

**CDEM Coordinating Executive Group
Meeting
Monday 17 June 2019 at 9.30am**

AGENDA



CDEM Coordinating Executive Group Meeting Agenda

Meeting to be held in the Council Chamber
36 Water Street, Whangārei
on Monday 17 June 2019, commencing at 9.30am

Recommendations contained in the agenda are NOT decisions of the meeting. Please refer to minutes for resolutions.

MEMBERSHIP OF THE CDEM COORDINATING EXECUTIVE GROUP MEETING

WDC Representative, Ms S Boardman	Group Manager - Customer Service - Community Resilience Tony Phipps - Chair	FNDC Representative, Mr A Finch
NDHB Representative, Ms S Hoyle	St John Ambulance Representative, Mr A Gummer	Welfare Coordination Group Chair, Mrs C Nyberg
NDHB Medical Officer of Health Dr J Ortega-Benito	KDC Representative, Mr J Burt	FENZ Representative Asst Area Commander G Quensell
NZ Police Representative Inspector M Ruth	Northland Lifelines Group Representative, Mr R Watson	MCDEM Representative, Mr John Titmus (Observer Status)

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TITLE: Confirmation of Minutes - 06 March 2019


ID: A1193230

From: Evania Arani, Executive Assistant Customer Services - Community Resilience

Recommendation

That the minutes of the CDEM Coordinating Executive Group meeting held on 06 March 2019 be confirmed as a true and correct record.

Attachments/Ngā tapirihanga

Attachment 1: Unconfirmed Minutes from the CDEM Coordinating Executive Group Meeting - 06 March 2019 [↓](#) 

Authorised by Group Manager

Name: Graeme MacDonald

Title: Civil Defence Emergency Management Manager

Date: 07 June 2019

CDEM Coordinating Executive Group Meeting
6 March 2019

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Wednesday 6 March 2019, commencing at 9.30am

Present:

Group Manager - Customer Service & Community Resilience, Tony Phipps
WDC Representative, Ms S Boardman
KDC Representative, Mr J Burt
FNDC Representative, Mr A Finch
NDHB Representative, Ms S Hoyle
St John Ambulance Representative, Mr A Gummer
Welfare Coordination Group Chair, Mrs C Nyberg
FENZ Representative Asst Area Commander G Quensell
NZ Police Representative – Inspector Dean Robinson
Northland Lifelines Group Representative, Mr R Watson
MCDEM Representative, Mr J Titmus (Observer Status) – Arrived at 9.58am

In Attendance:

Full Meeting

NRC (Minute Taker) – Evania Arani
Northland CDEM Group - Shona Morgan
Northland CDEM Group - Murray Soljak
Northland CDEM Group - Tegan Capp
Northland CDEM Group - Sarah Boniface
Northland CDEM Group - Bill Hutchinson
Northland CDEM Group - Victoria Randall
Northland CDEM Group - Sharon Douglas
Northland CDEM Group - Jenny Calder
Northland CDEM Group - Kim Abbott
Northland CDEM Group – Graeme MacDonald
FNDC - Allister Wells
NZDF - Rob Badger

Part Meeting

St John - Leigh Knightbridge – arrived at 9.46am
DPMC - Rachel Hyde – arrived at 9.58am

The Chair declared the meeting open at 9.33am.

CDEM Coordinating Executive Group Meeting
6 March 2019

Apologies (Item 1.0)

Moved Phipps/Burt

That the apologies from Dr J Ortega - Benito for non-attendance be received.

Carried

Declarations of Conflicts of Interest (Item 2.0)

It was advised that members should make declarations item-by-item as the meeting progressed.

Confirmation of Minutes - 4 December 2018 (Item 3.1)

ID: A1163024

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Burt/Hoyle)

That the minutes of the CDEM Coordinating Executive Group meeting held on 4 December 2018, be confirmed as a true and correct record.

Carried

Receipt of Late Report - Items for Information and Discussion (Item 3.1a)

ID: A1170739

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Phipps/Burt)

That as permitted under section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following late report be received:

- Items for information and Discussion

Carried

Items for Information and Discussion (Item 3.1b)

ID: A1170741

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Phipps/Burt)

1. That the report 'Items for Information and Discussion' by Evania Arani, Executive Assistant Customer Services - Community Resilience and dated 5 March 2019, be received.
2. That the recommendations included in the reports numbered 4.1 – 6.4 be moved as one.

Carried

ID: A1170155

2

CDEM Coordinating Executive Group Meeting
6 March 2019

Presentation on Emergency Management reforms - Legislative review and changes (Item 4.1)

ID: A1166941

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Presentation on Emergency Management reforms - Legislative review and changes' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 25 February 2019, be received.

Secretarial note: Rachel Hyde from DPMC gave a presentation on the. on the Legislative review and changes to the Emergency management system reform.

Rachel advised that she is available to present if there are any groups that may benefit from her presentation. She can be contacted on 02 574 641 or by emailing her at Rachel.Hyde@dpmc.govt.nz

Update from the Ministry of Civil Defence & Emergency Management (Item 4.2)

ID: A1166725

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Update from the Ministry of Civil Defence & Emergency Management' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 22 February 2019, be received.

Proposal to establish NZ Fly in Teams (Item 4.3)

ID: A1166299

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Proposal to establish NZ Fly in Teams' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 21 February 2019, be received.

CEG Chairs Update (Item 5.1)

ID: A1168787

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'CEG Chairs Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 February 2019, be received.

ID: A1170155

3

CDEM Coordinating Executive Group Meeting
6 March 2019

Clued Up Kids (Item 5.2)

ID: A1166536

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

1. That the report 'Clued Up Kids ' by Kim Abbott, Civil Defence Emergency Management Officer and dated 22 February 2019, be received.
2. It is recommended that the Northland CDEM Group, in conjunction with the key stakeholders, adopt and deliver the Clue up Kids programme in late 2019 in the Whangarei area.

Professional Development and Training (Item 5.3)

ID: A1166560

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

That the report 'Professional Development and Training' by Kim Abbott, Civil Defence Emergency Management Officer and dated 22 February 2019, be received.

Recovery Update (Item 5.4)

ID: A1164333

Report from Jenny Calder, CDEM Group Recovery Manager

Recommendation

That the report 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager and dated 14 February 2019, be received.

Welfare Coordination Group Update (Item 5.5)

ID: A1166170

Report from Claire Nyberg, Civil Defence Emergency Management - Welfare

Recommendation

That the report 'Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 21 February 2019, be received.

ID: A1170155

4

CDEM Coordinating Executive Group Meeting
6 March 2019

Public Information Management (PIM) Update (Item 5.6)

ID: A1166296

Report from Murray Soljak, Public Information Manager

Recommendation

That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and dated 21 February 2019, be received.

Northland Lifelines Group Update (Item 5.7)

ID: A1166588

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Lifelines Group' by Kim Abbott, Civil Defence Emergency Management Officer and dated 22 February 2019, be received.

Community Resilience Projects (Item 5.8)

ID: A1166769

Report from Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience

Recommendation

That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 22 February 2019, be received.

Members of the CDEM Group, CEG and Key Appointments (Item 5.9)

ID: A1166716

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Members of the CDEM Group, CEG and Key Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 22 February 2019, be received.

Nelson Tasman CDEM Group response to the Pigeon Valley Fire (Item 6.1)

ID: A1166814

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Nelson Tasman CDEM Group response to the Pigeon Valley Fire' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 22 February 2019, be received.

ID: A1170155

5

CDEM Coordinating Executive Group Meeting
6 March 2019

Whangarei District Update (Item 6.2)

ID: A1165709

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 February 2019, be received.

Kaipara District Update (Item 6.3)

ID: A1168802

Report from Sharon Douglas, Civil Defence Emergency Management Officer

Recommendation

That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 27 February 2019, be received.

Far North District Update (Item 6.4)

ID: A1168796

Report from Bill Hutchinson, Civil Defence Emergency Management Officer

Recommendation

That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 27 February 2019, be received.

Conclusion

The meeting concluded at 10.56am.

ID: A1170155

6

TITLE: **Items for Information and Discussion**

ID: A1193245

From: Evania Arani, Executive Assistant Customer Services - Community Resilience

Executive summary/Whakarāpopototanga

Listed below is a summary of the reports that are contained in the CDEM Coordinating Executive Group Agenda for the 17 June 2019 meeting. This report has been tabled so that the following items along with their recommendations can be procedurally moved as one item.

5.0 NATIONAL

- 5.1** Monthly update from Director of Ministry of Civil Defence & Emergency Management
- 5.2** Emergency Management Reforms

6.0 GROUP

- 6.1** Northland CDEM Group Work Programme 2019
- 6.2** CEG Chair's Report
- 6.3** Welfare Coordination Group Work Programme 2019
- 6.4** Northland CDEM Group Shared Services Update
- 6.5** Recovery Update
- 6.6** 2019 Northland CDEM Forum
- 6.7** CDEM, CEG & Group Appointments

7.0 OPERATIONAL

- 7.1** Northland Tsunami Readiness

Recommendation(s)

- 1. That the report 'Items for Information and Discussion' by Evania Arani, Executive Assistant Customer Services - Community Resilience and dated 16 May 2019, be received.
- 2. That the recommendations included in the reports numbered 5.1 – 7.1 be moved as one.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald

Title: Civil Defence Emergency Management Manager

Date: 07 June 2019

TITLE: **Monthly update from Director of Ministry of Civil Defence & Emergency Management**

ID: A1199364

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

Attached for the information of the group is the most recent update provided by the Director of Ministry of Civil Defence & Emergency Management.

