

**Civil Defence Emergency Management  
Group Meeting  
Tuesday 4 September 2018 at 11.00am**

# **AGENDA**

## Civil Defence Emergency Management Group Meeting Agenda

Meeting to be held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 4 September 2018, 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

Chairman, FNDC Councillor Colin Kitchen

KDC  
Councillor Anna Curnow

NZ Police Representative  
Superintendent T Hill

WDC Mayor  
Sheryl Mai

FENZ Representative  
Commander B Mosby

NRC  
Councillor R Stolwerk

MCDEM Representative,  
Mr J Titmus (Observer Status)

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**TITLE:** Confirmation of Minutes - 19 June 2018  
**ID:** A1102041  
**From:** Tegan Capp, Executive Assistant Customer Services - Community Resilience

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### Executive summary

The purpose of this report is to present for confirmation the minutes of the Civil Defence Emergency Management Group Meeting held on 19 June 2018.

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

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### Recommendation

1. That the minutes of the Civil Defence Emergency Management Group Meeting held on 19 June 2018 be confirmed as a true and correct record.
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### Attachments

Attachment 1: CDEM Group Meeting Minutes- 19 June 2018 [↓](#) 

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### Authorised by Group Manager

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 24 August 2018

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Northland Regional Council Chambers  
36 Water Street, Whangārei  
on Tuesday 19 June 2018, commencing at 11.00am

### Present:

Chairman, FNDC Councillor Colin Kitchen  
KDC Councillor Anna Curnow  
NZ Police Representative, Senior Sergeant Murray Hodson  
WDC Mayor Sheryl Mai  
FENZ Representative, Assistant Area Commander Dave Woon  
NRC Councillor Rick Stolwerk  
MCDEM Representative, Ms John Titmus (Observer Status)

There were 15 others in attendance.

The Chair declared the meeting open at 11.00am.

### Apologies (Item 1.0)

#### Moved (Mai/Stolwerk)

That the apologies from Superintendent Russell le Prou and Area Commander Brad Mosby for non-attendance be received.

**Carried**

### Declarations of Conflicts of Interest (Item 2.0)

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

### 1. Confirmation of Minutes - Civil Defence Emergency Management Group Meeting, 6 March 2018 (Item 3.1)

ID: A1074467

Report from Tegan Capp, Executive Assistant Customer Services - Community Resilience

#### Recommendation

**Stolwerk/Curnow**

1. That the minutes of the Civil Defence Emergency Management Group meeting held on 6 March 2018 be confirmed as a true and correct record.

**Carried**

## **2. MCDEM Update (Item 4.1)**

**ID: A1074825**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

### **Recommendation**

**Stolwerk/Moon**

1. That the report 'MCDEM Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 12 June 2018, be received.

**Carried**

## **3. Members of the CDEM Group, CEG and Key Appointments (Item 5.1)**

**ID: A1073551**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

### **Recommendation**

**Stolwerk/Curnow**

1. That the report 'Members of the CDEM Group, CEG and Key Appointments ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 7 June 2018, be received.

**Carried**

### **Secretarial Note**

- The following changes are to be made: Cr Anna Curnow replaces Cr Jonathan Larsen (KDC), Mr John Titmus replaces Ms Bridget Vercoe (MCDEM), Mr Brad Mosby's title Area Commander is to be included, as with Assistant Area Commander Mr Graeme Quensell (FENZ) and it was clarified that Dr Jose-Ortega Benito is the Medical Officer of Health for the Northland DHB.
- The group agreed that Alternate members will be included in this paper in the future.

## **4. 2018 Northland CDEM Forum (Item 5.2)**

**ID: A1074387**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

### **Recommendation**

**Stolwerk/Mai**

1. That the report '2018 Northland CDEM Forum ' by Kim Abbott, Civil Defence Emergency Management Officer and dated 11 June 2018, be received.

**Carried**

## **5. CEG Chairs Report (Item 6.1)**

**ID: A1074073**

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

### **Recommendation**

**Stolwerk/Curnow**

1. That the report 'CEG Chairs Report' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 8 June 2018, be received.

**Carried**

## **6. On Call Controllers and Duty Person (Item 6.2)**

**ID: A1073139**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

**Stolwerk/Kitchen**

### **Recommendation**

1. That the report 'On Call Controllers and Duty Person' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 6 June 2018, be received.

**Carried**

## **7. Public Information Management (PIM) Update (Item 6.3)**

**ID: A1070146**

**Report from Murray Soljak, Public Information Manager and Susan Botting, Public Information Officer/Council Volunteer Coordinator**

### **Recommendation**

**Mai/Curnow**

1. That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and Susan Botting, CDEM Public Information Officer/Council Volunteer Coordinator and dated 25 May 2018, be received.

**Carried**

## **8. Welfare Coordination Group Update (Item 6.4)**

**ID: A1070092**

**Report from Claire Nyberg, Civil Defence Emergency Management - Welfare**

### **Recommendation**

**Curnow/Mai**

1. That the report 'Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 25 May 2018, be received.

**Carried**

## **9. Recovery Update (Item 6.5)**

**ID: A1073300**

**Report from Jenny Calder, CDEM Group Recovery Manager**

### **Recommendation(s)**

**Curnow/Stolwerk**

1. That the report and presentation titled 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager dated 6 June 2018, be received.
2. That pursuant to the Civil Defence Emergency Management Act 2002 s57 the Civil Defence Emergency Management Group approve the changes to the Northland Civil Defence Emergency Management Plan.

**Carried**

## **10. Lifelines Update (Item 6.6)**

**ID: A1072401**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

### **Recommendation**

**Woon/Hodson**

1. That the report 'Lifelines Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 1 June 2018, be received.

**Carried**

## **11. Community Resilience Projects (Item 6.7)**

**ID: A1074828**

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

### **Recommendation**

**Curnow/Hodson**

1. That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 12 June 2018, be received.

**Carried**

## **12. Professional Development and Training (Item 6.8)**

**ID: A1072465**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

### **Recommendation**

**Stolwerk/Curnow**

1. That the report 'Professional Development and Training' by Kim Abbott, Civil Defence Emergency Management Officer and dated 1 June 2018, be received.

**Carried**



### **13. Northland Tsunami Siren Testing 1 April 2018 Outcomes (Item 6.9)**

**ID: A1070823**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

#### **Recommendation**

**Stolwerk/Mai**

1. That the report 'Northland Tsunami Siren Testing 1 April 2018 Outcomes' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 29 May 2018, be received.

**Carried**

### **14. Northland Indoor Tsunami Siren Update (Item 6.10)**

**ID: A1070827**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

#### **Recommendation**

**Stolwerk/Curnow**

1. That the report 'Northland Indoor Tsunami Siren Update' by Victoria Randall, Civil Defence Emergency Management Officer and dated 29 May 2018, be received.

**Carried**

### **15. Kaipara District Update (Item 6.11)**

**ID: A1068984**

**Report from Sharon Douglas, Civil Defence Emergency Management Officer**

#### **Recommendation**

**Hodson/Stolwerk**

1. That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 22 May 2018, be received.

**Carried**

### **16. Whangarei District Update (Item 6.12)**

**ID: A1070826**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

#### **Recommendation**

**Hodson/Stolwerk**

1. That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 29 May 2018, be received.

**Carried**

## **17. Far North District Update (Item 6.13)**

**ID: A1071993**

**Report from Bill Hutchinson, Civil Defence Emergency Management Officer**

### **Recommendation**

**Hodson/Stolwerk**

1. That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 31 May 2018, be received.

**Carried**

### **Conclusion**

The meeting concluded at 12.15pm.

