

**Civil Defence Emergency Management
Group Meeting
Wednesday 11 March 2020 at 11.00am**

AGENDA



Civil Defence Emergency Management Group Meeting Agenda

Meeting to be held in the Council Chamber
36 Water Street, Whangārei
on Wednesday 11 March 2020, commencing at 11.00am

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

MEMBERSHIP OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING

Chairperson, NRC Councillor Rick Stolwerk

WDC Mayor Sheryl Mai	KDC Mayor Jason Smith	FNDC Councillor Dave Collard
NZ Police Representative Superintendent Tony Hill	FENZ Representative Mr Commander Brad Mosby	NEMA Representative, Ms John Titmus (Observer Status)

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TITLE: **Presentations**

ID: A1293342

Executive summary/Whakarāpopototanga

The presentations that will be presented at the meeting are listed below.

Recommendation

That the presentations:

- 3.1 Northland Drought 2020 - Situation and Response (Northland CDEM).
- 3.2 Covid-19 (Northland DHB).

be received.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 05 March 2020

TITLE: Confirmation of Minutes - 25 November 2019

ID: A1278699

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

Recommendation

That the minutes of the Civil Defence Emergency Management Group meeting held on 25 November 2019, be confirmed as a true and correct record.

Attachments/Ngā tapirihanga

Attachment 1: Unconfirmed minutes of the CDEM Group meeting - 25 November 2019 [↓](#) 

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 05 March 2020

Civil Defence Emergency Management Group Meeting
25 November 2019

Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Monday 25 November 2019, commencing at 11.00 am

Present:

NRC Councillor, Rick Stolwerk
FNDC Councillor, Dave Collard
NZ Police Representative, Inspector Martyn Ruth
WDC Mayor, Sheryl Mai
KDC Mayor, Jason Smith
FENZ Representative, Wipari Henwood
MCDEM Representative, Ms John Titmus (Observer Status)

In Attendance:

Full Meeting

NRC Chair – Penny Smart
GM Customer Service & Community Resilience – Tony Phipps
NRC, Committee Secretary – Evania Arani
WDC Councillor – Nicholas Connop
Northland CDEM Group – Graeme MacDonald
Northland CDEM Group – Bill Hutchinson
Northland CDEM Group – Sarah Boniface
Northland CDEM Group – Shona Morgan
Northland CDEM Group – Sharon Douglas
Northland CDEM Group – Tegan Capp
Northland CDEM Group – Claire Nyberg
Northland CDEM Group – Jenny Calder
Northland CDEM Group – Murray Soljak
FNDC, Chief Executive Officer – Shaun Clarke
FNDC – Andy Finch
FNDC – Glen Rainham
WDC – Sandra Boardman

Part Meeting

KDC – John Burt - *Left at 11.23am*

NRC's Customer Services – Community Resilience Manager, declared the meeting open at 11.00am

Civil Defence Emergency Management Group Meeting
25 November 2019

Election of Chairperson (Item 4.1)

ID: A1255573

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation(s)

1. That the report 'Election of Chairperson' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 1 November 2019, be received.

Secretarial Note: NRC's Customer Services – Community Resilience Manager called for nominations for election to the office of Chairperson.

Moved (Smith/Mai)

2. That NRC Councillor, Rick Stolwerk be elected Chairperson of the Northland Civil Defence Emergency Management Group.

Secretarial Note:

- Given no further nominations were forthcoming NRC Councillor, Rick Stolwerk, was declared the elected Chair.
- The Chair proceeded to call for nominations for election to the office of Deputy Chairperson.

Moved (Smith/Stolwerk)

3. That Whangarei District Council Mayor, Sheryl Mai be elected Deputy Chairperson of the Northland Civil Defence Emergency Management Group.

Carried

Secretarial Note: Given no further nominations were forthcoming WDC Mayor, Sheryl Mai, was declared the elected Deputy Chair.

Apologies (Ngā whakapahā) (Item 1.0)

Moved (Mai/Collard)

That the apologies from FENZ Representative, Commander Brad Mosby and NZ Police Representative, Superintendent Tony Hill for non-attendance be received.

