped that funding will continue for this programme in the future. The benefits both to young people and service personnel will continue to be shown in future years to come.

**Northland CDEM Forum:**

**Numbers attending from the Kaipara District continue to grow each year.** Feedback from representatives from Kaipara District Council and community response groups is that this is value and is a practical way of engaging people who are interested in Civil Defence.

**Tsunami Alarms:**

**No faults were reported** following the 2 April siren test. Seven new alarms will be added to the siren network before the next siren test. These have been funded by Northland CDEM group. All seven will be installed in the Mangawhai area.

**Kaipara District Council:**

Formal appointment of Sue Hodge as a local controller is welcomed. Council staff training undertaken in past three months:

- Planning and logistic sub function EOC training

The Kaipara District Council **Work Program is attached.**

**Professional Development and Training:**

Currently completing an evaluation paper with Massey University as part of Masters in Emergency Management.

**Other CDEM Activities:**

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meeting March 2017;
- Attendance at Civil Defence Officers monthly meetings;
- Northland Emergency Services co ordinating committee meetings;
- Attendance at lifelines meeting;
- CDEM workshop to review initial response warnings and notifications;
- EQC workshop;
- Attendance at Welfare Advisory Group meetings; and
- Attendance exercise Arab Crude with WDC.

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 19 May 2017

## 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
<b>Community Response Plans</b>	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  Plans reviewed 2016/17 Mangawhai, Kaiwaka, Pouto, Tinapai, Ruawai, Maungaturoto.  New plans competed for Kaiwaka, Tinopai	Mangawhai group meeting bi monthly and developing at the local level well. Emergency services in Mangawhai completed a local table top exercise. Kaiwaka group has approved plan for website and has been more active in past months. Community Response Plan completed Tinopai - group in forming stage. 2017.  Matakohe's and Dargaville plans are to reviewed 2017/18	Sharon Douglas	Ongoing By 30 June 2017
	Plans displayed on Northland Regional Council website with a link from Kaipara.	<a href="http://www.nrc.govt.nz/civildefence/Community-Response-Plans/">http://www.nrc.govt.nz/civildefence/Community-Response-Plans/</a>  Link to be set up from the Kaipara District Council website	As at 20 May 2017 nine plans for Kaipara are available on the website. Kaiwaka and Tinopai new plans Plans will be updated with new Tsunami maps when these are available.	Sharon Douglas KDC Website admin	30 June 2017
<b>Community Response Groups</b>	Empower Community Resilience.  <i>(2 new Community Groups to be established annually)</i>	Meet with and encourage communities to develop appropriate community response relationships to deliver community response plans, education and mechanisms. Local Community response group leaders personnel are known to local emergency service.	Dargaville – has not attracted new members, Youth in Emergency Services (YES) programme is currently running in Dargaville. It is hoped this may spark interest. Pouto - active group who meet bi monthly Maungaturoto -strong group with a range of community interests represented 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	Sharon Douglas	Ongoing By 30 June 2017

## 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
			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. Matakohe – good leadership will be reviewed next financial year. Mangawhai group has new members and is meeting regularly. Good engagement from all emergency services. Paparoa group will meet for review late 2017 Tinopai – new group in formation stages, good community engagement		
<b>Emergency Operations Centre</b>	EOC capability and capacity is maintained to enable a response to a medium scale event.  EOC staff are appointed to EOC roles	Appropriate staff are appointed to EOC roles. Emergency operations centre callout list is maintained and tested 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	Staff identified by executive for roles in EOC. Staff are released for training where appropriate. New controller has attended CIMS 4 training, is ready for controllers course. Training programme for 2017 Jan – Jun has been mostly completed, plan to 17/18 to be developed EOC Contact list was updated May. Call out list will be tested May 25 <sup>th</sup> Still require a champion to deliver training to key staff who could man the radios at KDC if required.	John Burt Sharon Douglas Graeme MacDonald	On going 2017 –
<b>Staff training/Development</b>	Staff attend training courses relevant to their roles with in the EOC	KDC Staff induction to Civil Defence for all new staff. EOC staff attend the CIMS 4 and refresher training.	Training completed from February March includes: REMA orientation Psychosocial First Aid – Red Cross	Sharon Douglas	Ongoing