**TITLE:** MCDEM Update

**ID:** A1102377

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

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### Executive summary

Attached for the information of the group is the most recent update provided by the Director of CDEM.

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### Recommendation

That the report 'MCDEM Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 August 2018, be received.

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### Attachments

Attachment 1: MCDEM Update  

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### Authorised by Group Manager

**Name:** Tony Phipps

**Title:** Group Manager - Customer Services - Community Resilience

**Date:** 27 August 2018



24 August 2018

Ref: 4072196

Dear CEG Chairs,

With highly variable weather including two tornadoes this week, a very shallow earthquake near Vanuatu, the usual range of earthquakes domestically with a few ghost quakes thrown in, it feels like the usual busyness continues.

As a heads-up, at the Emergency Media and Public Affairs (EMPA) Conference in Wellington on Monday, after Minister Faafoi's presentation, a question was asked from one of the delegates about Technical Advisory Group Report and the Minister said he would be making an announcement about Ministerial Review on Natural Disasters and other emergencies on Thursday 30 August.

The EMPA Conference was also a time for much recognition and celebration of some superb work led by CDEM Groups. I'd like to offer my congratulations to award recipients:

- Bay of Plenty CDEM Group for their 'Youth Jam' – engaging youth in emergency preparedness and Emergency Management Southland for 'More than Just a Plan, Stan' – turning community response planning on its head by putting the community at the centre of each plan, rather than imposing a top-down approach.
- Project AF8 also received a commendation for its video series raising awareness of the hazards posed by the Alpine Fault, and I'd like to recognise Sally Potter from GNS Science, who won the research category for developing an evidence-based approach to writing short messages for the New Zealand public. Her research into short messages is now being implemented in our Emergency Mobile Alerts system.

Bouquets also to Wellington and the Bay of Plenty CDEM Groups, who received awards at the 2018 International Association of Emergency Managers (IAEM) Awards.

- Wellington Region Emergency Management Office (WREMO) received the IAEM-Oceania Public Awareness Award for its Community Emergency Hub programme and guide.
- The IAEM-Oceania Partners in Preparedness Award and IAEM-Global Partners in Preparedness Award went to the Marae Emergency Preparedness Project and Implementation Programme, a partnership between the Bay of Plenty Civil Defence Emergency Management Group and Te Puni Kōkiri. This project received funding from Resilience Fund in 2015/16.

MCDEM has recently resumed work on the National Disaster Resilience Strategy to meet the statutory deadline to have a new Strategy in place by 9 April 2019. We are eager to commence the public consultation phase of the Strategy in the near future to ensure we meet the tight timeframes of having it approved in Parliament. There is more about the Strategy and its timeline in the summary of progress section.

The Chief Executives' Environment and Economic Forum (CEEEFs) comprising of Regional Council Chief Executives (CEs) and government agency CEs connected to the natural resource sector meet in Wellington on a quarterly basis. The next CEEEFs meeting is scheduled for 07 November in Wellington. I am currently liaising with the CEEEF's co-Chair Michael McCartney from Horizons Regional Council, to explore whether we can schedule a CEG Chair's meeting for 60–90 minutes prior to the start of CEEEFs at the same venue (which could potentially mean starting at 8am or 8.30am). I understand for those CEG Chairs that are not Regional Council CEs that this could mean flying into Wellington the day prior, however we thought it makes sense to leverage off the back of an existing meeting that a number of you are already attending. I'll send a placeholder invite for your diaries.

Earlier this year, CDEM Group managers suggested to MCDEM the idea of establishing an action-oriented forum to improve the collaboration and effectiveness between MCDEM and CDEM Group managers. To explore this, CDEM Group managers and members of MCDEM leadership team met in April 2018. It was recognised that there are a large number of reference, advisory and working groups as well as CDEM Group Manager's Special Interest Group (accountable to the Regional Council CEs Group). There was a sense from CDEM Group Managers and members of the MCDEM leadership team that collectively we could leverage more from our joint capacity and capability to improve the effectiveness of our collaborative efforts and maximise the return on investments.

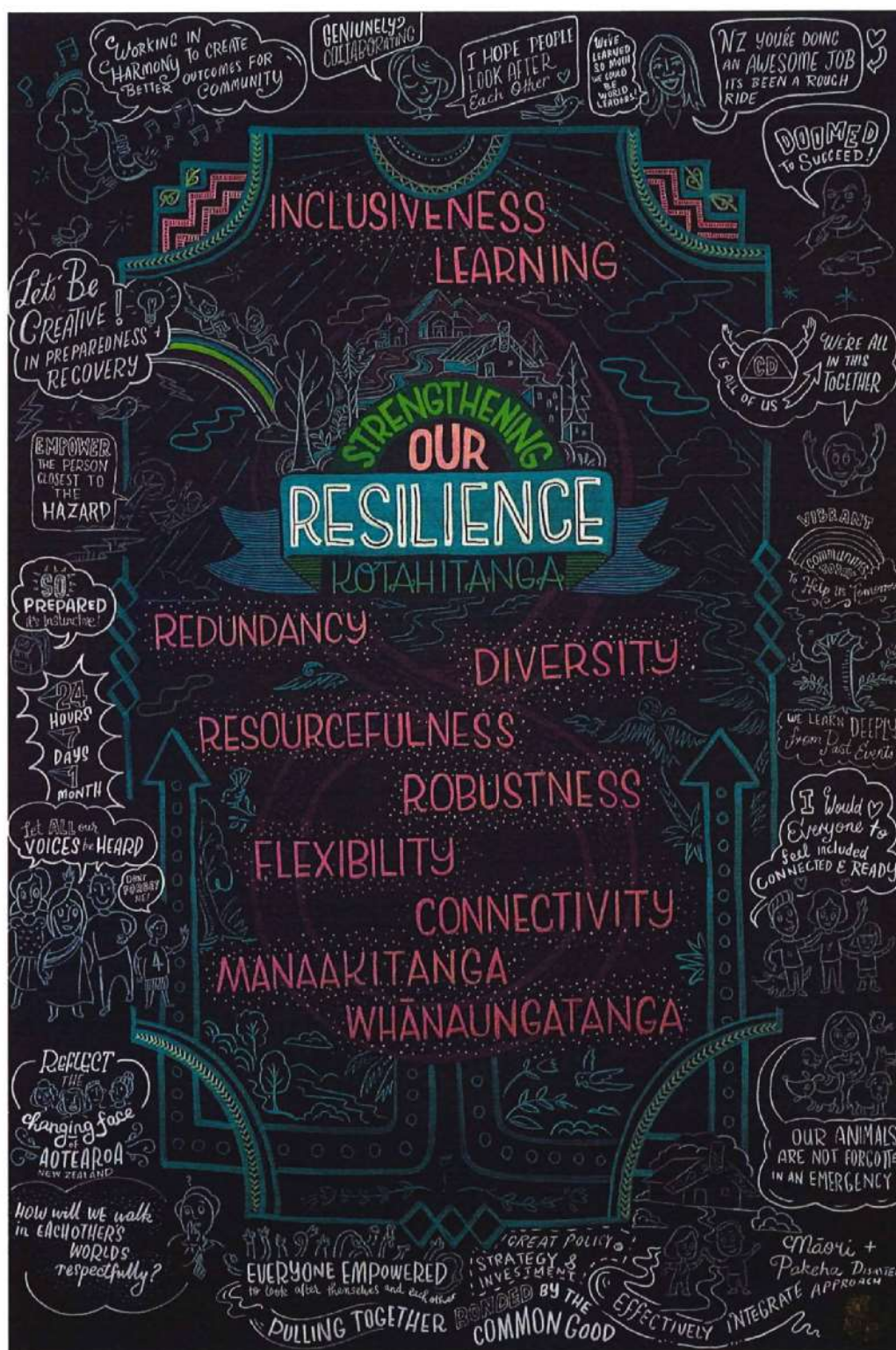
A second discussion was held in July, to shape what such a group might focus on. A draft terms of reference for a proposed 'National Emergency Management Development Group' was developed by those at the discussion (attached with this letter).