Recommendation

That the report 'Monthly update from Director of Ministry of Civil Defence & Emergency Management ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 5 June 2019, be received.

Attachments/Ngā tapirihanga

Attachment 1: Directors monthly update to CEG chairs  

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 07 June 2019



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

22 May 2019

Ref: 4132804

To: Coordinating Executive Group (CEG) Chairs

Cc: CDEM Group Managers, MCDEM Leadership Team and Development Unit staff

Tēnā koutou katoa,

Minister Kris Faafoi, together with three MCDEM staff, last week attended the United Nations Global Platform for Disaster Risk Reduction in Geneva, Switzerland. The Minister had several speaking engagements, co-hosted a lunch (with Australia) for Pacific Island delegates, and a number of bilateral meetings were held with other countries, including the US, UK, Canada, Japan, Indonesia, and the Philippines. The Platform offered the chance to promote what we're doing in New Zealand (including our Emergency Management System reform work and the recent release of the National Disaster Resilience Strategy). It was also a great opportunity to learn what other countries are doing and keep abreast of international best practice. Key issues arising at the Platform included the challenge of achieving integration of disaster risk reduction, climate change adaptation, and sustainable development, mechanisms for financing risk and risk reduction, and developing global, regional, national, and local partnerships for disaster risk reduction.

By now you may already have time scheduled with your Ministry Regional Emergency Management Advisor (REMA), to begin conversations around how CDEM Groups are progressing with Emergency Management System Reform decisions. Sessions are to be held with the Group Managers, CEG Chair and Joint Committee chair for each CDEM Group facilitated by your Ministry REMA. This engagement is the start of us being able to connect activities at a national and Group level as we approach the 12 month mark following the Governments decisions in response to the TAG review (Better Responses to Natural Disasters and other Emergencies in New Zealand). We are hopeful that these sessions will be completed by the end of June 2019.

Our next CEG Chairs meeting, will be held as a breakfast meeting (7.00am – 8.30am) on Tuesday 09 July whilst many of you will be in Wellington for the LGNZ Conference. As the majority of you are available, the breakfast is going ahead at Shed Five on the waterfront (the breakfast of course is included). If you're unable to make it, please do invite one of the members of your CEG to attend in your place and please let us know (email lisa.rountree@dpmc.govt.nz) of any dietary requirements. I look forward to seeing you then.

On 27 March I advised you that I had decided to postpone the 2019 National Emergency Management Conference and we would look to hold the next Conference in 2020. I can now confirm the Conference is scheduled for 27-29 May 2020 at Te Papa, Wellington. Please feel free to pass this date to your stakeholders for them to hold the date. We will include a 'hold the date message' in the next MCDEM E-bulletin.

DPMC: 4132804

1

One of the highlights of the National Emergency Management Conference is the Awards Dinner where we have the opportunity to celebrate the people, groups, or organisations that have made significant contributions to CDEM in New Zealand and deserve recognition at the national level. This includes presenting Ministerial awards for outstanding and important contributions, the Director's awards for innovation, and long service (20, 30, 40 and 50 year) awards. The Awards have also been postponed to the 2020 National Emergency Management Conference to enable recipients to receive recognition in front of their peers at the formal dinner and Awards ceremony. Please continue to send us nominations for any of the award categories which can be sent to NEMConference@dpmc.govt.nz. Information about the awards and nomination process is available on the MCDEM website: [CDEM Awards](#).

MCDEM is currently preparing to carry-out its annual MCDEM Stakeholder Survey to help us understand the value of the products and services we provide. Your feedback will provide us with valuable input that will help us to further refine our engagement and products. Aggregated results of some questions in the survey will be reported against the Department of Prime Minister and Cabinet (DPMC) performance information in the DPMC 2018/19 Annual Report. No comments are included in the DPMC Annual Report. On the 26 June I plan to send a pre-survey notification in advance of the annual MCDEM Stakeholder Survey being sent on 01 July 2019. This Survey should take approximately 5-10 minutes to complete, but may take longer should you provide detailed comments. We will be using SurveyMonkey to conduct the survey.

Summary of Progress

New Zealand Emergency Management Assistance Team (NZ-EMAT) [previously described as the New Zealand Fly-in Teams (NZ-FIT)]

I'm pleased to confirm that reflecting feedback received and implementation work to refine the purpose and operation of the team the capability envisaged as 'fly-in teams' will be known as 'New Zealand Emergency Management Assistance Team' or EMAT for brevity (the accompanying logos that will be used are provided below). This important change supports the team's engagement model based on rapidly deploying highly capable emergency management professionals to support and assist a Controller and their Incident Management Team. It recognises that EMAT will consist of small deployed teams of 5-10 people working in specialist roles alongside a range of regionally and nationally deployed surge staff under existing arrangements. The name aligns with naming approaches in several other jurisdictions. An article will be included in the next E-bulletin regarding this change.



The reference and training working groups have now met for the first time to contribute to the design of the initial training course and arrangements for go-live by the end of August 2019.

Work continues to finalise contracts for personal and team equipment to enable the team to operate effectively in a range of environments.

Recruitment for a second intake is likely to run from late September 2019 and may target a number of specialist areas to ensure broad capability across the team cadre.

Contact: Charlie Blanch, Manager NZ-EMAT, phone 021 576 879 or email:
charlie.blanch@dpmc.govt.nz / nzemat.admin@dpmc.govt.nz

Revision of Coordinated Incident Management System (CIMS)

The revision of CIMS is on track with the Steering Group meeting monthly to discuss the progressing draft of the third edition. A wider consultation of the draft will be undertaken in June/July.

Contact: David Coetzee, Manager Capability & Operations, phone 04 817 8580 or email:
david.coetzee@dpmc.govt.nz

Controllers & Recovery Managers Development

The first Tier 1 cohort of new Response and Recovery leadership Capability Development Programme is now well underway. Tier 1 cohorts also start on 8 July, 29 July and 5 August, with their face-to-face components in Auckland, Christchurch, and Wellington respectively. The first Tier 2 cohort starts on 7 October 2019. For more information on dates and the Programme, visit: <https://www.ranz.org.nz/> and <https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/national-security-workforce/response>

Contact: David Coetzee, Manager Capability & Operations, phone 04 817 8580 or email:
david.coetzee@dpmc.govt.nz

New Zealand Response Teams – national governance arrangements

This year has been very busy, particularly for MCDEM, responding to and supporting multiple events including; the Nelson Tasman Fires, 15 March Terrorist Attacks and West Coast flooding. Some response teams also supported responding agencies in both the Nelson Tasman fires and the 15 March Terrorist Attacks. Thank you to all of those who contributed feedback on the recommended option for establishing governance arrangements for response teams in New Zealand. The option paper was sent out in December 2018, with additional time given for feedback in light of the number of events in the last three months.

The NZ Response Team Steering Group received 19 responses from CDEM Groups, team owners, team leaders and agencies. The majority of responses supported the recommended option. Some of the feedback asked for further clarity or raised concerns about:

- areas of responsibility for the different layers of governance;
- health and safety obligations;
- maintaining local control of teams; and
- a national legal entity representing response teams.

The Steering Group met on 13 May to analyse all the feedback received and agreed, based on the feedback, to progress developing the recommended option, with some changes, into a more detailed plan. Developing the option further will address some of the issues raised during the feedback period. Some other concerns will be addressed through the development of an accreditation/registration framework.

The Steering Group will now develop the more detailed plan and confirm this with the key central government agencies who issued the Joint Agency Intent Statement. Once these agencies are comfortable with this more detailed approach and particularly their role in the arrangements, we will share this with CEG Chairs, CDEM Group Managers, Response Teams Owners and Response Team Managers/Leaders for endorsement.

Contact: Clare Robertson, Senior Advisor, Recovery phone: 04 817 8537 or email: Clare.Robertson@dpmc.govt.nz

Ngā manaakitanga; nāku noa, nā,



Sarah Stuart-Black
Director

TITLE: **Emergency Management Reforms**

ID: A1199316

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

The Minister of Finance, Hon. Grant Robertson delivered the Budget 2019 on 30 May and made two announcements that impact the civil defence emergency management sector.

1. Funding to establish a National Emergency Management Agency.
2. To improve response capability.

Recommendation

That the report 'Emergency Management Reforms' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 5 June 2019, be received.

Budget announcements

In the Budget 2019 funding has been announced to strengthen the emergency management system with \$3 million for the establishment of a new National Emergency Management Agency, by 30 June 2020, and a further \$1.5 million to improve the resilience of response capability. The attached letter from the Minister of Civil Defence Hon. Kris Faafoi outlines further details.

Legislative changes

Department of Prime Minister and Cabinet officials are continuing to work through many proposed legislative changes. Included in the changes that are being considered is iwi representation on the Coordinating Executive Group.

The changes to the legislation are likely to take some time to develop and are unlikely to be drafted before the end of this year. It is uncertain how long any changes may take to be passed.

Several meetings with Te Pouni Korkiri have been held locally to discuss options on how to engage with the iwi and how to get broad representation on the CEG.

EMIS Replacement

Progress is being made to replace the EMIS with Microsoft Teams. The following is an outline timeline for the system implementation.

19 July	1 st Iteration of the system will be Live. Further work will be needed, but it can be used for demonstrations
19 July - 2 Aug.	MCDEM to provide 'show & tell' roadshow and discuss rollout approach with each Group and Agency
14 Aug.	"Good Practice" EXERCISE
15 Aug. – 31 Oct.	Development of Con Ops, SOP and Training Material
1-15 Nov.	Train-the-trainer sessions

Groups to roll out February 2020 onwards.