Carried

Declarations of Conflicts of Interest (Nga whakapuakanga) (Item 2.0)

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

Presentation - Fire and Emergency New Zealand Restructure (Item 3.0)

ID: A1261706

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

Moved (Smith/Stolwerk)

That the presentation, Fire and Emergency New Zealand Restructure, be received.

Carried

ID: A1263030

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Civil Defence Emergency Management Group Meeting
25 November 2019

Minutes from Previous Meeting - 04 September 2019 (for info only) (Item 4.2)

ID: A1261793

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

Moved (Stolwerk/Mai)

That the minutes of the Civil Defence Emergency Management Group Meeting held on 4 September 2019, be received.

Carried

Monthly update from Director, Ministry of Civil Defence & Emergency Management (Item 5.1)

ID: A1261715

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Collard/Smith)

That the report 'Monthly update from Director, Ministry of Civil Defence & Emergency Management' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 19 November 2019, be received.

Carried

Emergency Management System Reforms (EMSR) progress report (Item 5.2)

ID: A1261719

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Collard/Smith)

That the report 'Emergency Management System Reforms (EMSR) progress report' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 19 November 2019, be received.

Carried

Secretarial note: A presentation on the EMSR was provided to the group by MCDEM Representative, Mr John Titmus.

Northland CDEM Group, CEG and Group appointments (Item 6.1)

ID: A1261770

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Ruth/Collard)

That the report 'Northland CDEM Group, CEG and Group appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 19 November 2019, be received.

Carried

Secretarial notes: Formal appointments for district council representatives had not yet been made.

ID: A1263030

3

Civil Defence Emergency Management Group Meeting
25 November 2019

CEG Chair's Report (Item 6.2)

ID: A1261773

Report from Tony Phipps, Group Manager - Customer Services - Community Resilience

Moved (Ruth/Collard)

1. That the report 'CEG Chair's Report ' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 19 November 2019, be received.

Carried

Northland CDEM Group Work Programme 2019/20 (Item 6.3)

ID: A1261745

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Moved (Mai/Ruth)

1. That the report 'Northland CDEM Group Work Programme 2019/20' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 19 November 2019, be received.

Carried

Report on the Welfare Coordination Group work programme (Item 6.4)

ID: A1261776

Report from Claire Nyberg, Civil Defence Emergency Management - Welfare

Moved (Collard/Henwood)

1. That the report 'Report on the Welfare Coordination Group work programme' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 19 November 2019, be received.

Carried

Northland CDEM Group Shared Services Update (Item 7.1)

ID: A1261781

Report from Victoria Harwood, Civil Defence Emergency Management Officer; Bill Hutchinson, Civil Defence Emergency Management Officer and Sharon Douglas, Civil Defence Emergency Management Officer

Moved (Ruth/Wipari)

1. That the report 'Northland CDEM Group Shared Services Update' by Victoria Harwood, Civil Defence Emergency Management Officer; Bill Hutchinson, Civil Defence Emergency Management Officer and Sharon Douglas, Civil Defence Emergency Management Officer and dated 19 November 2019, be received.

Carried

Civil Defence Emergency Management Group Meeting
25 November 2019

Northland Tsunami Readiness (Item 7.2)

ID: A1261784

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Moved (Ruth/Wipari)

1. That the report 'Northland Tsunami Readiness' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 November 2019, be received.

Carried

Conclusion

The meeting concluded at 12.27pm.

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

ID: A1293347

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

Attached for the information of the group is the monthly update from the Director, Ministry of Civil Defence & Emergency Management.

Recommendation

That the report 'Monthly update from Director, Ministry of Civil Defence & Emergency Management' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 5 March 2020, be received.

Attachments/Ngā tapirihanga

Attachment 1: Director of NEMA update - Feb 2020  

Attachment 2: Tsunami sirens technical standard  

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 05 March 2020



February 2019

Ref: 4220863

To: Coordinating Executive Group (CEG) Chairs

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

Tēnā koutou katoa,

It's been an incredibly busy time for the emergency management sector. No doubt like your organisations, we continue to be stretched with the many emergencies and recoveries of the last few months. Nevertheless we have made good progress with the transition.

Now that MCDEM has successfully transitioned to the National Emergency Management Agency (NEMA), with a 'lift and shift' of staff and with our stakeholders notified, our attention has turned to Phase II – Designing for the Future.