I'm keen to explore with CEG Chairs whether you think such a forum could be beneficial and add value to our collective efforts across work programmes? Having our support can provide focus, direction and where needed a mandate for this group to engage or progress particular work areas. I'm keen to hear your ideas or suggestions about how we can maximise and/or leverage what the proposed group could achieve? Please feel free to email me directly or to contact Shane Bayley (Manager Development (04) 817 8578 [shane.bayley@dpmc.govt.nz](mailto:shane.bayley@dpmc.govt.nz)) who has worked with your CDEM Group managers on the draft TOR for the proposed National Emergency Management Development Group. This could be an item for discussion at the tentatively scheduled CEG Chairs meeting on 07 November.

The image over the page is a digital version of a 5-foot canvas painted as part of a workshop on Community Resilience held in June, the day after the National Emergency Management Conference. The workshop had an aim of coming to a common understanding of the important factors driving the resilience of communities, of reviewing current practice, and looking at the next steps we can take, collectively, to help strengthen the practice of building resilience. The workshop was well-attended with around 70 participants from CDEM Groups, government departments, non-government organisations and science and research institutes.

The canvas was painted by a Wellington-based group called The League Of Live Illustrators who - as their name suggests - draw up key ideas, quotes, or themes resulting from a collaborative process, as it happens - in this case the workshop. What results is record of the meeting - in graphic form, rather than the more usual note form. We think it is quite amazing! And beautifully captures some of the key elements and important factors in building resilient communities. It is hanging just outside the MCDEM office in Bowen House in Wellington, so the next time you're in town, come and have a look!





And on a lighter note, on Monday 6 August, the MCDEM Communications team and I joined Minister Faafoi to celebrate the half million sign-up mark for ShakeOut at Wellington Zoo. Something magical happens when you introduce a giant dog to an inquisitive giraffe. Lisa my EA was inside the suit for the unforgettable experience.



### **Summary of Progress**

#### **National Disaster Resilience Strategy**

MCDEM has recently resumed work on the National Disaster Resilience Strategy after being paused whilst the Ministerial Review work was in progress.

We are hoping to make a fast resumption of this work, as we had a lot of material already developed as a result of the development process we undertook in 2016-2017. We can also draw heavily on submissions on and findings of the Ministerial Review, and as part of the national risk work DPMC has been undertaking. We will also link in with other major policy work in progress, for example the Living Standards Framework.

We are aiming for a public consultation period of around six to eight weeks from around mid/late-October, and would encourage you to review the document and provide feedback at that time. This Strategy is for all of us: your input is crucial. Other than public consultation we have quite a substantial process to work through which is set out in the CDEM Act with the requirement that the new Strategy must be in place by 9 April 2019.

We will be in touch as soon as we know the exact dates for public consultation, but wanted to give you the earliest possible heads-up about progress and the consultation period.

**Contact:** Jo Horrocks, Principal Advisor Emergency Management, 027 702 3353  
[jo.horrocks@dpmc.govt.nz](mailto:jo.horrocks@dpmc.govt.nz) or [nationalstrategy@dpmc.govt.nz](mailto:nationalstrategy@dpmc.govt.nz) for Strategy enquiries

#### **Recovery Update**

##### **Kaikōura**

The Coastal Pacific passenger train service on the Main North Line between Picton and Christchurch is set to restart on 1 December 2018. Before the 2016 earthquake and tsunami, the service carried about 43,000 passengers in the summer travel season, who spent an estimated



\$35 million annually in the Marlborough-Kaikōura region. The line has been open to freight trains at night since September 2017.

Tourism operators are optimistic about the summer season, saying bookings are above pre-quake numbers.

### ***Rotorua and Gisborne***

Both these recoveries are progressing well.

The Rotorua Lakes Council Recovery Office and the Ministry for Business, Innovation and Employment continue to support about 74 properties owners whose houses were issued with insanitary building notices, following the April 2018 severe rain event.

Enhanced Taskforce Green is making in good progress in cleaning up after the flood damage following the rain events in Gisborne in June 2018.

**Contact:** Sandra Little, Acting Team Leader, Recovery, (04) 817 8543,  
[Sandra.Little@dpmc.govt.nz](mailto:Sandra.Little@dpmc.govt.nz)

### **CIMS Review**

The current version of the Coordinated Incident Management System (CIMS 2<sup>nd</sup> edition) was published in 2014. At that time it was decided that CIMS will be reviewed every five years; this means the next edition is due in 2019. MCDEM re-convened the CIMS Steering Group in May 2018 for this purpose. This time around 20 agencies are participating (including the CDEM Groups as a collective, represented on the Steering Group by James Thompson of Canterbury CDEM Group).

The Steering Group established a Terms of Reference for the review that was agreed by the Hazard Risk Board (HRB) earlier this month. Smaller working groups have now been established to look at specific areas and report back to the Steering Group in September. The intent is to provide a next edition to HRB for approval by mid-2019.

Meanwhile, in parallel with the review scoping work will be conducted with a view on making recommendations to the HRB on a more joined-up and consistent training approach to help embed the next version of CIMS across agencies.

**Contact:** David Coetzee, Manager Capability & Operations (04) 817 8580  
[david.coetzee@dpmc.govt.nz](mailto:david.coetzee@dpmc.govt.nz)

### **New Zealand ShakeOut 2018**

New Zealand ShakeOut, our national earthquake drill and tsunami hīkoi, is happening at 9.30am on 18 October 2018. We're encouraging all CDEM groups and partner organisations to use their usual channels to help promote the campaign. There are lots of resources to share at [www.shakeout.govt.nz](http://www.shakeout.govt.nz)

We have over 530,000 people signed up to take part with just over two months to go. Please ensure your CDEM Group and/or Council has signed up to take part by the end of August at the latest.

**Contact:** Bridget Cheesman, Senior Public Education Advisor, (04) 817 8562  
[Bridget.Cheesman@dpmc.govt.nz](mailto:Bridget.Cheesman@dpmc.govt.nz)



### **Public Education**

Earlier this month MCDEM's communications team met with ethnic media outlets from across the country at the Superdiversity Centre in Auckland, along with staff from Auckland Council/CDEM. The meeting was a great opportunity to exchange ideas and get an understanding of the different ways to reach culturally and linguistically diverse (CALD) communities, both before and during an emergency, and will help to inform MCDEM's CALD public education strategy.

**Contact:** Bridget Cheesman, Senior Public Education Advisor, (04) 817 8562  
[Bridget.Cheesman@dpmc.govt.nz](mailto:Bridget.Cheesman@dpmc.govt.nz)

### **2019 National Emergency Management Conference**

In 2019, the Ministry will hold the National Emergency Management Conference in Wellington on **03 – 05 July 2019**. It is likely that there will be a range of meetings and workshops held both sides of the conference to make the most of opportunities for networking and discussion.