Once live, the use of the system will be reviewed after each live event and amended if required.

- User Group will be established to review and approve changes to the system and operational practices.
- Intent is to test the system during the AF8 exercise in late 2020.

Implementation by CDEM Groups

Officials from the Ministry of Civil Defence & Emergency Management will meet with representatives of the Northland CDEM Group on 17 June to review the alignment of work programmes aimed at implementation of the various key stands of work that MCDEM have identified with the group work programme.

The Northland CDEM Group already had in place some of the identified activities ahead of the review and has been working to deliver those areas of work that are relevant to the region.

Attachments/Ngā tapirihanga

Attachment 1: Letter from Hon Kris Faafoi - Budget 2019 Investment in National Emergency Management Agency [!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0_img.jpg\)](#)

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 07 June 2019

Hon Kris Faafoi

MP for Mana

Minister of Broadcasting, Communications and Digital Media

Minister of Civil Defence

Minister of Commerce and Consumer Affairs

Minister of Customs

Associate Minister of Immigration



Tēnā koutou katoa

Budget 2019 – Investment in National Emergency Management Agency

I am pleased to let you know that, as part of the first Wellbeing Budget, the Government is investing new funding to strengthen the emergency management system.

The Government recognises the critical role this system plays in keeping New Zealanders safe and building resilience, and these decisions have been made to support you to effectively deliver on your responsibilities to your communities.

The Budget 2019 investment includes \$3.0 million of funding for the establishment of a National Emergency Management Agency (NEMA), and \$1.5 million of funding to improve the resilience of New Zealand's national emergency response capabilities.

In the Government's response to the TAG review, I signalled that further work would be done on how to strengthen the national leadership of the emergency management system and provide greater role clarity at the national level. We agree with the TAG that a structural change is needed to achieve this. The establishment of NEMA will lift the profile and influence of the emergency management function within government and strengthen its integration with other parts of the system.

NEMA will be charged with providing strong leadership of our national emergency management system. Its focus will be on strengthening the performance and capability of the emergency management system as a whole, across all hazards and all risks. It will work across central government and with local government, emergency services, communities, iwi, lifeline utilities and business to create an emergency management system that is ready and able to provide an effective and integrated response to, and recovery from, emergencies.

This investment follows last year's funding boost for the establishment of the Emergency Management Assistance Team (referred to previously as 'fly-in teams') together with a range of other initiatives aimed at improving the emergency management system across the 4 Rs of risk reduction, readiness, response and recovery.

I would also like today to take this opportunity to thank you again for the ongoing efforts of your respective Groups to support the implementation of the Government's response to the TAG review that I announced last August. I look forward to continuing to work with you all.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kris Faafoi', with a stylized flourish at the end.

Hon Kris Faafoi
Minister of Civil Defence

TITLE: Northland CDEM Group Work Programme 2019

ID: A1199541

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

Attached for the information of the group is the updated Northland CDEM Group work programme 2018-19.

Recommendation

That the report 'Northland CDEM Group Work Programme 2019 ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 5 June 2019, be received.

Attachments/Ngā tapirihanga

Attachment 1: Northland CDEM Group Work Programme 2019  

Authorised by Group Manager


















Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 06 June 2019

Northland CDEM Group Work Programme 2018 – 2019

Activity		Comment
CDEM Group		
<ul style="list-style-type: none"> Negotiate, agree, deliver and report upon the Northland CDEM shared services work programmes for the Whangarei, Far North and Kaipara District Councils. Review and report on the key recommendations, and outcomes of the Ministerial review and where necessary implement the appropriate findings at the Northland level (incorporates the MCDEM Business Plan 2018 - 2022). Engage with, provide feedback and submissions to MCDEM and other national agencies on strategies, guidelines and documents that may have a bearing on the Northland region, in particular the Ministerial review recommendations and actions. Monitor and provide input and/or submit where appropriate on district council activities relevant to resilience/hazard management. Develop, promote and implement a collaborative across region approach to CDEM. Review the past year's work programmes with a view to establishing those activities that should be maintained, those that could be reduced and those that could be omitted from future programmes. 		FNDC, WDC, KDC, full agreements in place.
		Review of EMSR underway
		EMSR, NZ FIT, NEMDG ToR, NWCG representation.
		No progress
		On going
		December workshop
Readiness and Response		
<ul style="list-style-type: none"> Develop and implement an across region Exercise Programme. Develop a new strategy outlining how Northland CDEM engages with communities. Review and maintain e CRP's across the region. Enhance the knowledge, understanding and preparedness of Northland's vulnerable communities. Provide capability to deliver business continuity courses on an as needed basis. Implement and coordinate the region on call arrangement for Controllers and Duty Officers. 		To be completed
		Workshops held / underway
		Ongoing
		Ongoing
		No courses planned
		Underway and ongoing
Recovery framework, capacity and capability		

Activity		Comment
<ul style="list-style-type: none"> • Incorporate recovery as a key CDEM component. • Develop, promote and integrate recovery arrangements internally and externally. • Review existing recovery arrangements and where necessary act to strengthen or enhance the recovery structures in the region. 	  	Underway
Welfare Co-ordination		
<ul style="list-style-type: none"> • Implement the agreed Northland CDEM strategy for delivery of Welfare arrangements across the region. • Deliver Northland Welfare Coordination Group work plan. • Engage with and contribute to the National Welfare arrangements, including planning and delivery. • Review and update Welfare plans and arrangements, with an emphasis on priority actions. 	   	Strategy approved by CEG. Work programme under Representation now agreed To be completed
EOC and ECC readiness		
<ul style="list-style-type: none"> • Enhance the readiness and response capability of the Group ECC. • Develop and implement a consistent and harmonised across region template or format for EOC's. 	 	Underway (Priority High) Forms completed.
Lifeline Utilities		
<ul style="list-style-type: none"> • Support and collaborate with the Northland Lifelines Group members to ensure ongoing engagement and commitment. • Provide support to the Lifelines Utility Group projects and meetings. 	 	Quarterly meetings annually
Communications		
<ul style="list-style-type: none"> • Maintain and enhance Northland's alerting capability • Consolidate and improve delivery of important strategic information with key decision makers, spokespeople and the media so that they get the right information at the right time. • Train staff and ensure learnings/changes at a national level are conveyed within the Northland CDEM Group (including governance) and the reach if/when required is understood and available to other agencies. • Maintain and develop social media platforms to engage with community and across agencies. • Develop, maintain and strengthen Public Information arrangements. 	     	Underway and ongoing

Activity		Comment
Operational Systems		
<ul style="list-style-type: none"> Consider, evaluate and implement technology to support readiness and response arrangements i.e. Contacts app. CDEM GIS Portal. Where necessary for larger scale technology projects develop a project outline or strategy. Extending the reach of alerts into other platforms (websites, social media) as technology becomes available. Create and maintain SOP's and other plans to support operational capability. 		Partly complete and ongoing
		To be completed
		Underway
Tsunami Risk Management and preparedness		
<ul style="list-style-type: none"> Develop a single region asset management plan for tsunami sirens and tsunami public information boards. Complete an across region installation of tsunami public information boards. Engage with and provide the Ministry of Education, school boards and principals with the high-level tsunami risk management tools to enable them to disseminate the information through schools. Carry out bi-annual tsunami siren testing and reporting. Review and implement any necessary changes in tsunami risk assessments. 		Completed
		Partly complete (High Priority)
		Commenced
		Complete for 2018
		Ongoing
Relationships and engagement		
<ul style="list-style-type: none"> Build upon existing relationships; and leverage and enhance new relationships with partner agencies, communities, including with iwi and Maori communities. Deliver the YES programme. Engage with national, regional and local level working groups, meetings and programmes where appropriate. Consider and report on the mechanisms available to have Iwi representation at the CEG level taking into consideration the national review findings and any national recommendations or findings. Work with PIM staff from other agencies (including those outside the region) to better understand strengths and reinforce logical separation of responsibilities, particularly during events. 		Iwi engagement on CEG to be clarified.
		Complete.
		Ongoing needs review
		As above
		Ongoing

Activity		Comment
Professional development		
<ul style="list-style-type: none"> Review and provide professional development and training opportunities including CIMS, EOC, Welfare, Governance and Mayors as priorities. Review and report upon the national level ITF courses. Provide professional development programme and opportunities for all Controllers, Recovery Managers and Welfare Managers. 	<div></div> <div></div> <div></div>	Ongoing and further development required To be commenced
Human resources		
Recruit and induct two Emergency Management Advisors (2 X FTE's budget and approved).	<div></div>	Completed

Portfolio's – Area of responsibility	
Lifelines Utility Group Coordination of the Northland Lifelines Utility Group activities including assisting the Project Manager to deliver the Lifelines Utility Group work programme. Acts as the focal point for LUG.	Kim Abbott
Welfare Coordination Group and Work Programme Coordinates Welfare Coordinating Group activities and delivery of the work programme. Acts as the focal point for all Welfare related matters. Chairs the WCG. Supported by the Alternate Group Welfare Manager.	Claire Nyberg Shona Morgan
Shared services agreements. Focal points are appointed to act for each of the three councils operating shared services arrangements. The focal points act as the key points of contact. Delivery of the agreed services is through the CDEM Group office personnel and not exclusively by the single point of contact.	Sharon Douglas Victoria Harwood Bill Hutchinson
Professional development Acts to coordinate the professional development programme including CIMS, ECC and other professionally delivered external provider courses. (Acts as the Groups representative on the CDAG).	Kim Abbott
Controllers development and training of staff Provides guidance, training and direction to ensure Controllers and the on-call staff are equipped with the appropriate tools to implement the on-call roster arrangements.	Claire Nyberg
Projects Delivers specific projects as the Project Manager. (Project Manager acts as the focal point including but not limited to project oversight, responsibility for decisions, coordination and delivery and its implementation. Projects may become long term programmes. Projects – Marae Preparedness Business Continuity Vulnerable Communities Tsunami Sirens and Tsunami signboards Community response plans and planning Youth and Emergency Services	Claire Nyberg Kim Abbott Shona Morgan Victoria Harwood, Bill Hutchinson, Sharon Douglas Shona Morgan and 3 above. Shona Morgan

Contacts Management Exercise Programme Community Engagement strategy GIS Portal	Kim Abbott Shona Morgan Shona Morgan Shona Morgan
Recovery Coordinates and leads the regional recovery programme.	Jenny Calder
GECC Develops the Group ECC	Claire Nyberg and Shona Morgan
Communications Engagement Acts as a focal point to engage with and provide guidance and support to communications specialists across agency. Provides specialist knowledge and oversees the apps/communications mechanisms.	Murray Soljak

TITLE: CEG Chair's Report

ID: A1192341

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

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

Recommendation

That the report 'CEG Chair's Report' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 14 May 2019, be received.