It's a big year ahead as we work with staff and stakeholders to co-design the NEMA we need to be to build New Zealand's resilience and give effect to the strategic shift that Government and the sector expect.

To help us get momentum for what needs to change, we've refreshed our leadership framework and created governance arrangements that increase the effectiveness and efficiency of strategic planning and business implementation. The Senior Leadership Team will oversee NEMA's strategic direction and strategic performance. It is chaired by Carolyn Schwalger with Sarah Stuart-Black (Norm), David Coetzee, Jenna Rogers, Anthony Frith and Rachel Hyde (ex officio) currently on the team.

A NEMA Executive Office has been established: Lisa Rountree (EA to the CE), Nick King (EA to the DCE), Rachel Hyde (Chief Advisor to the CE), Anthony Richards (Chief Advisor to the DCE), Julie Wade (Principal Advisor Executive Office), Mark Frampton (Principal Advisor Corporate and Facilities), Jo Lester-Hinchliffe (Support Coordinator), Stefan Weir (Private Secretary Civil Defence), Barina Barrett (Principal Advisor Designing for the Future) and Rachel Walker (Principal Advisor Projects).

Over the next few months we will engage with staff and stakeholders in the co-design of NEMA to give effect to the strategic shift that Government and the sector expect. We look forward hearing your views about NEMA's place in the emergency management sector and how we work together to boost sector performance. Please let us know about any upcoming opportunities where you think we could have these conversations.

A handwritten signature in blue ink, appearing to read 'C Schwalger'.

Carolyn Schwalger
Chief Executive

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

Sarah Stuart-Black
Director, Civil Defence Emergency Management

Summary of Progress

Drought and COVID-19

In the absence of a clear lead agency while new legislation with regards to a new water regulation agency is pending, we have commenced a weekly reporting regime with regards to the drought situation. We are also working with agencies at the national level about potential support options by central government.

NEMA is the lead for the Welfare pillar in relation to COVID-19 planning and response. This pillar functions alongside the Health, Economic, Border Management, and Foreign Relations pillars. We will reach out to CDEM Groups in this regard in the coming week(s) as well as about business continuity considerations.

Contacts

Drought: David Coetzee, Manager Capability & Operations, phone 027 442 1236 or email: david.coetzee@nema.govt.nz

COVID-19 (Welfare): Jenna Rogers, Manager Analysis & Planning, phone 021 924 181 or email: jenna.rogers@nema.govt.nz

New Zealand Emergency Management Assistance Team (NZ-EMAT)

In response to the severe weather in Southland, EMAT deployed a small team consisting of five cadre members (from Whanganui District Council, St John, Christchurch City Council, Wellington Regional Emergency Management Office and NEMA) to support Southland Emergency Management. Staff undertook Deputy Controller, Response Manager and Planning roles in Invercargill and Gore related to the evacuation and the transition to Recovery.

This second deployment built on the success of the first, and was part of a much wider range of surge support provided from across the sector. The widespread impacts of the severe weather event also demonstrated the benefits of EMAT training to Home Agencies with EMAT staff able to apply their skills and learning in their BAU roles managing activation as the Group Manager and Acting Group Manager on the West Coast and in Otago regions respectively. EMAT staff integrated well and the support from their home agencies in enabling their timely release was appreciated.

The second EMAT training course has just been completed and ran from 16-28 February at Camp Wainui and Wainuiomata Marae. 18 candidates and 5 participants were supported by a core faculty of 15 staff from NEMA, TPK, and Fire and Emergency New Zealand with approximately a further 50 staff from a range of agencies supporting the simulation exercises within the course. Appointments to the EMAT cadre will be announced shortly.

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

Emergency Mobile Alert

The results are in from the nationwide test alert that was issued on November 24 last year, and they are very encouraging – four out of five mobile users received the test alert. The test alert was broadcast to all parts of New Zealand with mobile coverage.

An independent survey undertaken by Colmar Brunton following the 2019 nationwide test shows that 79 percent of mobile phone users received the alert. This is double that of 2017, when the system launched.

When including people who don't have access to a mobile phone, 70 percent of the overall population received the alert. Based on international experience, this achieves a critical mass in which the word spreads to the vast majority of people.