The conference is being held at Museum of New Zealand Te Papa Tongarewa in Wellington where we are lining up a range of dynamic speakers to talk on various perspectives of emergency management, along with a number of more interactive sessions. I'll provide you with more information in these updates over the coming months. Information about the conference and registration will also be provided through e-bulletin and on the MCDEM website.

**Contact:** Lisa Rountree, EA to the Director and Project Manager, (04) 817 8591  
[lisa.rountree@dpmc.govt.nz](mailto:lisa.rountree@dpmc.govt.nz)

Ngā manaakitanga; nāku noa, nā,



Sarah Stuart-Black  
**Director**

**TITLE:** CDEM, CEG and Group Appointments

**ID:** A1102381

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

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### Executive summary

Attached is the up to date list of members and key appointments for the Northland CDEM Group. The list of key appointments is also available on the same webpage as the Northland CDEM Group plan. The list has also been referenced in the group plan.

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### Recommendation

That the report 'CDEM, CEG and Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 August 2018, be received.

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

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

### Membership of the Coordinating Executive Group:

- Mr Andy Finch (FNDC)
- Mr Tony Phipps (NRC)
- Ms Sandra Boardman (WDC)
- Mr John Burt (KDC)
- Inspector Martyn Ruth (NZ Police)
- Assistant 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

### Local Controllers of the Whangarei District:

- Simon Weston
- Victoria Randall

- Andrew Venmore
- Sandra Boardman
- Sue Hodge

**Local Controller for the Kaipara District:**

- John Burt
- Dean Nuralli

**Local Controllers for the Far North District:**

- Alistair Wells
- Andrew Bonica

**Group Welfare Managers:**

- Claire Nyberg
- Kim Abbott
- 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)

**Appointments as Group Controllers**

The Northland CDEM Group has agreed to move to a single on call Controller and a single Duty Officer to act for all CDEM related matters outside normal business hours. To formalise this arrangement Controllers must have the authority to act across the entire Northland region. Local Controllers currently appointed are authorised to act within their individual territorial authority areas.

To enable authority to act as a Group Controller the CDEM Group makes appointments pursuant to Section 26(1), Civil Defence Emergency Management Act 2002.

Appointments to Group Controller are recommended for –

- Victoria Harwood
- Simon Weston
- John Burt
- Alistair Wells
- Shona Morgan

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**Authorised by Group Manager**

**Name:** Tony Phipps

**Title:** Group Manager - Customer Services - Community Resilience

**Date:** 24 August 2018

**TITLE:** Northland Civil Defence Emergency Management Group GIS Viewer

**ID:** A1102382

**From:** Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience

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### Executive summary

This report will outline the development of the Northland CDEM GIS Situational Viewer.

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### Recommendation

That the report 'Northland Civil Defence Emergency Management Group GIS Viewer' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 27 August 2018, be received.

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### Background

Northland CDEM and Eagle Technologies are working together with the GIS NRC team to develop a comprehensive Situational Viewer to be used during emergency responses. Components of the viewer include a monitoring tool, impact analysis and assessment, operational briefing and a public information viewer. As the name suggests, this will provide an overview of a developing situation where the CDEM team can gather live information from stakeholders such as NZTA, Northpower and Top Energy. This information will be displayed using the various mapping components. It will also have the capacity to incorporate mesh block data and welfare needs assessment information to give a more holistic picture during a response.

NRC and Northland CDEM will be the first in New Zealand to implement the latest version of this capability since its release a few months ago. It is hoped the project will be complete in the coming weeks in preparation for the upcoming Northland CDEM exercise in September.

GIS Officer Rebecca Norman will provide a demonstration of the Situational Viewer.

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### Authorised by Group Manager

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018

**TITLE:** CEG Chairs Report

**ID:** A1102395

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

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### Executive summary

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

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### Recommendation

That the report 'CEG Chairs Report' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 August 2018, be received.

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### Overview

#### Warnings and activations

Weather watches and warnings have been issued during the past months with the most significant event resulting in the closure of State Highway one at Whakapara on 21 June 2018. The event was monitored by CDEM and information circulated to stakeholders where required.

#### Ministerial Visit

At short notice the Minister of Civil Defence, Hon. Kris Faafoi, visited Northland in early August. He met with CDEM Group members, Chair of the NRC, CEG Representatives, CDEM Professionals and made a visit to the NZ Refinery. The purpose of the visit was to meet with the various stakeholders and representatives.

#### On call arrangements

As reported and agreed at the last CDEM Group meeting the development and implementation of an on-call Controller and CDEM Officer roster for the region is progressing. The Controllers and Duty Officers held an initial workshop in June; subsequently a proposal on how the system is to function was circulated and a meeting to further discuss implementation was held on 4 September. A verbal update on the progress of the implementation will be provided.

#### Shared Services

The shared services arrangements with each of the councils continues with the transfer of budgets and financial management for CDEM budgets for FNDC and WDC being completed.

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### Authorised by Group Manager

**Name:** Graeme MacDonald

**Title:** Civil Defence Emergency Management Manager

**Date:** 21 August 2018

**TITLE:** Professional Development

**ID:** A1100658

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

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### Executive summary

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

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### Recommendation

That the report 'Professional Development' by Kim Abbott, Civil Defence Emergency Management Officer and dated 20 August 2018, be received.

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### Background

The Northland CDEM team continues to engage with our region, undertake professional development on a wide range of industry related fields and engage nationally.

### CDEM team professional development and working groups:

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

- WDC Cyclone Neo Exercise – (Northland CDEM team)
- Community Response Group Workshop (Northland CDEM team)
- Technology Training and Kobo (Northland CDEM team)
- Climate Change (Northland CDEM team)
- EOC Training (Jenny Calder, Tegan Capp)
- CIMS4 Training (Jenny Calder)
- CDEM Controllers Development Programme (Shona Morgan)
- Hazard app/Emergency Mobile Alerts/Common Alerting Protocol workshops (Wellington, Murray Soljak)
- Waipu Lion's Civil Defence presentation (Kim Abbott, Rick Stolwerk)
- Refining NZ Group Response Workshop (Northland CDEM team)
- Welfare Induction training to new Welfare Coordinating Group (WCG) members (Claire Nyberg)
- Ministry of Environment Coastal Hazards and Climate Change Workshop (Sharon Douglas)

### External Continued Learning

Congratulations to Shona Morgan who graduated on 3 August from Auckland University of Technology (AUT) with the Post-Graduate Diploma in Emergency Management.

Jenny Calder has completed the NZ Society of Local Government Managers (SOLGM) accelerated leadership programme.



**Coordinated Incident Management (CIMS4)** The next CIMS course is scheduled for 25/26 September and will be delivered in Kaikohe. This will allow for a large number of Far North District Council (FNDC) staff to become CIMS accredited as well as the opportunity to include some key stakeholders from the Far North including Department of Conservation (DOC) staff and also the newly created Ngati Kuri First Response team members.

The EOC course will also be delivered in Whangarei on Monday 24 September.

The final EOC and CIMS4 courses for the year have been scheduled for November 13-15.

### **Emergency Operations Centre (EOC) Training**

The newly developed EOC training course is being delivered in two parts:

the first day is classroom based and the second day takes in an exercise format. These days need to be completed within a 12 month period however at least a 3 month period is recommended between day 1 and day 2.