Background/Tuhinga

Warnings and activations

On 5 June 2019 a small tornado caused damage to 12 houses in Coopers Beach. Damage to 10 of the houses was superficial with two houses roofs being blown off. Fire and Emergency New Zealand coordinated the response with CDEM personnel assisting.

There have been NO other weather related warnings or watches since the last group meeting.
















National Tsunami Advisory

At 1.14 am on Wednesday 15 May MCDEM issued a National Advisory – Large Pacific Earthquake being assessed. The advisory related to an earthquake of magnitude 7.7 recorded near New Britain region, Papua New Guinea at a depth of 10 km. At 1.32 am MCDEM issued a National Advisory – No Tsunami Threat to New Zealand. The Duty Officer, Duty Controller and 8 CDEM Group staff all responded to the initial notification within minutes. It should be noted that the national Tsunami Advisory and Warning plan threshold for issuing notifications for an event in this area is earthquake of magnitude 8 and above with a depth of less than 100 km.

Communications – Murray Soljak

Although the indoor tsunami siren promotion (covered elsewhere in this agenda) was not run through the Northland CDEM Facebook page, our own sequence of posts was enough to lift the page statistics to a significant level for 'peacetime', as shown in the following graphics:



Your 5 Most Recent Posts					
<div> Reach: Organic/Paid </div>					
Published	Post	Type	Targeting	Reach	
12/04/2019 08:28	 A change in fire status for Northland from next Monday 15 April - please			4.4K	
09/04/2019 15:43	 Thanks to everyone who took part in the tsunami siren testing over the			2K	
07/04/2019 09:37	 Morena Northland ☀️ what a stunning day it is! Tsunami siren			6.2K	
06/04/2019 19:18	 Thanks NZ Transport Agency - Auckland & Northland - you light up			13.3K	
03/04/2019 13:58	 - with Northpower and Top Energy NZ Thank you so much to everyone who			4.4K	

Separately, Facebook posts have also been shared from Fire and Emergency Region 1 (ongoing fire risk) and Northland Police (new 105 number for non-emergency calls), again highlighting the other members of the CDEM network.

Media/social media

In addition to the above, media releases during the quarter included support for the Northland CDEM Forum and the YES programme.

A MetService project to refine and improve the content and presentation of watches and warnings is currently in its test phase and will benefit public understanding of this information.

Public alerting – Emergency Mobile Alerts and Hazard app

Ongoing developments for these (separate) alerting platforms include:

- The development of a CAP feed from the EMA portal. This would open up the functionality to ensure that EMA alerts were replicated on the Hazard app (and also on websites and social media, via the channels that are already set up in Northland). MCDEM is managing/funding the development of the feed and has indicated that it should be in place by the end of this year
- A number of enhancements are being planned by Red Cross to accommodate both the EMA alert feed and the new MetService approach, along with customisation to better reflect the NZ alerting landscape.

Red Cross has also been contacted by Parliamentary Services with a view to promoting the Hazard app to MPs and their teams around New Zealand. Red Cross has indicated its preference to implement the technical updates first, and also to work towards a higher degree of consistency in the use of the Hazard app by CDEM Groups.

Lifelines – Kim Abbott

The Northland Lifelines Utilities Group (NLG) 3 April meeting was hosted by member organisation Northpower at their Whangarei site. The meeting was well attended with regional representation including: power, water, telecommunications, council, refinery, roading and CDEM.

Refining NZ presented an overview of the response and reinstatement following the 2017 pipeline failure. Key initiatives and learnings were shared and there was extended discussion around how these could be applied across the sectors as well as the need for all member organisations to undertake contingency planning ahead of an event.

Key updates from members:

- Northpower, NRC and Top Energy have been working together on public safety and emergency management initiatives.
- Transpower have purchased a number of 'Iridium Go' to supplement their alternate emergency communications in the region. NZTA are looking at this system also.
- NZTA have identified and been undertaking significant resilience planning on risk spots in Northland.
- From a National Lifelines perspective, MCDEM have developed the draft National Fuel Plan and it has just completed the consultation phase. They are working to establish arrangements with the FMCG sector and have finalised a Lifeline Utility Coordinator (LUC) Training Programme which is expected to be available in June/July 2019.

Youth in Emergency Services (YES) Programme – Shona Morgan

This year's Youth in Emergency Services programme, held in the Whangarei District commenced on Saturday 4 May at the Onerahi Fire Station. Fifteen young people nominated by a variety of schools and agencies participated in what is the seventh YES programme to be coordinated in Northland. The final exercise was held in the Parua Bay area and involved a motor vehicle accident and a sandbar party gone wrong. Over 70 personnel attended including Skyworks and Northland Rescue Helicopters.

The graduation dinner was held in Onerahi on Friday 7 June where the participants were presented with a framed certificate, personalised t-shirt and a photo book. This will bring the total number of YES graduates in Northland to 115.

Survey results showed that 100% of the participants were "very happy" with the programme. Areas they noticed improvement in themselves after participating the programme included:

- Solving problems.
- Feeling good about yourself.
- Feeling positive about the future.
- Feeling more confident.
- Learning about the emergency services.
- Learning new skills.
- Communicating with others.

Some comments included:

"Overall the whole experience was an amazing opportunity. I learnt so many new skills and became much more confident. I would certainly do it all again. The final day was the best, putting all my skills to use. Thank you."

"I will remember everything for the future. I learnt how to work in a team environment and how to communicate properly. My favourite things were the helicopter ride, Police search and rescue and surf lifesaving".

A multi-year funding application for 2020-2022 inclusive has been submitted to the Ministry of Youth Development. To date they had received 280 applications for this grant totalling \$21M, with the total funds available only \$3.1M. Funding announcements are expected to be made before the end of May.

Shared EOC Concept – Graeme MacDonald and Victoria Harwood

Across New Zealand a number of CDEM Groups have invested in developing a joint Emergency Coordination Centres. These centres are joint between regional and district councils and some are multi-agency facilities. These facilities are used for both business as usual activities, as training facility, an Emergency Coordination Centre (ECC) for regional emergencies and a local Emergency Operations Centre (EOC) for local emergencies. Those CDEM Groups with joint council or multi-agency facilities include:

- Auckland
- Hawkes Bay
- Marlborough
- Nelson / Tasman
- Canterbury
- Southland

Horizons Manawatu are in the process of completing the development of their facility.

Fire and Emergency New Zealand, Whangarei District Council (WDC) and the Northland Regional Council (NRC) have expressed an interest in forming a joint agency facility based in Whangarei.

Building requirements require that Emergency Operations Centres are built to a high standard (based mainly on earthquake risk).

Submissions for funding towards a joint facility are required to be made to Northland Regional Council (NRC) and Whangarei District Council (WDC) 2019/2020 Long Term Plan processes.

A scope for possible sites would be carried out, with the costs approximately in the region of \$1.5 million for the project.

Professional Development – Kim Abbott

Early this year, all CDEM groups were asked to submit a regional training proposal to MCDEM to secure funding allocation of the Tertiary Education Commission (TEC) funding. Northland submitted a detailed plan for the delivery of CIMS4, EOC, professional team training and potentially CIMS functional training within the 2019 calendar year. In May, MCDEM announced the formula for the distribution of funds across the 16 CDEM groups and the criteria for use and confirmed that Northland had been awarded \$70,837.

There are three CIMS4 courses being delivered in June including a weekend delivery on June 8-9 specifically for stakeholder volunteers. All courses have reached the capacity of 24 students per course. The final CIMS courses for 2019 will be delivered in September and November.

Portfolio lead, Kim Abbott will be attending the delivery of functional based training (Logistics, Planning, Intelligence, Operations) in Alexandra in July with course facilitator Gerard Moore. This is to evaluate the courses and how they could be modified and delivered to ECC staff by CDEM team members within Northland.

Controllers Development Programme – Claire Nyberg

A controller's workshop held at the end of 2018 identified many priority items that controllers wanted to see incorporated into the controller's development programme. A workshop in March covered a number of the identified priorities including; the practical application of the controller role, governance, declarations, hydrology in Northland and an overview of the MetService forecasting arrangements.