The system has now been used to broadcast emergency alerts 16 times. Many Kiwis around the country have received an Emergency Mobile Alert during an actual emergency, and confidence in the system has risen to 80 percent.

The report from Colmar Brunton can be viewed here <https://getready.govt.nz/prepared/stay-informed/emergency-mobile-alert/nationwide-tests/#e436>

Contact: Anthony Frith, Communications Manager, phone: 027 268 8463 or email: anthony.frith@nema.govt.nz

NZ ShakeOut 2020

Registrations for this year's NZ ShakeOut will open online on 2 March 2020. NZ ShakeOut will be held on 15 October 2020 and will again focus on practising drop cover and hold and tsunami hiko. Although NEMA will not yet be advertising the event, past participants and schools will be encouraged to sign up. A publicised launch and media opportunities are currently being planned for June 2020. We are working closely with the National Public Education Representatives Group (NPERG) members as we plan and implement the campaign.

Contact: Andy Hammond-Tooke, Senior Communications Advisor – Digital, phone: 027 577 2564 or email: andy.hammond-tooke@nema.govt.nz

Response & Recovery Leadership Capability Development

Over 2019 52 participants took part in the Response & Recovery Leadership Programme Tier 1 course which was held in Wellington, Christchurch and Hamilton. Participants were predominately from CDEM Groups and local government with central agency participants accounting for approximately 20%.

The first Tier 1 cohort of 2020 is currently underway with the face to face sessions occurring in Auckland at the end of March. Nominations are open for the Tier 1 courses as below, please note nominations close for the Nelson course on 5 March.

ONLINE COMMENCES	FACE-TO-FACE SESSIONS	LOCATION
10 February 2020	23 - 27 March 2020	Auckland
30 March 2020	18 - 22 May 2020	Nelson
6 July 2020	17-21 August 2020	Wellington
12 October 2020	23 - 27 Nov 2020	Queenstown

More details can be found at <https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/national-security-workforce/response> or <https://rranz.org.nz/courses/tier-1/>

Three small focus groups with Controllers recently took place to test the Leadership Capability Framework (Hamilton 28 Jan, Christchurch 5 Feb & Wellington 10 Feb). This represents a last step in the process to finalise the framework. An additional focus group will be held with central agencies on 2 March. We thank those who attended, or enabled staff to attend, and contributed to these workshops.

Dates and details of the Transition course for Controllers who completed the CDEM Controllers Development Programme or the Auckland Controller course will be available shortly. This course will build on previous learning and ensure there is no curriculum gap before these leaders progress to Tier 2.

Development for the Response & Recovery Leadership Programme Tier 2 course will commence in 2020. A discussion document about standards and accreditation for Response and Recovery Leaders is under development to facilitate the wider conservation and elicit your views.

Contact: Karen Singleton, Team Leader Capability, phone: 021 945 483 or email: karen.singleton@nema.govt.nz

Enabling Consistent CIMS practice

CIMS level 2 online common assessment is live and available for agencies and organisations to use. The current assessment is aligned with CIMS 2nd edition. When the system transitions to CIMS 3rd edition on 1 July, the assessment will be replaced with a CIMS 3rd edition-aligned version. In light of this transition period, the online assessment is available at \$5.99 pp until 30 June. The CDEM Training Fund can be utilised to cover assessment costs. Please note that marking of the assessment and credit reporting to NZQA are done automatically online.

To clarify the funding process please contact Patrice Nilsen, Senior Capability Development Advisor (Qualifications), phone: 027 963 3696 or email: patrice.nilsen@nema.govt.nz

Integrated Training Framework (ITF)

The majority of CDEM Groups utilise the courses within the suite of the Integrated Training Framework supporting consistency of best practice. The Lifelines Utilities Coordinator course was piloted at the end of 2019 and will be released shortly. The Intelligence course and Planning course will be piloted in the next few months. All other courses are being updated to align to CIMS 3rd edition. The Welfare course is undergoing a lifecycle review alongside alignment to CIMS 3rd edition. Development of a Controller Foundation course will get underway this year. Once national training programmes for CIMS unit standard function courses are in development/have been developed to support the level 5 CIMS unit standards we can reconsider the need, requirements and priorities of the ITF Function courses.