By the completion of this course students should be confident in:

- the functions and structure of a CDEM EOC;
- the roles and responsibilities of staff in a CDEM EOC;
- the CDEM EOC activation and deactivation procedures for an emergency;
- and able to act as a support staff member at a CDEM EOC.

The first EOC exercise is being delivered on September 27 and will be around a weather event and will be concentrated on a learning environment rather than a testing exercise. It is expected around 50 participants from the March and June intakes will be taking part.

The Northland Lifelines Group are also using this exercise as an opportunity to test their systems and procedures in a table top format.

### **CDEM Controllers Development Programme**

Congratulations to Shona Morgan who has successfully completed all components of the CDEM Controller Development Programme which commenced in October 2016. Shona is now a MCDEM accredited CDEM Controller.

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### **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018



**TITLE:**       **Community Resilience Projects**

**ID:**           A1102517

**From:**       Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience

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### **Executive summary**

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

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### **Recommendation**

That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 27 August 2018, be received.

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### **Background**

#### **Youth in Emergency Services (YES) 2018**

The Mangonui YES programme has come to an end and has been another successful programme. Despite there being less participants than previous years, the feedback from participants and emergency service agencies has been positive.

The final exercise was held at Taipa at a local farmers quarry. The scenario was a P-Lab explosion - a group of students had been experimenting with some chemicals at an old quarry building when the farmer heard an explosion. He then heard people screaming and called the emergency services. A car trying to leave the quarry crashed and people were trapped. Two people were seen running away from the scene across paddocks. The YES participants were flown in via Salt Air helicopter and had to assess the scene, extinguish fires, rescue people from the water and triage patients. The exercise was very successful with everyone learning a lot and enjoying the day.

The graduation dinner was attended by 60 personnel including YES participants, their whanau, teachers and principals and emergency service representatives. Mayor John Carter gave a speech and presented the participants with their certificates.

Survey results from the participants were also pleasing. Participants reported improvements in the following areas of their skills, knowledge and wellbeing:

- Learning new skills
- Learning about local community's emergency needs
- Helping people in your local community
- Feeling more confident
- Learning about the emergency services
- Solving problems
- Communicating with others
- Making friends and connections
- Feeling good about yourself
- Feeling optimistic about the future

All the participants were very happy or happy with the programme overall.

Below are some the comments from the participant surveys:

***"Awesome! Loved it, great opportunity, learnt how to save lives! I can now take something away from this course, learning how to put a fire out and what to do in an emergency situation. Favourite part was the helicopter."***

***"Being given opportunities that I have never experienced before, learning all this gives you good insight into the different services and gave me a good idea of what I liked and didn't."***

***"I will remember the boat rides and flying around the most, this is because I never thought I'd get to experience those two things. I loved all of it, I've learnt so many things from not throwing water on a kitchen fire to how to navigate properly."***

Below is a message sent from the mothers of one of the participants:

***"This has been a HUGE step in the right direction for him, he has overcome a lot of obstacles doing this as he is a very shy kid who has been battling depression for the last 10 months. This has helped him immensely and he says it has given him a sense of purpose and worth. You have no idea how far he has come. It's great to see the passion and enthusiasm back in him. I'm sure the program has impacted positively on the others in the group also. I don't know them or their stories but I'm sure they all have a story to tell. Thank you so much."***

Feedback from the agency debrief meeting held on 14 August was positive with agencies identifying the value of the programme, the importance of having initiatives in the community for young people, as well as some areas for improvement for future programmes. A funding application to coordinate a 7th YES programme in Northland in 2019 has been submitted. The outcome for this will be announced in due course.

### **Community Response Group Review**

A workshop was held on 16 August with the Northland CDEM team to discuss the community response group process and to develop a way forward for working with these groups in the future. Since the development of Northland's first community response plan in 2006, there have been many changes in CDEM and in volunteering behaviour and mindset. The following topics were covered in the workshop:

- Northland CDEM and community objectives
- Changes to volunteering
- Resilience
- Levels and methods of engagement
- Leveraging off existing networks within communities
- Electronic Community Response Plans (eCRP's) and Appendix – are these still working for us?

Actions from the workshop include:

- Carry out a survey to determine what Northland communities expect from CDEM
- Develop a public engagement strategy/plan to identify smarter ways of educating Northland, allowing community response groups to be more effective at managing themselves and working collaboratively with other groups and each other.

- Identifying what we want communities to achieve in relation to reduction, readiness, response and recovery – What to keep/chuck/create.
- It was also agreed that at this time the format of the eCRP's would stay the same. This can be revised once a new approach to working with communities has been identified.

### **Vulnerable Groups**

On 8 August, CDEM officer Shona Morgan and PIM Murray Soljak held a workshop with 15 members of Deaf Aotearoa. Items covered in the workshop included national and international disaster knowledge, Northland hazards, personal preparedness, alerts and warning systems. The evening was a huge success with agreement from both parties to work closely together in the future and catch up twice yearly. There are also members of the deaf community in other areas of Northland who have requested similar workshops in the future.

### **National Science Challenge – Resilience to Natures Challenges**

As part of the National Science Challenge, CDEM officer Shona Morgan is working with Resilient Organisations to contribute towards research for the development of the New Zealand Resilience Index (NZRI). The NZRI aims to capture information about community resilience in New Zealand, across six key areas: Built environment, cultural, economic, environmental, institutional and social. It is intended that the indicators for these areas will provide information that is useful for improving the quality and effectiveness of response and recovery actions, as well as helping to assess resilience building initiatives. For more information go to <https://resiliencechallenge.nz/trajectories/>

### **Attendance at meetings and training**

Graduated from AUT with the Post-Graduate Diploma in Emergency Management  
Completed the Massey University CDEM Controllers Development Programme

National Science Challenge Workshop – 25 June – Auckland CDEM  
Refining NZ Safety Plan – 5 July – NRC  
CDEM Group technology training – 23 July – NRC  
Refining NZ Initial Actions – 31 August – NRC  
Civil Defence Emergency Managers Ministers Visit – 1 August – NRC  
Northland Lifelines Meetings – 1 August – NRC  
WDC Exercise Neo – 8 August – WDC  
Deaf Aotearoa Presentation – 8 August – Whangarei  
YES Programme Debrief Meeting – 14 August – Mangonui  
CDEM Community Response Groups Review Workshops – 16 August & 3 September – NRC

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### **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018

**TITLE:** Recovery Update

**ID:** A1094830

**From:** Jenny Calder, CDEM Group Recovery Manager

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### Executive summary

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

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### Recommendation

That the report 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager and dated 7 August 2018, be received.

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### Background

Following the approval of the changes to the Northland CDEM Group Plan, a work plan has been developed to reflect the action plan (as per Chapter 7 of the Northland CDEM Group Plan), with a number of actions identified to assist in meeting the time lines of the action plan.

Work has begun with MPI in the development of a Northland networking group to further develop readiness, business continuity and preparedness, and to establish a robust network throughout the rural sector during emergencies. The network will be inclusive of the diverse range of industry, business and communities we have in the rural areas of Northland.

### Training and meetings

As part of readiness and establishing networks, the Group Recovery Manager has attended:

- Welfare Coordination Group meeting
- Welfare Coordination Group Induction
- Lifelines Group meeting
- Ex Cyclone Neo

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### Authorised by Group Manager

**Name:** Graeme MacDonald

**Title:** Civil Defence Emergency Management Manager

**Date:** 14 August 2018

**TITLE:** Welfare Coordination Group Update  
**ID:** A1097638  
**From:** Claire Nyberg, Civil Defence Emergency Management - Welfare

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### Executive summary

This report is an update on the Welfare Coordination Group activities.