A second full day field trip and workshop was held on 22 May with Controllers, Duty Officers, River Management and Hydrologists travelling by bus to Kaitaia. The purpose of enhancing the understanding for controllers of the flooding risk for central/eastern Northland and Kaitaia catchment, as well as familiarisation of stakeholders with the draft Kaitaia Community Evacuation Plan. The day concluded with a table top exercise focusing on the Awanui river, with participants from the CDEM team, controllers, NZ Police, Fire and Emergency NZ, Department of Conservation, Northland Regional Council staff and FNDC infrastructure staff.

Technology and GIS – Shona Morgan and Tegan Capp

The Northland Civil Defence Operational Overview Project, about utilising GIS Tools to aid in a response, won the GIS Project of the Year award for the ALGIM Autumn Conference. The ALGIM (Associated Local Government Information Managers) panel chooses 4 finalists from a range of GIS projects. These GIS projects were submitted from various councils from across New Zealand. The finalists then present their projects at the conference in Wellington with the awards were presented at an Awards Evening event. This was a huge achievement for the GIS team and Northland CDEM who worked closely together for the duration of the project.

A Contacts App has been developed specifically for Northland CDEM Group for use by staff and partner agencies involved in the management of emergencies. To simplify our internal process for database management and to make it easier for the on-call team to communicate important messages to key stakeholders, we will soon be inviting all of our stakeholders to download and join the application. In the interest of clarity, this App is only accessible by invited members and should not be considered as another alerting platform – that role will continue to be filled by the Hazard app and Emergency Mobile Alerts.

National Emergency Management Development Group

To achieve greater alignment and collaboration between the sixteen CDEM Groups and the Ministry of Civil Defence & Emergency Management (MCDEM) it was agreed in 2018 by the Emergency Management SIG members, which was first established in 2008, that a new forum, the National Emergency Management Development Group (NEMDG), should be created to complement the existing Emergency Management SIG. The purpose of the NEMDG is to provide a forum for the Ministry of Civil Defence & Emergency Management (MCDEM) and Civil Defence Emergency Management (CDEM) Groups to collaboratively develop and deliver effective emergency management to our communities in a nationally consistent manner. The NEMDG and the Emergency Managers SIG operate as a single group.

The NEMDG meet on 29 and 30 May at the Christchurch Justice Precinct. The NEMDG has established four sub-groups to enable Group Managers to have greater visibility across a wide range of national working groups, projects and work programmes. The recent meeting focused on the Emergency Management Reforms, particularly legislative changes, iwi engagement, EMAT, Welfare coordination and collaboration.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 07 June 2019

TITLE: Welfare Coordination Group Work Programme 2019

ID: A1193223

From: Claire Nyberg, Civil Defence Emergency Management - Welfare

Executive summary/Whakarāpopototanga

This report outlines the delivery of the Welfare Coordination Group work programme.

Recommendation(s)

1. That the report 'Welfare Coordination Group Work Programme 2019' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 16 May 2019, be received.
 2. That the 'Welfare Coordination Group Work Programme 2019/2020' be accepted.
-

Background/Tuhinga

Welfare Coordination Group Meeting

The second Welfare Coordination Group (WCG) meeting of the year was held on 10 May. The following agencies attended;

- Northland CDEM (responsible for registration, needs assessment, household goods and services and emergency shelter and accommodation)
- NZ Police (Inquiry)
- Oranga Tamariki (Care and protection services for children and young persons)
- Northland DHB (Psychosocial Support)
- Ministry of Social Development (Financial Support)
- Ministry of Primary Industry representative (Animal Welfare)
- Ministry of Business, Innovation and Employment (MBIE) were not present but provided an update given by the Group Welfare Manager and were on standby to teleconference for questions.

Supporting agencies with no representation at the meeting included; Housing NZ, IRD, ACC and Te Puni Kokiri (TPK).

Priorities completed for the 2018/2019 work programme

- Development of local welfare manager roles and responsibilities checklist.
- Development of the Strategic Plan for Delivery of Welfare in Northland.
- Review of Civil Defence Centre's (CDC) in Northland.
- Development of a professional development pathway for CDC volunteers, WCG members, welfare managers and welfare teams.
- Completion of a draft Shelter and Accommodation Plan for Northland.

Outstanding work items from 2018/2019 which have been incorporated into the 2019/2020 work programme include:

- Updating the welfare communication factsheets.
- An activation exercise for the WCG.
- CDC exercise schedule and training targets (to be incorporated into the professional development pathway above).

The WCG work programme for 2019/2020

The WCG work programme for 2019/2020 (attached) was approved. Priority items for completion include:

- Updating CDC kits with revised documentation.
- Completion of appendix plans to the Group Welfare Plan.
- Training agencies in the use of the Common Operating Tool when it has been developed.
- Implementing changes which may arise from the CIMS review.
- Carrying out training and an exercise.
- Developing a coordinated needs assessment plan.
- Establishing the inquiry sub-function and embedding Restoring Family Links (RFL).
- Establish the household goods and services sub-function and developing a draft plan.
- Holding desktop exercises for psychosocial support, financial support care and protection services for children and young person's sub-functions.
- Completing a draft Northland Animal Welfare Emergency Management Plan.

The work programme takes into consideration the Governments Response to the Technical Advisory Groups recommendations, the CIMS review, the Common Operating Picture project and the registration and needs assessment project.

Registration and needs assessment

MCDEM managed the *Welfare Registration and Needs Assessment Review Project* during 2016-17 assisted by a multi-agency project team. Multiple workshops and online work resulted in an agreed registration and needs assessment process, the Common Minimum Dataset (CMD) and a list of requirements ('must haves') of the system, which has informed requirements for a future IT solution.

A new project has now been enabled by the outcome of the Ministerial Review (Better responses to natural disasters and other emergencies in NZ) to investigate options for a solution for welfare registration and needs assessment. The Emergency Management Information System (EMIS) will no longer support welfare registration and needs assessment from 2020.

Some CDEM Groups have been proactively developing their own IT solutions and while MCDEM has acknowledged this work is very promising, there is no over-all co-ordination.

Therefore, the ministry have put forward a proposal to progress a Federated system model in the interim until a final IT solution is adopted. A Federated system model is one where each CDEM Group would implement an agreed solution regionally. This is currently based on ArcGIS Online solution as this is what the majority of the CDEM groups surveyed, including ourselves, are currently using.

MCDEM has formed a project team to work with stakeholders to implement the Federated (IT System) Model based on the ESRI ArcGIS toolset. This project consists of representatives from MCDEM, Department of Prime Minister (DPMC), Ministry of Business Innovation and Employment

(MBIE), Ministry of Health (MoH), Ministry of Primary Industry (MPI), Ministry of Social Development (MSD), Federated Farmers, NZ Red Cross and two CDEM Group Welfare representatives.

The priority for this project team is to develop an agreed solution to be available this calendar year (2019) along with prepared training material and a training roadshow. Our CDEM Group responsibility is to provide information, feedback and review outputs from the project team.

CIMS review of the welfare sub-function

The current version of the Coordinated Management Systems (CIMS) 2nd edition was approved in 2014, with a five-year review period. In 2018 MCDEM re-convened the CIMS Steering Group, to carry out the review.

The review Project team is made up of representatives from:

Department of Prime Minister and Cabinet (DPMC)	Organa Tamariki (OT)
Ministry of Civil Defence and Emergency Management (MCDEM)	Fire and Emergency NZ (FENZ)
Ministry of Primary Industry (MPI)	Department of Corrections
Ministry of Health (MOH)	St John
Department of Conservation (DOC)	NZ Police
Ministry of Foreign Affairs and Trade (MFAT)	Fire and Emergency NZ (FENZ)
Ministry of Business Innovation and Employment (MBIE)	Maritime NZ (MNZ)
Rescue Coordination Centre of NZ (RCCNZ)	NZ Customs
New Zealand Defence Force (NZDF)	CDEM Group Representative

A Terms of Reference (TOR) was established in August 2018 and agreed by the Hazard Risk Board (HRB). Small working groups have been established to look at specific areas and report back to the CIMS Steering Group. The intent is to provide the next CIMS edition for approval to the HRB by mid July 2019.

Welfare is recognised as a key function in CIMS and a working party has been established to review and report on the revised structure. The welfare working group consists of representatives from MCDEM, MPI, FENZ, DOC, OT, MSD, Victim Support, and a Group Welfare Manager (from Bay of Plenty CDEM Group) to represent the civil defence groups of NZ.

After seeking initial feedback from welfare agencies, it was recognised that there was an appetite to explore more than the current arrangements provided. It was put forward to the CIMS Steering Group that further engagement was required to explore three possible options. This approach was endorsed by the CIMS steering group.

The three options put forward by the working party to the wider sector include:

- Option 1: Status Quo.
- Option 2: Retaining welfare function but refining the sub-functions to be fit for purpose for all response levels and incident classification.
- Option 3: A structure shift, splitting welfare advisory and delivery (with delivery going back to operations).

Our feedback is a preference for option 2 but with suggested changes to the sub-functions presented (needs assessment, needs identification, welfare coordination and welfare facility management). Northland, even before the CIMS 2 revision, had recognised the importance of welfare and it was already a separate function in our emergency operations/coordination centres.

All agencies will have the opportunity to feedback on the proposed CIMS 3rd edition structure when it comes out for consultation later in the year.

Group Welfare Manager's Forum (Napier)

The Group Welfare Managers (GWM's) Forum is an opportunity for GWM's to workshop collectively some of the priority issues currently facing regional groups. The purpose of the Forum is for GWM's;

- To develop, create and review welfare strategies and priorities
- Network and develop relationships to strengthen the sector
- Nurture a space for open and honest de-briefing to identify opportunities for improvement
- Keep up to date with latest developments in the sector through the MCDEM representatives, welfare specialists and guest speakers.