Contact: Debbie de Geus, Senior Capability Development Advisor, phone: 027 205 4417 or email: debbie.degeus@nema.govt.nz

Tsunami Sirens Standard

The Director wrote to CEG Chairs in February requesting a status update on their CDEM Group's compliance with the Tsunami Sirens Standard (TS03/14). The Standard comes into effect on 30 June 2020 for sirens that existed at the time of publication (in 2014). Your NEMA Regional Emergency Management Advisor will also likely raise the matter with you. Replies are due on 1 April 2020.

Contact: Your NEMA Regional Emergency Management Advisor.

Update on progress - Director's Guideline: Risk Assessment Guidance for CDEM Group Planning

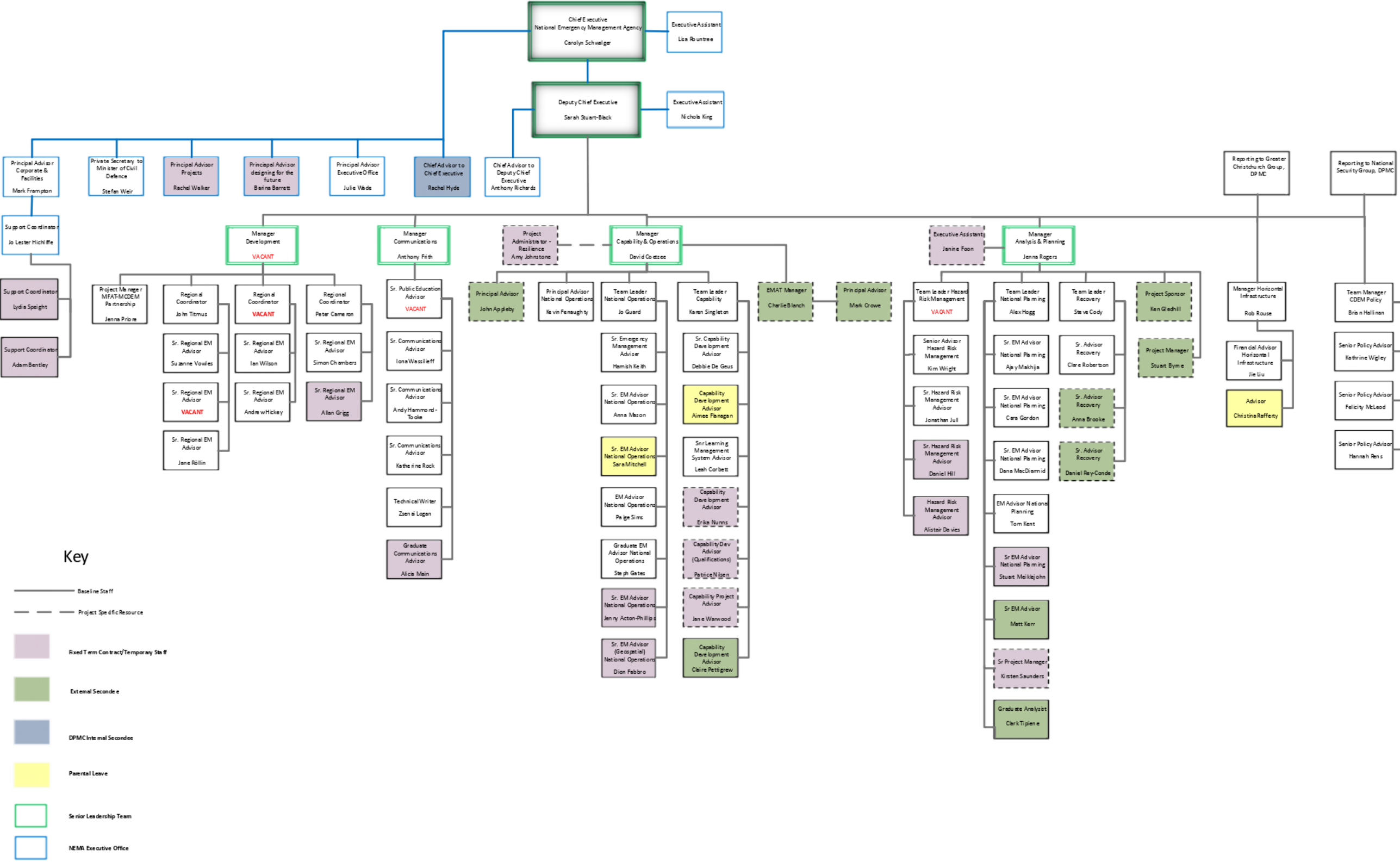
Due to the multiple responses NEMA has supported, requiring the participation of Hazard Risk Management team staff, the publication of this Guideline is delayed. We look forward to announcing publication of this Guideline in the near future. Thank you to those who provided feedback on the draft. The feedback received has improved the clarity and usefulness of this Guideline. While the draft methodology has not changed significantly, feedback has resulted in minor changes to the tools and structure of the Guideline. We are aware that several Groups are ready to apply the Guideline and use the tools and are awaiting its publication. We encourage any Group in this position to get in touch with the Hazard Risk Management team, as we are able support any Group in this position while the Guideline is finalised and published.