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### Recommendation

That the report 'Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 13 August 2018, be received.

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### Welfare Coordination Group Meeting

The **WCG meeting** was held on the 3 August with updates presented by each district, the Northland CDEM Group, Ministry of Civil Defence and Emergency Management and each of the sub-group representatives present. Presentations were given by speakers as detailed below.

#### Mycroplasma Bovis (presentation from Julie Jonker)

While Mycroplasma (M) Bovis does not infect human's and is not a food safety risk, it is a bacterium that causes illness in cattle including mastitis, abortion, pneumonia and arthritis. It is incredibly difficult to test and detect with cows being infected but not becoming ill until they come under stress. In Northland, there is 1 \*restricted place (RP) in Dargaville, 12 \*notice of directions (3 have been revoked and one lifestyle property destocked) and 20 trace properties. There are no identified properties in Northland.

- \*RP MPI believes is has reasonable grounds to suspect that animals on the farm have been infected with M Bovis.
- \*NOD Farms identified as having animals which may have been exposed to M Bovis.

#### Overview of the Department of Internal Affairs (DIA) in Northland (Mere Paul)

DIA distribute grants from both crown and the NZ lotteries funds with 2.2 million dollars available Northland community projects. Additional funding is also available for whānau, hapū and iwi projects which met the funding criteria. This has enabled a number of marae to upgrade their facilities to become more resilient during emergencies. DIA staff are located in both Whangarei and Kaitiā and are keen to strengthen their relationship with CDEM and the WCG.

#### Practical tools for CDEM Welfare Management

The resilience fund project 'Practical tools for CDEM Welfare Management' which ran over two years is nearly complete. The practical tools have been uploaded to the Emergency Management Information System (EMIS) with access granted to both Group Managers and Group Welfare Managers. A final transition report transfers some of the responsibility of the project back to MCDEM to continue work on those work items which require additional funding or time to complete.

A presentation is scheduled for late August to present the project outcomes to the National Welfare Coordination Group (NWCG).

### **Local Welfare Management**

Meetings have been held with Local Welfare Managers and district civil defence officers to determine a work programme for the following year. This will involve regular meetings to review readiness work and allow for training opportunities to build the competencies of local welfare managers and their teams.

The value of a shared services approach to welfare was recently demonstrated during the WDC flood exercise (Cyclone Neo) which resulted in a fictional set up of a Civil Defence Centre (CDC) at Kensington Stadium.

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### **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 24 August 2018

**TITLE:** Northland Lifelines Group Update

**ID:** A1100649

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

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### Executive summary

The latest Northland Lifelines Group (NLG) meeting was held on 1 August. It was well attended with 39 representatives from a large variety of lifeline utilities and Northland CDEM.

This meeting coincided with the visit from the Honourable Kris Faafoi who was able to address the members and stakeholders. He noted that there is a lot of work being done to review clarity and authority for communications in emergencies. He also noted the value and benefits of strong working relationships, such as the ones formed in this group.

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### Recommendation

That the report 'Northland Lifelines Group Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 20 August 2018, be received.

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### Background

#### Presentation - Power outage, nationally and locally

Andrew Renton, Senior Principal Engineer from Transpower presented on the strategy for bringing back the national grid after an island-wide outage.

The re-start will occur in a staged manner, expected to take around 36 hours to restore a North Island blackout (this excludes the time for distribution companies to restart their networks).

The priorities are:

- o Core grid
- o Regional links (remainder of transmission network)
- o Distribution networks

Northland is a high priority 'regional link', due to the New Zealand Refinery and the national reliance on fuel. It is estimated it will take around 20 hours to restore power to the refinery, as long as there is no network damage.

Northpower's Russell Watson presented on their strategy, noting that their priority will be to supply zone substations and communication links before batteries are drained (which would then require manual re-livening).

Tony Smallman from Top Energy also presented around their expected strategy and communication processes during the event. It is noted that Stage three of the Ngawha Power Station (currently under construction) will allow the Top Energy Network to run in 'island mode' independently of the Grid, until the Grid is restored and stable.

### Key Member Updates

**Northpower** noted a recent incident where a live line was picked up by the member of the public. Key messaging is that lines on ground aren't necessarily safe. Northpower is working on communications with the emergency services.

The electricity distribution regulator is looking at having a requirement for lines companies to measure and report on 'resilience'. Some guidelines may be required together with input from the group.

**Kordia** noted their backup arrangements would allow them to continue to operate in the grid outage scenario presented by Transpower.

**Chorus** is still working through repairing damage from storms this year. They noted that big roading projects are impacting on them, for example, cables that used to be in a safe verge are now under the road pavement.

**Refining NZ** successfully completed their biggest shutdown in 15 years, whilst there were some delays and some challenges, fuel stocks remained consistent.

**Whangarei District Council (WDC)** water have had some issues with the treatment plant and have been liaising with Refining NZ around potential outages. Communication processes are being worked on, along with updating and expanding their business continuity plan.

**Vodafone** have recently audited all their Northland sites and can confirm 13 hrs battery backup at their main site. RBI2 is now in full swing with a national plan for around 500 to 600 sites in next 5-6 years (around 40 in Northland). Spark, 2degrees and Vodafone have a joint initiative to undertake the sites.

**Northpower Fibre** are looking at getting Toll to store diesel for emergency use for their generators, sites and fleet. Newley appointed **National MCDEM Lifelines** representative Ajay Makhija introduced himself and outlined a number of key areas of work at the moment, including reviews of the National Fuel Plan, lifeline utility coordinator capability and capacity and participating in the DIA three waters review.

#### **Regional CDEM exercise**

All organisations attending (except Kordia) indicated an interest in participating in the upcoming Northland CDEM EOC exercise at varying levels. Some noted an intention to test their own organisations while others will concentrate on using this as opportunity to fine tune their ability to share information.

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#### **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018



**TITLE:** Indoor Tsunami Siren Update  
**ID:** A1098818  
**From:** Victoria Harwood, Civil Defence Emergency Management Officer

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### Executive summary

This report is an update on the indoor tsunami siren sales and development over the last three months.

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### Recommendation

That the report 'Indoor Tsunami Siren Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 15 August 2018, be received.

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### Background

The indoor tsunami sirens went on sale on 13 June 2018. There were 100 sirens altogether, 60 for the Whangarei and Kaipara districts and 40 for the Far North district. A media release was sent out announcing the release of the sirens, advertising on Northland CDEM Facebook page, through Community Response Groups, the Council News pages of the Whangarei Leader newspaper and some staff have taken indoor sirens to public education opportunities.

The Facebook post was shared 40 times including Community Response Groups, councils in Northland and individuals, with 11,007 people reached.

Up to 13 August – two months from their release, 24 indoor sirens have been sold at a steady pace, with 22 being sold for the Whangarei District, one in Kaipara and one in the Far North. Several organisations have purchased sirens including:

- Whangarei District Council for the Te Matau a Pohe Bridge control room
- Refining NZ
- Northport
- Ruakaka Surf Lifesaving
- Waipu Cove Reserve Board
- Christian Renewal School Whangarei
- River View School Kerikeri
- Riverside Holiday Park, Mangawhai

Two Aucklanders with properties in Bland Bay have made siren purchases, with Bland Bay being one of the areas which have purchased the most sirens to date due to advertising by the Community Response and Residents and Ratepayers Group there.