## 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
		<p>Introduction to EMIS bi annual EMIS refresher exercises available in EMIS Recovery Manager and support staff attend Recovery training Welfare Managers and support staff attend Welfare training Functional training for – Operations Logistics PIM Lifelines training Identified Personnel (Building Inspectors) attend Rapid Impact Assessment training.</p>	<p>Northland Welfare Coordinating Group trainings and meeting Northland CDEM and CEG meeting EMIS Mini exercise Functional training Planning and intel CIMS4 Refresher CIMS 4 CDEM introduction KDC not completed all staff meeting has not occurred for the past few months, is a priority. Lifelines training completed Annual Forum attended by a number of staff from KDC.</p>		
<b>Exercises</b>	<p>CDEM Group plans are tested at the local level (1 annual exercise with KDC Emergency operations centre)</p> <p>KDC is appropriately represented in Northland exercises and training opportunities.</p>	<p>Kaipara District Council The YES programme is going well in Dargaville participated in Exercise Tangaroa on 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 was finalised.</p>	<p>John Burt Sharon Douglas</p>	Complete
<b>Community Education</b>	Encourage and promote community engagement in Public Education Programmes	Ensure local schools and community are aware of programmes lead by MCDEM – Shakeout, Exercise Tangaroa.	Several meetings completed in Managawhai and Kaiwaka. Groups are active. Mangawhai	Sharon Douglas	Complete and ongoing

## 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
		Engage with Businesses to promote Business Continuity Programmes and resilience.	Continue to Promote the REDCROSS Hazard app to community Business Continuity Course for Mangawhai cancelled due to low interest. Tsunami drill carried out with Mangawhai Beach school. Youth in Emergency Services programme is currently underway in Dargaville.		
<b>Lifelines</b>	KDC Representation on the Northland Lifelines Utility Group with representation from Water, Waste and roading.	Attend and represent the KDC at quarterly meetings. Complete appropriate Lifelines tasks i.e. Update information Tsunami Plan review, fuel plans, air opps etc.  Develop working relationship with key lifeline services	Meetings attended by Henry Van Zyl and Sharon Douglas and Brian Armstrong.	Sharon Douglas Roading and Water Services Manager(s)	Quarterly and ongoing
<b>Welfare</b>	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	Completed and ongoing
<b>Recovery</b>	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

## 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
<b>Emergency Services and relationships management</b>	Attend Northland Emergency Services Group quarterly meetings and exercises	Kaipara District Council is represented at quarterly meetings and exercises.	Attended NESG meeting	Sharon Douglas	Completed On-going quarterly
<b>Internal relationships at KDC</b>	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	Have not spent as much time in Kaipara office, often meeting with locals outside of the office at cafes. Both the Dargaville Mangawhai offices are busy with limited meeting space. Since the Kaikora earthquake interest from emergency services and community has grown. More time is required in the training and development of Kaipara District Council in the next 6 months	Sharon Douglas	Ongoing
<b>Meetings reporting</b>	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  The CEG/ CDEM reports are available on line for public viewing Executive team are aware of any issues likely to impact Kaipara.	All reports submitted and meeting attended	Sharon Douglas	Quarterly



**TITLE: Far North District Update**

**From:** Bill Hutchinson, Civil Defence Team Leader

**Date:** 19 May 2017

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**Executive summary:**

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

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**Recommendations:**

1. That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Team Leader, dated 19 May 2017 be received.
- 

**Report:**

**Readiness activities:**

**Community meetings have been attended at Karikari Peninsula, Awanui, Rawene, and Taipa over the past three months to review response plans or as a result of communities requesting advice on community readiness.**

CDEM presentations outlining local and regional civil defence arrangements have been **given to staff of Victim Support in Kaikohe and the residents of Oakridge Villas** in Kerikeri. The presentations were as a result of requests for service received by council after recent media coverage of the Kaikoura Earthquake, Christchurch Fires and Edgecombe Flooding events.

**A request for service was received by council to install a tsunami alarm at the Hihi Beach Holiday Camp.** Installation was able to proceed due to the owners of the camp being willing to allow the alarm to be connected to their power supply.

**Tsunami alarm testing:**

Tsunami Alarm testing was carried out at the change of daylight saving on Sunday 2 April. **All alarms operated as per their design specification.**

**Event monitoring and response activities:**

**Three severe weather warnings** over the past three months have been monitored by CDEM Staff. Warnings received were on 9 March, 4 April – Cyclone Debbie, 12 April – ex tropical Cyclone Cook. Due to Cyclone Cook tracking toward northland leading into the Easter holiday period, the Emergency Operations Centre was set up both as a precaution and also as an opportunity to test IT equipment.