Contact: Daniel Hill, Senior Hazard Risk Management Advisor, phone: 021 226 8417 or email: daniel.hill@nema.govt.nz

NEMA Organisational Chart

A copy of NEMA's updated organisational chart is attached for your information.

National Emergency Management Agency
as at 3 March 2020





19 February 2020

Tony Phipps
Northland CDEM Group Coordinating Executive Group Chair

cc: Graeme MacDonald, Northland CDEM Group Manager
John Titmus, Regional Coordinator Northern

Dear Tony,

Tsunami Sirens Technical Standard

In July 2014, the then Director of Civil Defence Emergency Management issued Technical Standard [TS03/14] to achieve national consistency in the use of sirens for tsunami warnings across New Zealand. The Standard was issued under section 9(3) of the CDEM Act, and applies to all CDEM Groups and territorial authorities. It required all new tsunami siren installations to conform with the Standard from the date of publication, and for the signals, use and public education of existing sirens used for tsunami warnings at the time of publication to conform to the standard by 30 June 2020.

Over recent years, and especially since the Kaikōura earthquake and tsunami warning of November 2016, we have made significant advances with regards to tsunami warning in New Zealand. This includes launching Emergency Mobile Alerts, establishing a 24/7 monitoring and assessment capacity by GNS Science, improving our understanding of the Kermadec Trench, developing warning templates for local source tsunami events, and rolling out the "long or strong, get gone" public education campaign.

Further to the above, New Zealand is establishing a network of twelve Deep-ocean Assessment and Reporting of Tsunami (DART) buoys to detect tsunami close to New Zealand and in the Pacific. Four buoys have already been deployed and are operational and more are scheduled for deployment this year. This network will provide valuable data to the 24/7 monitoring and assessment capability at GNS Science. The data from the DART buoys supports more accurate tsunami warnings and also more rapid confirmation of no threat situations.

However, our efforts towards improvement cannot end there. As recently as 2018, the Government reinforced the importance of effective tsunami warnings in its response to the report *Better Responses*

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The National Emergency Management Agency (NEMA) was established on 1 December 2019, replacing the Ministry of Civil Defence & Emergency Management. NEMA is an autonomous departmental agency, hosted by the Department of the Prime Minister and Cabinet.

to Emergencies and Other Disasters in New Zealand. Consistent use of sirens for tsunami warning is a key component of improving New Zealand's tsunami warning system, which is why compliance with the Tsunami Sirens Technical Standard is so important.

CDEM Groups were instrumental in the decision to create a national standard for tsunami sirens. The Standard was developed at the request of and in collaboration with CDEM Groups, who also advised that a compliance date of June 2020 would provide sufficient lead-in time for all CDEM Groups to meet the Standard.

Only four months remain for CDEM Groups and territorial authorities to ensure they conform with TS03/14. In accordance with sections 8(2)(f) and 9(1) of the CDEM Act, I am writing to request an update from your Group on progress in meeting the Standard. I have also asked our Regional Emergency Management Advisors to discuss this matter with you at your next Coordinating Executive Group and Joint Committee meetings.

Please provide me by 1 April 2020 with a report on your CDEM Group's progress towards meeting the Standard. For those Groups who will not meet the Standard by 30 June 2020, please include with your report, the plans for conforming with TS03/14.

Ngā mihi,



Sarah Stuart-Black
Director, CDEM