Key agenda items were:

- An update on the Rapid Relief resilience fund project that Hawkes Bay are administering
- An update on the national registration and needs assessment project (see separate section)
- A workshop how we could cater our response for older people in emergencies
- An overview of the Nelson fires from the Nelson/Tasman GWM and MPI representatives
- An update on the Hikurangi Response Plan and the consequence this event could have on other CDEM groups.

The priority outcomes from this forum are:

- To confirm with Group Managers the process for the appointment of GWM's to national projects and working parties and the correct mechanism for gathering national feedback and reporting project outcomes. An agenda item has been added to the next National Emergency Manager's Development Group (NEMDG) meeting for Group Managers to discuss.
- Alignment of welfare work programmes by regions and MCDEM to allow for greater harmonisation, collaboration, enhanced delivery and cost savings. MCDEM are following this up as part of a review of the effectiveness and structure of the GWM's forums
- Follow up with Oranga Tamariki in regards to children and young people in emergencies with the intention of extending this to include needs of all children and young persons in an emergency.
- Investigating the use of outcomes frameworks to enhance the work we do in the welfare sector. To be discussed at a NEMDG meeting with Group Managers.

National Emergency Management Development Group meeting.

At the NEMDG meeting held in Christchurch on 28 May the Group Managers discussed the relationship between the National Welfare Coordination Group (NWCG), the Group Welfare Coordination Group (WCG) and the Group Managers. The Northland CDEM Group has for an extended period advocated that CDEM Groups and Group Welfare Managers should be represented at meetings of the NWCG. The group managers and MCDEM officials have now agreed that there should be closer coordination and collaboration between Groups and WCG's. Two Group Welfare Managers and a Group Manager have now been invited to represent the group and local sector at NWCG meetings.

Attachments/Ngā tapirihanga

Attachment 1: 2019-2020 Work Programme for the Northland Welfare Coordination Group (WCG) [↓](#)



Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 07 June 2019



NORTHLAND WELFARE COORDINATION GROUP WORK PROGRAMME 2019/2020



1 INTRODUCTION

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

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

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

This year it has been more difficult than any other to create a work programme because there are a number of national projects that have the potential to impact on how welfare delivers its services. These include:

- The CIMS review (3rd Edition) is underway with the draft going out for consultation in June/July before being endorsed in August. The CIMS Welfare Review working group have presented 2 options which differ from the current welfare arrangements under CIMS. Adoption of either of these two options will potentially impact the welfare sector.
- The Common Operating Picture (COP) programme aims to improve shared situational awareness across the emergency management sector to enable informed decision making and consolidated planning. This new system will replace EMIS which will not be operational after 2020. The COP should be available after July 2019 and will require an implementation plan for the development of processes and for training of agencies.
- EMIS will no longer be available for registration and needs assessment. MCDEM is currently working with stakeholders to implement a nationally consistent federated model that electronically captures and stores welfare and registration and needs assessment data. Project deliverables include providing training material and conducting a training roadshow.

The 2019/2020 work programme has taken the above into consider and will have to be more flexible than usual to absorb any unknowns that arise due to the implementation of the CIMS review, COP and federated registration and needs assessment project.

1.1 Plan purpose

This document has been created with the purpose of planning and coordinating the activities of the WCG for Northland over the 2019/20 financial year. The Plan will be reviewed every year to reconfirm the WCG activities and priorities.

1.2 PRIORITIES

Priorities for the 2019/20 calendar year as set by the WCG and the Group Welfare Manager are listed below and are discussed in more detail in appendix 1 and 2. The priorities for 2019/20 are:

- **Provide strategic direction for the WCG** and the welfare function through appropriate planning and engagement of welfare service agencies ensuring capacity, capability, roles and responsibilities are clearly articulated in planning documentation.
- **Review, update and create key documentation** such as induction material, action plans, MOU's and individual agency plans.
- **Review Civil Defence Centre (CDC)** arrangements, documentation, training and exercising.
- **Assess and deliver training and participate in exercises.**
- **Ensure member agencies are engaged and resilient** with each agency giving regular presentation/updates at WCG meetings.
- **Development of plans around each of the 9 Welfare sub functions.**
- **Deliver training on the new federated registration and needs assessment system, the replacement EMIS (Common Operating Picture tool) and any CIMS changes for welfare.**

Occasionally there may be a need to add or re-prioritise items identified in the work programme. When this occurs, these changes will be communicated to WCG and to the CEG/CDEM Group members. An example of a change of priorities would occur from a corrective action plan following a response or from unidentified national priorities which require group level input or action.

Continuing work programme activities

There are a number of activities which continue from year to year:

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

Reporting

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

projects and reprioritise if required. The WCG Chair will include the finalised WCG work plan at the second CEG meeting of the year.

Developing the work programme

Activities for the work programme for the financial year (1 July to 30 June) will be workshopped at each March meeting, passed at the May meeting and presented to the June CEG meeting. The activities which WCG members put forward will be prioritised and confirmed at the first meeting of the WCG at the August meeting of each year.

Appendix 1 2019/20 work programme

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

Project/Topic	Tasks/Actions	Status
Support quarterly WCG meetings and general administration	Coordinate attendance at meetings, prepare agendas, minutes, arrange venue, guest speakers and presentations. Distribute meeting agenda/minutes in a timely manner.	
Promote the activities of the WCG, engaging current members and recruitment of potential new members	Identify and approach welfare agencies to promote engagement with WCG. Ensure current members are engaged and attending meetings. Meet with representatives from welfare agencies at least yearly.	
Reporting to CEG	Complete reports on projects and other activities for CEG meetings.	
Reporting on the WCG work plan.	Quarterly progress reports.	
Involvement in MCDEM welfare activities	Represent WCG through engaging in the development of MCDEM planning and guidelines. Group Welfare Manager and nominated members to attend the National Welfare Forum, workshops and meetings. Engage with National Welfare Coordinator on a regular basis.	
Investigate new opportunities	Identify opportunities that will enhance the preparedness of the WCG, including guest speakers from other organisation to present to the WCG and sub-function groups.	
WCG Contact list	Maintain contact details ensuring that BAU and operational details are maintained and kept confidential.	
Volunteers	Assist with the development and delivery of the volunteer programme.	

Project/Topic	Tasks/Actions	Status
Civil Defence Centres	Ensure adequate number of volunteers are trained. Update Civil Defence Centre kits. Complete CDC role descriptions.	
Welfare planning	Complete the appendix plans to the Group Welfare Plan: a) Local welfare plan b) WCG member roles and responsibilities c) Activation, information management and reporting d) CDC plan.	
Operational systems	Train and exercise agencies in the use of the Common Operating Picture tool when it has been developed.	
CIMS review	Implement any changes that arise from CIMS 3rd edition review of the welfare sub-function.	
Training and exercises	Carry out a minimum of one CDC training course per year. Carry out at least one WCG induction per year. Carry out an activation exercise for the WCG.	

Appendix 2 Sub-function work programme 2019/20

Sub-function	Actions	Lead	Status
Registration and needs assessment	<p>Deploy and test the new registration and needs assessment product regionally when it becomes available</p> <p>Train and exercise organisations in the use of the new welfare registration and needs assessment tool.</p> <p>Develop a coordinated needs assessment plan</p>	Northland CDEM	
Inquiry	<p>Establish sub-function group and convene regular meetings</p> <p>Represent inquiry sub-function at other forums</p> <p>Champion the Restoring Family Links (RFL) website and test processes</p>	Police	
Care & protection for children and young persons	<p>Workshop and produce a document which outlines the Te Tai Tokerau (TTT) network, including linkages with Maori providers, networks and marae.</p> <p>Design and hold an exercise which will include activation of the subgroup.</p> <p>Investigate expanding subgroup membership and the feasibility of hosting a civil defence forum to include our child and youth agencies in TTT to strengthen our collective ability to prepare and look after children both during and in recovery from an event.</p>	Oranga Tamariki	
Psychosocial support	<p>Complete the psychosocial plan and socialise with stakeholders.</p> <p>Hold a desktop exercise activating the psychosocial plan.</p> <p>Develop prompt sheets for NGO partners to be able to use in an activation.</p>	Northland DHB	
Household goods and services	<p>Hold a workshop with responsible agencies to develop a draft household goods and services plan.</p>	Northland CDEM	

Sub-function	Actions	Lead	Status
Shelter & accommodation	Hold a workshop to finalise the draft Emergency Shelter and Accommodation Plan and develop a work programme to prioritise outstanding work identified in the plan.	Northland CDEM/MBIE	
Financial assistance	Review current Financial Assistance Subgroup workplan. Ensure member agencies have Business Continuity Plans. Arrange for the Insurance Council and Earthquake commission to present to this group.	MSD	
Animal welfare	Complete a draft Northland Animal Welfare Emergency Management plan and a workshop with stakeholders to test the plan.	MPI	

TITLE: Northland CDEM Group Shared Services Update
ID: A1192291
From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

This report provides an update of the Civil Defence Emergency Management activities within the region over the past three months.

Recommendation

That the report 'Northland CDEM Group Shared Services Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 14 May 2019, be received.

Background/Tuhinga

Service Level Agreements

The 2019/20 CDEM Service Level Agreements (SLA) between the Northland Regional Council and the three district Councils are in the process of being finalised. Updated work programmes and budget allocations have been included for the 2019/20 year.

District Council Work Programmes

The three district councils continue to carry out their CDEM responsibilities and activities.

The Far North District work plan has been focused on its risks and hazards, both at the council internally and in the Kaitia area. In March 2019, an updated assessment of the top risks at Far North District Council was undertaken.