Following a meeting with Deaf Aotearoa, it became apparent that the indoor tsunami sirens – in their current form – may not be enough to reliably alert the approximately 10 profoundly deaf people known to be living in tsunami evacuation zones in Northland.

An imported system which integrates the signals from equipment such as their landline phone, doorbell, baby monitor and smoke alarms alerts to these via a pager during the day, and a 'pillow shaker' at night.

The Auckland-based distributor of this equipment is exploring the possibility of combining the indoor tsunami sirens into this system. They have been provided with a sample and are in direct contact with Northpower, so far it appears positive. There is also the possibility of accessing Ministry of Health funding for these modified units.

The sirens availability has been advertised once on 13 June, further promotion of the sirens will be done in the next few months including social media and public education opportunities.

Feedback from the public for opportunities for improvement include:

- Easier ways to pay (not just in person or as a registered creditor)?
- Easier access to purchase – availability at other Council sites in Northland?
- A socket in the back of the plug for another electrical item to be plugged in?
- Can Gold Card holders buy at a reduced price?
- Instructions and parts to fix them to the wall / in location easily?

These opportunities for improvement are being investigated. Northpower can add a socket on the back of the plug at no further cost in production. Large picture hanging strips can be provided with each siren to make fixing the siren in its chosen location easier.

A discount can be given to gold card holders and ways to pay and locations to purchase from are being investigated also.

Once the sold indoor sirens have been tested at the start of Daylight Savings on 30 September, if no issues are reported, Northpower will go ahead and build the next batch of 100.

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**Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018

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

**ID:** A1096628

**From:** Murray Soljak, Public Information Manager and Susan Botting, CDEM Public Information Officer/Council Volunteer Coordinator

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### Executive summary

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

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### Recommendation

That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and Susan Botting, CDEM Public Information Officer/Council Volunteer Coordinator and dated 10 August 2018, be received.

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### Public alerting – Emergency Mobile Alerts and Hazard app

The original nationwide test/launch of Emergency Mobile Alerts and the New Plymouth boil water alert in February 2018 (in particular) identified some 'unexpected behaviour in handsets', including repeating alerts, delays in receiving alerts and issues with volume and the way the alerts are displayed.

MCDEM asked the three mobile operators (Spark, Vodafone and 2Degrees) to investigate and their findings have been reported back to CDEM Groups.

In summary, for newer EMA-capable handsets some of these issues may be resolved by future software updates but for the majority of handsets, there is no technical resolution. MCDEM advises that the issues will become less frequent over time as people replace their handsets, and has put forward 'non-technical solutions' for Groups' consideration. These solutions will depend on the nature of the emergency and the amount of disruption Groups determine is likely to be acceptable to the targeted community. These include:

- Keeping the duration of the message short (less than an hour) to reduce the likelihood of alerts repeating on those handsets which are susceptible to this issue
- Reducing the length of the message significantly to increase the chances of the alert being received by handsets using the 3G network.

Users have the choice whether or not to adopt the solutions outlined above in any given situation. During an event, the Northland CDEM Group may opt to use EMAs to best operational effect and accept the consequences (in the form of a higher level of technology-related enquires from the public).

The relationship between MCDEM and users (notably CDEM Groups, NZ Police, Fire and Emergency NZ and Ministry of Health) remains collaborative, with learnings being shared effectively.

The Northland CDEM Group has made good progress exploring the ability to save predefined alerts/target areas in this system for known scenarios. Exercises with other organisations have also shown an increased awareness of smartphone alerts as an option.

As foreshadowed in the June report, the Northland Regional Council website has been migrated to a new platform. The required work has been completed to re-create the sequence set up last year to automatically deliver Hazard app alerts to websites and social media, with all components of this process having been replaced or changed. There was no external cost to the Northland CDEM Group for this work. Access to the NRC website to edit the Emergency Status panel has also been given.

## **Media/social media**

Media/social media support/planning has been provided to a number of projects and exercises which are covered elsewhere in this agenda.

## **Regional relationships**

An introductory meeting has been set up with the new editor of the Northern Advocate.

The PIM network – along with all CDEM functions – continues to be affected by role changes and departures from district councils.

## **Northland Civil Defence eNewsletter**

Northland Civil Defence's electronic newsletter assists subscribers to keep up to date with relevant Civil Defence matters. It is distributed to the Northland Civil Defence community and other interested parties.

Topics covered in the third eNewsletter (July 2018) included Kaikoura earthquake lessons, new Northland indoor tsunami sirens popular, Far North schools' tsunami readiness education, Exercise Cyclone Bobby (Kaipara District Council), national welfare award for Northland CDEM staffer, Whananaki Community Response Group's summer visitor influx preparation, animal welfare in the emergency response and YES Mangonui graduate's Royal New Zealand Navy plans.

## **Public education**

Four school visits were carried out at Pukenui School, Taipa Area School, Te Kura o Matihetihe (Mitimiti) and Te Kura o Hata Maria (Pawarenga). The four schools are among 23 Far North schools with about 2300 students in tsunami evacuation zones.

Visit content included school tsunami drills, class teaching and tsunami evacuation plan development with staff and school board of trustees.

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## **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018

**TITLE:** Far North District Update

**ID:** A1102462

**From:** Bill Hutchinson, Civil Defence Emergency Management Officer

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### Executive summary

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

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### Recommendation

That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 27 August 2018, be received.

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### Background

#### Reduction and Readiness

- Reflective of a Section 17A Review into Civil Defence initiated by the Northland CDEM Group in 2017 and the 2017 Ministerial Review into "Better Responses to Natural Disasters and Other Emergencies", it was recommended that a more formal shared services approach be implemented across councils to support Civil Defence in Northland. A Service Level Agreement to enter into a Shared Services arrangement with the Far North District Council has now been agreed to and was signed off effective from 1 July 2018.
- A Work Plan has been included as part of the Service Level Agreement. The focus for the first 3 months will include:
  - o A review of the Far North District Council current CDEM staffing numbers
  - o Internal recruiting of staff for CDEM
  - o Facilitating CDEM training for FNDC staff
  - o Repairs and maintenance to the tsunami alarm network
  - o The establishment of a regional CDEM roster for Civil Defence Officers and Controllers
  - o Ongoing work with communities and community response planning
- Civil Defence participated in an audit on a "Safety Case" carried out by Worksafe New Zealand on the Ngawha Geothermal Power Station as a Major Hazard Facility (MHF) on 20 June. A Safety Case is proof that where there are significant hazards on site, the MHF has the ability to operate their plant safely and have the means to control the hazards that could lead to a major hazardous incident occurring. All Major Hazardous Facilities are required to have a safety case and present this to Worksafe for audit. The Major Hazard Facilities Regulations came into being as part of the 2015 Health and Safety at Work Act.
- The Minister of Civil Defence attended a number of CDEM stakeholder group meetings in Northland on Wednesday 1 August. The purpose was to complete a New Zealand wide visit of CDEM groups to meet sector representatives and discuss and address any issues relative to CDEM Nationally. Far North District Council was represented by Glenn Rainham Manager-Alliances, Councillor Colin Kitchen and Civil Defence Officer Bill Hutchinson.
- The sixth "Youth in Emergency Services" program to be run in Northland carried out in Mangonui was completed with an exercise held on Saturday 16 July followed by a graduation

dinner for the participants on Friday 22 July. The graduation evening was attended by Mayor Carter and Councilor Kitchen.