**Meetings and professional development:**

**Far North District Council hosted 10 Regional Emergency Management Advisors from the Ministry of Civil Defence and Emergency Management on the 18 and 19 May.** The purpose of the visit was to meet Northland CDEM staff, discuss work programs being undertaken and gain an understanding of challenges faced in the Far North District.

**A visit to meet a Community Response Group at Russell and to the Matihetihe Marae at Mitimiti** was arranged to give an appreciation of the diversity of Northland both infrastructure wise and culturally.

Other training and professional development attended:

- Psycho-social first aid course
- CDEM Controllers Program
- SLGOM Accelerated Leadership Program
- Participation in WDC led "Exercise Arab Crude Part II"
- Northland Welfare Coordination Committee
- Civil Defence Officers
- Northland Lifelines
- Emergency Services Group
- Northland CDEM Group Workshop
- Youth in Emergency Services
- Northland CDEM Forum

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017

**TITLE: Whangārei District Update**

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

**Date:** 15 May 2017

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**Executive summary:**

The purpose of this report is to update on the CDEM activities within the Whangārei district over the last three months.

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**Recommendations:**

1. That the report 'Whangārei District Update' by Victoria Randall, CDEM Officer, Whangārei District, dated 15 May 2017 be received.
- 

**Report:**

**Community Development Group:**

During the current restructure, **CDEM responsibilities have moved from the Infrastructure and Services Group, under Simon Weston, to the Community Development Group under Sandra Boardman.**

**Coordinating Executive Group Representation:**

Simon Weston will continue to represent the Whangārei District Council (WDC) on the Coordinating Executive Group while Sandra Boardman familiarises with CDEM responsibilities. Sandra Boardman will eventually replace Simon Weston as the WDC representative on the Coordinating Executive Group once the council restructure is complete.

**Tsunami Preparedness:**

Northland **tsunami siren testing was carried out 2 April.** The outcomes are covered in a separate agenda item.

Discussions with **Northpower regarding the indoor tsunami siren are still underway regarding the design before 100 units are purchased.**

Suitable locations for the **eight new tsunami information boards have been assessed against the council bylaws.** The six signs for One Tree Point / Ruakaka area and two signs for the Tutukaka Coast are currently being created to incorporate the new tsunami evacuation maps. These information boards will be trialled in these eight locations once the boards are printed and final permission has been granted through council.

A field assessment of **new tsunami siren installations has been carried out.** There are currently 18 locations highlighted by members of the public where there may be a significant gap in the network. A prioritised list of locations has been formulated and a number of new sirens will be installed before the next siren testing in September.

**CDEM Staff and Volunteers:**

**Whangarei District Council staff new to volunteering as part of the council CDEM team attended an Introduction to CDEM presentation and attended, or will be attending the Coordinated Incident Management System Training course.**

The **25 Civil Defence Centre volunteers for 2017 attended the first session of their training on 4 April**. The session at the Northland Regional Council was a meet and greet and an Introduction to Civil Defence. Victoria Randall, Claire Nyberg and Susan Botting delivered the session. The volunteers underwent police vetting as part of the process. The next training **date is 8 June** when volunteers will undertake the Integrated Training Framework Delivery of Emergency Welfare Services in a Civil Defence Centre.

**Community Response Groups:**

**The Tutukaka coast and Onerahi community response groups held recent meetings.** Two community response plans are currently under review in Onerahi and Pataua.

**Victoria Randall and Claire Nyberg presented an Introduction to Welfare Services to the Parua Bay community on Saturday 1 April.** The session was well received with just under 20 community representatives attending.

**Exercise Arab Crude Part II:**

The **WDC developed and delivered an exercise for CDEM to exercise as a support agency**. The exercise alongside Refining NZ and the DHB as support agencies to the NZ Fire Service as the lead agency in response to a tank fire at Refining NZ. The exercise was well attended, everyone taking part found it valuable and a CDEM action plan developed as an outcome of the exercise.

**Meetings and Projects Supported:**

- Northland Welfare Coordinating Group
- Community Development Council and Manager meetings
- Northland Youth Theatre Project
- AUT studies – Business Continuity and Crisis Management
- Civil Defence Officers meetings
- Northland Lifelines Group
- WDC Public Information Managers meeting
- National EMIS User Group

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**Authorised by:**

**Name:** Graeme MacDonald  
**Title:** CDEM Manager  
**Date:** 22 May 2017