Far North District Council (FNDC) EOC resourcing and capability to support a sustained incident had been in the top 5 risks on 2018's organisational top risk dashboard. Based on several improvements including – an increase in trained CDEM staff, implementation of the shared services model for CDEM, the appointment of a group recovery manager and the appointment of a second Civil Defence Officer in Kaitia, the risk score was lowered and sits at number eight out of the top 10. Further improvements were also recommended such as a better understanding of the regional support arrangements by stakeholders.

Impacts from climate change and natural disasters was identified as the number one risk, which has links to the CDEM risk as the treatment plans call for improved infrastructure and community resilience. The new risk dashboard was presented and signed off by the CEO, SLT, and the Audit Risk and Finance Committee in April 2019 by the FNDC, providing current visibility of both the climate change and the CDEM risks.

The Flood Evacuation Plan for Kaitia has been completed and a desktop exercise has been carried out with the Group Controllers, Northland Regional Council hazards specialists, hydrology and Emergency services (refer to the Controllers Development Programme report for more details).

The Whangarei District Council (WDC) work plan has been focused on the Emergency Operations Centre capability, the duty roster and budgets. The annual review of the Emergency Operations Centre equipment, resources and standard operating procedures. Improvements have been made to the WDC CDEM duty roster with a 10-person roster as first point of contact for CDEM issues and activation of the EOC for out of hours.

The WDC CDEM budget review 2018/19 and 2019/20 is complete and the WDC Public Information Managers collaborated with the Northland CDEM Group PIM at their bi-monthly meeting.

The Kaipara District Council (KDC) focus has been on internal capability and capacity, with completion of the annual exercise on the 11 April. The tabletop exercise talked through on call arrangements for the region, monitoring and activation of the EOC and looking at roles within the KDC EOC.

Community Response Plans

Community Response Groups across the region continue to develop their response plans. Plans complete or underway in the last three months are Donnelly's Crossing (KDC), Taiharuru (WDC), Portland (WDC), Hikurangi (WDC), Mitimiti (FNDC), Taipa (FNDC).

Community Engagement

Community Response Group support has been provided the Tutukaka Coast (WDC), Oakura (WDC), Whakapirau (KDC) and Waikaretu Marae (KDC). The Whangarei Heads community response group held a public information afternoon about hazards and promote preparedness in April. The Far North Stroke Foundation held a workshop to assist people with disabilities with hazard awareness and personal preparedness planning. Visits to child Care centres in Taipa tsunami hazard zones were carried out and directional tsunami evacuation signs have been installed in Karikari Peninsular as a pilot project.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 07 June 2019

TITLE: **Recovery Update**

ID: A1194700

From: Jenny Calder, CDEM Group Recovery Manager

Executive summary/Whakarāpopototanga

This report provides an update on the activities of the Group Recovery Manager.

Recommendation

That the report 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager and dated 20 May 2019, be received.

Background/Tuhinga

Costs and reimbursement in emergencies

A Government Financial Support workshop was held in Whangarei on the 8 May with staff from Department of Prime Minister and Cabinet (DPMC). The focus of the workshop was to provide clarity regarding funding eligibility and to outline the systems and processes to assist local government to plan and prepare financially for possible future emergencies.

The workshop was well attended by controllers, infrastructure and finance staff from the four councils and CDEM staff.

As a result of the workshop, staff have a better understanding of how costs from an emergency event need to be well managed and the reimbursement process.

Strengthening recovery across the region

Work continues towards strengthening recovery across the region with a recovery presentation to the Whangarei District Council Operational Leadership Team on 29 April. Further workshops with WDC are planned for late August.

Temporary accommodation

A Temporary Accommodation Services (TAS) plan for Northland is being developed with the Ministry of Business, Employment and Innovation (MBIE). The first workshop with MBIE, building and compliance staff from the three district councils is scheduled for 29 July.

The focus will be in identifying potential parcels of land suitable for use in establishing temporary accommodation, meeting building regulations and the immediate requirements of MBIE in relation to establishing temporary accommodation.

This work will allow Northland to respond much faster to temporary accommodation needs after an emergency.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 07 June 2019

TITLE: 2019 Northland CDEM Forum

ID: A1200101

From: Kim Abbott, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

The 2019 Northland Civil Defence Emergency Management Group (CDEM) Forum was held at Forum North on Wednesday 1st May.

Recommendation

That the report '2019 Northland CDEM Forum' by Kim Abbott, Civil Defence Emergency Management Officer and dated 6 June 2019, be received.

Background/Tuhinga

The 2019 Northland Civil Defence Emergency Management (CDEM) half day annual Forum was held at Whangarei's Bougainville Theatre on Wednesday, 1 May.

This year's theme was around being "Part of the Team", highlighting the strong working relationships that make up the CDEM group either locally in Northland, nationally with other CDEM groups or the rapport and access we have to industry specialists.

Wipari Henwood and Albert Cash from Fire and Emergency NZ (FENZ) started proceedings with a Mihi Whakatau and were joined by other FENZ members in a touching Waiata. There has been a challenge to the Northland CDEM team that they will join in the Waiata at the 2020 CDEM Forum.

Whangarei District Council Mayor Sheryl Mai welcomed the audience and outlined the year from a Northland CDEM perspective, the key projects and work program that have been undertaken by the group.

Next to the stage was **Damian Southorn and Julian Young from Refining NZ** who gave an overview of the 2017 Pipeline rupture at Ruakaka. They gave an insiders explanation of what happened and how the event was managed from an operational, commercial and community perspective. Key learnings were around the value of relationships with outside agencies, the need to fully document everything in real time, communication with the local community as well as the greater affected community (NZ) and also managing the ongoing fatigue on staff during a significant event.

Shane Bailey from Ministry of Civil Defence Emergency Management (MCDEM) talked about the year in review from a national perspective. Whilst much of the staff resources of MCDEM have been diverted into supporting significant events over the past 12 months, there has still been a number of projects and initiatives that are progressing. These include: Emergency Management Systems Reform, the National Disaster Resilience Strategy, establishment of the NZ Fly-In teams and the development of a single public education website that will consolidate the four websites currently being managed.

The final speaker for the morning session was **Wally Mitchel from St John** who started his new role as District Operations Manager, Canterbury just three weeks before the Christchurch Terror attacks took place on 15 March. Wally spoke about how the event was managed from a medical



perspective; the chaos of the initial response through to the ongoing recovery initiatives and how staff are being supported. St John are based in the newly opened Christchurch Justice precinct (JESP) which brings together CDEM and emergency services in one facility, enabling strong working relationships across the agencies during BAU as well as response. Wally's presentation resounded strongly with the audience and he received the first standing ovation for a Northland CDEM forum.

After the morning tea break, local updates included:

- Graeme MacDonald – The Northland CDEM strategic progress including shared services.
- Rebecca Norman – An introduction to the Northland CDEM GIS portal.
- Ryan Gray, NZ Police – Summer Safety Day and the success of working together with other agencies.



Next was guest speaker, **Chris Noble, Severe Weather Manager for NZ MetService** talked the audience through the process and criteria of a 'Weather Warning' being established and communicated. Chris has a unique ability to communicate the complex process of weather forecasting and how weather modelling is undertaken into simple English.

The final speaker of the day was **Otago CDEM Public Information Manager, Michele Poole**. Deployed to manage the PIM function in the Pigeon Valley /Nelson fire response, Michele shared her perspective on how the strategies that were

undertaken around this event were developed and implemented. She talked the audience through the challenges around communicating the situation sensitively to the affected community while also managing the national interest.

The forum was then officially closed, and guests were invited to lunch.

With the largest number of registered attendees to date, there were a few minor changes to the day's format including streamlining catering and excluding a welcome gift on arrival, however the feedback of the event has been overwhelmingly positive.

Another great morning of thought-provoking talks. Each year it seems to get better and better! I couldn't wait to stand up and be among those to give Wally Mitchell a standing ovation. New Zealanders are still reeling, let alone those poor victims. Good on him, and his entire team. Thank you again for such a worthwhile event. **Hazel MacMillan, Okaihau Community Association**

Thanks to the Northland CDEM team for a very educational forum. What a great day to be involved with an inclusive team preparing to be ready. Outstanding organisation from your team. **Clint Sirl, NZ Red Cross**

You guys do a great job to put this on every year. We at RNZ value your knowledge, capability and above all your friendly and trusting approach with no inflated egos. This is a sure way to have a successful unified IMT. The Forum is a valued way of sharing and educating the people in the business and the public. It is a shame it is not done like this around the country.... Others may then learn and understand that you do not need to throw hundreds of people from behind their desks to putting on vests to making requests to try to achieve the best in an effort of conquest.... **Damian Southorn, Refining NZ**

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 seven years and the Northland CDEM would like to thank them for their support.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 07 June 2019

TITLE: CDEM, CEG & Group Appointments

ID: A1193249

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary

This report shows an 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.