- Community engagement meetings relative to community response planning have been undertaken at Okaihau and Karikari Peninsula.
- Work is underway on an evacuation plan for Kaitaia. The purpose of the plan is to provide a guideline for civil defence and the emergency services to coordinate response activities in a rapidly developing flooding event where stop banks have been breached and evacuation is considered to be the safest action as opposed to sheltering in place.

### **Response**

National Warning System and Event Monitoring

- Severe Weather Warning 15-Jul-2018

### **Attendance at meetings and other activities**

- Youth in Emergency Services Program
- CDEM and CEG Meetings
- Local Welfare Managers Meeting, 3 July
- Refining NZ – Major Hazard Facility safety Case presentation
- Northland Welfare Coordination Group, August 3
- Civil Defence Officers Group
- Shared Services Meetings July 4, July 20th, August 1
- CDEM presentation - Kerikeri Scouts
- Whangarei District Council CDEM Exercise

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### **Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 21 August 2018

**TITLE:** Kaipara District Update

**ID:** A1099254

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

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### Executive summary

This report provides an update of the Civil Defence Emergency Management activities within the Kaipara District over the past 3 months.

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### Recommendation

That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 16 August 2018, be received.

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### Readiness and Reduction Activities

#### Kaipara District Council

A climate change steering group has been established for Kaipara District Council. Ten members of this steering group attended a 1-day practitioner's workshop on coastal hazards and climate change. This workshop explored the Ministry for Environment guidance for local government.

Three civil defence emergency management induction workshops have been completed with council staff. Further induction workshops will be offered over the next six months. Kaipara District Council continues to invest in emergency management training including CIMS4 training.

#### Community Response Groups

12 members from community response groups attended a one-day workshop in Dargaville on the 9<sup>th</sup> June. Members came from Kaiwaka, Maungaturoto, Matakōhe, Paparoa and Pouto groups. This has assisted to re-engage some groups and train some new members. There is value in bringing people together from different groups to share ideas and build relationships. The focus of the workshop was 'encouraging community resilience'.

New community response plans have been developed for Donnelly's Crossing and Waipoua. Consultation and engagement has commenced with existing groups in their area. This includes engaging with iwi and marae.

#### Response and Recovery

The emergency operations centre was not required to activate for this period.

#### Other CDEM Activities

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings June 2018
- Attendance at Civil Defence Officers monthly meetings
- Northland Welfare Coordination Group meetings
- Northland Lifelines Group meeting
- Whangarei District exercise 8 August

- Coastal Hazard and Climate Change Workshop 15 August
- Community Response Group Review workshop
- Refining NZ workshop
- Indoor Siren training
- Northland Emergency Services Group meeting

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**Authorised by Group Manager**

**Name:** Graeme MacDonald  
**Title:** Civil Defence Emergency Management Manager  
**Date:** 24 August 2018



**TITLE:** Whangarei District Update  
**ID:** A1098816  
**From:** Victoria Harwood, Civil Defence Emergency Management Officer

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### Executive summary

The purpose of this report is to give an update on the Whangarei District CDEM activities from the last three months.

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### Recommendation

That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 15 August 2018, be received.

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### Background

#### Reduction

An objective of the reduction of hazards project has taken a significant step. The district council Environmental Engineering Standards (EES) Chapter 2: Site Development Suitability (Geotechnical and Natural Hazards) now includes the following:

##### **2.5.2. Tsunami Sirens**

*Where developments are located within a tsunami evacuation zone (as identified by the Northland Regional Council), and the sections are more than 400m from an existing tsunami siren, the developer shall install tsunami sirens so that the entirety of each section is no more than 400m from a siren. Tsunami sirens shall be supplied and installed by Northpower.*

*Note: Tsunami evacuation zones can be found at  
<https://www.nrc.govt.nz/civildefence/tsunami-evacuationzones/>*

This EES standard can only be enforced once the Hazard section of the District Plan is reviewed in the next 24 months and is aligned with the EES. In the meantime, the standard in the EES is a clear guide to developers and a significant step forward.

#### Readiness

A **presentation was delivered to the Executive team at Northpower** on hazards and personal preparedness as part of their weekly health and safety meetings. These interactions continue to strengthen the relationship between CDEM and Northpower.

**Council Chambers at the district council had the audio-visual upgrade** completed. Three 55-inch TV's, roof top aerial and HDMI switches were installed to give several display options for information in the Emergency Operations Centre.

The district council **public information managers (PIM) had their bi-monthly meeting** to discuss the June severe weather event and communication. The customer services and call centre staff attended the meeting and feedback was discussed on improving communication channels between them and the PIM during a response.

**Parua Bay Community Response Group** held a community meeting on 9 July at the Parua Bay community hall. A representative from Fire and Emergency was a guest speaker. A new coordinator is required for the Parua Bay group as Shirley Peterson steps down after six years.

**Indoor tsunami sirens sales** have been positive, this is covered in a separate agenda item.

The district council **Emergency Operations Centre (EOC) staff lists** were updated and noted there are 14 gaps in roles within the EOC. A recruitment drive will be undertaken towards the end of this calendar year to fill these.

A **radio base set and a pair of hand held radios** were purchased to provide communication between volunteers staffing Civil Defence Centres and the EOC, if activated during a CDEM emergency. Radio use training will be delivered to the CDC volunteers later this year.



The **outdoor tsunami sirens database** has been updated after the 13-new sirens were installed during June. There are currently 108 outdoor sirens in the Whangarei District.

The district council **controllers met for a workshop** on 27 July to brainstorm “What Does a Controller need to know after an impact on the district from a large tsunami wave?”. The outcomes of the workshop were documented and controllers have copies in their controller packs.

A workshop was held for the Northland CDEM Office staff to discuss the **initial actions to a large event at Refining NZ**. The process is mapped in Promapp and guides the On-Call Duty Officer in decision making if such an event should occur.

The district council **annual exercise was held on Wednesday 8 August. Exercise Cyclone Neo** was the scenario, with severe flooding, a Hopua te Nihotetea dam safety situation, evacuation of the potential flood area beneath the dam and an evacuation to an alternate location for the EOC. The EOC was activated and set up, Sandra Boardman was the local Controller. All objectives of the exercise were

completed. Also in attendance were representatives from the NZ Police and Northland District Health Board.



### Response

On 20-21 June, Severe weather and heavy rain impacted the region. State Highway 1 at Whakapara flooded and was closed for several hours through the day on 21 June. The CDEM Officer on call liaised with emergency services and partner agencies with updates on the situation. Road information was distributed by the Whangarei District Council regularly and updated on their website and Facebook page for the public.

### Other Activities

The district council CDEM budget was transferred to the Northland Regional Council to make its management easier during 2018/19 budget year. Quarterly financial reporting will be carried out to the district council.

### Meetings and Training attended

- Refining New Zealand Safety Case meeting
- Northland Civil Defence Officers meeting
- Fire and Emergency New Zealand contract meeting
- Whangarei District Council Community Development Committee
- Community Development Managers meeting
- Ministry of Social Development Financial sub-group meeting
- Northpower tsunami sirens update and meeting
- CDEM Technology tools refresher training
- Kobo Toolbox Training
- Northland Welfare Coordination Group meeting
- Ministerial visit to Northland
- Northland Lifelines Group meeting

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**Authorised by Group Manager**

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**Date:** 21 August 2018