Recommendation

1. That the report 'CDEM, CEG & Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 16 May 2019, be received.

Background

Membership of the Northland Civil Defence Emergency Management Group:

- Cr Colin Kitchen, Chairperson (FNDC) - alternate Cr John Vujcich
- Cr Rick Stolwerk (NRC) alternate Cr Paul Dimery
- Mayor Sheryl Mai (WDC) alternate Cr Sue Glen
- Cr Anna Curnow (KDC) - alternate Cr Andrew Wade
- Commander Brad Mosby (Fire and Emergency NZ)
- District Commander, Superintendent Tony Hill (NZ Police)
- Mr John Titmus (MCDEM) in observer role

Membership of the Coordinating Executive Group:

- Mr Tony Phipps, Chairperson (NRC)
- Mr Andy Finch (FNDC)
- Ms Sandra Boardman (WDC)
- Mr John Burt (KDC)
- Inspector Martyn Ruth (NZ Police)
- Assitant Area Commander Graeme Quensell (Fire and Emergency NZ)
- Ms Sarah Hoyle (Northland Health)
- Mr Andy Gummer (St John Ambulance)
- Mr John Titmus (MCDEM) in observer role
- Dr J Ortega-Benito (Northland District Health Board)
- Mr Russell Watson (Northland Lifelines Group)
- Mrs Claire Nyberg (Northland Welfare Coordination Group)

Group Controllers:

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg
- Simon Weston
- Victoria Randall
- John Burt
- Alistair Wells
- Shona Morgan

Local Controllers for the Whangarei District:

- Simon Weston
- Sandra Boardman

Local Controller for the Kaipara District:

- John Burt
- Dean Nuralli

Local Controllers for the Far North District:

- Alistair Wells

Group Welfare Managers:

- Claire Nyberg
- Shona Morgan

Local Welfare Managers:

- Raewyn Smythe (FNDC)
- Kylie Cox (FNDC)
- Aya Morris (FNDC)
- Paula Ulrich (WDC)
- Darlene Lang (KDC)
- Michelle Nepia (KDC)

Group Recovery Manager:

- Jenny Calder
- Graeme MacDonald

Local Recovery Managers

- Janice Smith (FNDC)
- John Burt (KDC)
- Vacant (WDC)

Attachments

Nil

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 06 June 2019

TITLE: Northland Tsunami Readiness
ID: A1193015
From: Victoria Harwood, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

This report provides an overview of the establishment of the Northland Tsunami siren network and provides a discussion on future options for the network. An update of the Northland Tsunami Readiness activities for the last three months is also provided.

Recommendation

That the report 'Northland Tsunami Readiness' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 16 May 2019, be received.

Background/Tuhinga

Northland Tsunami siren network

Investigation into the feasibility of a Northland tsunami warning siren network commenced shortly after the 2004 Boxing Day tsunami. Several options were investigated, the indoor siren systems and the outdoor systems. Testing and discussions were held with two providers and in 2008 agreement was reached with Northpower to design and host the outdoor "ripple control" tsunami sirens on its power supply network. The intent of the sirens was to create a warning device across Northland capable of reaching populations within communities in an efficient and timely manner.

Initial installations occurred in 2010 with approximately 60 sirens in the Whangarei district in partnership with Northpower. The Ministry of Civil Defence and Emergency Management resilience fund provided \$90,000 in support for the initial round of siren installations. Agreement followed shortly afterwards with Top Energy to host the sirens on its network. Both Far North and Kaipara District Councils installed a further 80 sirens across coastal communities.

In 2009 whilst the tsunami siren network was being developed, the Northland CDEM Group also invested in the first version of the region wide tsunami evacuation zone maps at a cost of \$40,000. These maps were used to assist in placing the tsunami warning sirens in communities.

In 2019 the current total of outdoor tsunami sirens in the network reached 202. Northland has the most comprehensive tsunami warning system nationally. The minimum lifespan of a tsunami siren is estimated to be 10 years.

Up until 2014 the Ministry of Civil Defence Emergency Management (MCDEM) had little or no guidance on tsunami warning sirens. In July 2014 MCDEM published a Technical Standard "Tsunami Warning Sirens" (<https://www.civildefence.govt.nz/assets/Uploads/publications/Tsunami-Warning-Sirens-TS-03-14.pdf>). In the development of the MCDEM Technical Standards in 2013 and 2014, the Northland CDEM Group were consulted on its existing tsunami warning siren network function, structure, design and processes.

The technical standard outlines 14 principles for the use of sirens for tsunami warnings. The principles include that sirens may be used for distant and regional source tsunami, although activation of sirens must not be expected for local source tsunami (<1-hour travel time). It advocates that the natural

warning systems of experiencing a strong or long earthquake is the only reliable warning source for a local event.

The standard states that it is not an official endorsement of using sirens to warn of tsunami and that tsunami warning sirens have several disadvantages, such as creating a delay in response actions by the public when deciphering the threat level and how they should respond.

Recent research carried out by GNS raises doubt about whether any natural warning from a long or strong earthquake would be felt in Northland, so a natural warning is unlikely.

Part of the Northland public education programme is to educate communities on the natural warning signs of ocean behavior before a tsunami arrival. This compliments the use of a wide range of alerting tools in Northland.

Recent additions have been the Red Cross Hazard app and the Mobile Alerting platform. Both have good capacity to reach large numbers of people with warning information.

In developing the Technical Standard MCDEM commissioned a research study by the Acoustics Research Group at Canterbury University, College of Engineering in 2013 (<https://www.civildefence.govt.nz/assets/Uploads/publications/UC-Research-Documents/evaluation-of-the-signals-used-for-tsunami-warnings-in-New-Zealand.pdf>). The purpose of the study was to review the danger signals used to indicate the possibility of a dangerous situation.

This research found that Northland tsunami siren network, compared to other regions networks, is the closest to meeting all the recommendations and international standards. Out of seven criteria the Northland sirens meet or exceeded 5, however to meet the international standards two improvements were identified.

The identified changes were -

- Adding a second lower tone between 224 Hz and 355 Hz – which would increase the likelihood of the signal being heard in dwellings and vehicles.

Or

- Incorporate a verbal warning which fully complies with the ISO 9221 standard into a non-verbal warning siren.

Or

- Replace all mechanical sirens with electronic sirens which include verbal communication.

Northland has a comprehensive public education programme, which includes tsunami information boards, the use of social media and other public information mechanisms. The research identified the need to have an appropriate Public Education programme.

Options for the future of the Northland Tsunami Siren Network.

Below are the five options that maybe considered for the future of the Northland Tsunami Siren Network:

1. Halt expansion of the current siren network and maintain the current network for the life expectancy of the current sirens and phase sirens out completely.
2. Continue with expanding and maintaining the current siren network with the current siren design.

3. Investigate options and costs for upgrading the current siren network over a staged time frame to integrate a verbal warning component.
4. Investigate options and costs for upgrading the current siren network over a staged time frame to integrate a lower additional tone
5. Investigate options and costs for replacing the current sirens, over a staged time frame, with verbal communication electronic sirens.

Responses to Options

Option 1 – This is not feasible due to:

- Tsunami is rated as one of Northlands highest risks (Northland CDEM Plan 2016-2021)
- public expectation of alerting options in the region
- earthquake is a low hazard and may not be felt
- the amount of investment in both assets and public education already undertaken.

Option 2 - This is feasible but does not look to future proof and improve the siren network in the long term.

Option 3 and 4 – This is feasible and should be investigated to enable an informed decision regarding upgrades to the current siren network with, moderate budget implications.

Option 5 – This is feasible and the recommended option from the research. This would future proof the network, with major budget implications.

Recommendation

That further investigations into the three options identified as feasible are carried out.

Outdoor Tsunami Siren installations

Thirteen outdoor tsunami sirens were recently installed in the Whangarei district as follows -

- Ruakaka Beach area (4)
- Onerahi / Beach Road and Whangarei Heads Road area (2)
- Oakura, Wharua Road / Oakura Road junction
- Parua Bay, Kiteone Road
- Bland Bay township
- Whangarei CBD, Porowini Avenue and Commerce Street (2)
- Waipu Cove Road

One siren was a replacement at Oakura, the remaining 12 were new additions to the network. This brings the total network to 202 sirens across the region

Northland Tsunami Siren Network Testing April 2019

The Northland Tsunami Warning Siren Network was tested on Sunday 6 April 2019 at 10.00 am for 10 minutes and 10.30 am for 30 seconds.

Of the 202 outdoor sirens and the 54 indoor sirens in the network, 11 outdoor tsunami siren faults were reported. No issues were reported for indoor sirens.

A total of 11 faults were identified (Whangarei district (8) and Far North (3)). Kaipara had no reported faults. Northpower and Top Energy are repairing the identified faults.

It was also found that a single siren in south Mangawhai was connected to the Vector network. Arrangements have been made to re-site that siren and connect it to the Northpower network.

The leadup to siren testing was used as an opportunity to highlight the relationship between the Northland CDEM Group and the two electricity network providers. It was also a low-key test of the logistics of joint communication across the three organisations (the relationships and goodwill being already in place).

A competition was run via the Northpower and Top Energy Facebook pages, encouraging people to check whether they were in a tsunami evacuation zone to go into a draw to win one of four indoor tsunami sirens (two in the Northpower area and two for Top Energy).

This opened new audiences for the Group attracting more than 100 entries and a number of constructive conversations around understanding tsunami zones. As a side benefit, it also enabled Northpower to achieve an internal KPI for its Facebook page.

Indoor Tsunami Sirens

A total of 55 indoor tsunami have now been sold - 42 in Whangarei and Kaipara district and 12 in the Far North. The procedures for making the indoor sirens more available to the Far North area has been improved with sirens available for collection through both Waipapa and Kaitia offices of the NRC.

A further 100 indoor sirens will be ordered through Northpower, 70 for the Whangarei and Kaipara districts and 30 for the Far North.

Tsunami Information Boards

A further 28 tsunami information boards will be added to Northland's coastal communities in the Kaipara and Far North Districts. These will be installed in Mangawhai, Karikari Peninsular and Doubtless Bay areas. This is in addition to the already 47 boards already installed in the Whangarei District.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 07 June 2019