

**CDEM Coordinating Executive Group
Meeting
Wednesday 6 March 2019 at 9.30am**

AGENDA

CDEM Coordinating Executive Group Meeting Agenda

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

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

MEMBERSHIP OF THE CDEM COORDINATING EXECUTIVE GROUP MEETING

Tony Phipps, NRC Group Manager -
Customer Service/Community Resilience (Chairman)

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

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TITLE: Confirmation of Minutes - 4 December 2018


ID: A1163024

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

Recommendation

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

Attachments/Ngā tapirihanga

Attachment 1: Unconfirmed Minutes from the CDEM Coordinating Executive Group Meeting - 4 December 2018 [↓](#) 

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 26 February 2019

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 4 December 2018, commencing at 9.30am

Present:

Chairman- Group Manager Customer Service/Community Resilience, Mr
T Phipps
WDC Representative, Ms S Boardman
KDC Representative, Mr J Burt
FNDC Representative, Mr G Rainham
Welfare Coordination Group Representative, Ms S Morgan
NDHB Medical Officer of Health, Dr J Ortega-Benito (*Arrived 9.43am*)
FENZ Representative, Corey Matchitt
NZ Police Representative Inspector M Ruth
Northland Lifelines Group Representative, Mr R Watson

In Attendance:

Full Meeting

Northland Regional Council – Tegan Capp
Northland CDEM Group – Graeme MacDonald
Northland CDEM Group – Jenny Calder
Northland CDEM Group – Sharon Douglas
Northland CDEM Group – Bill Hutchinson
Northland CDEM Group – Kim Abbott
Northland CDEM Group – Alistair Wells
Northland CDEM Group – Victoria Harwood
Northland CDEM Group – Murray Soljak
Ministry of Health – Kate Crawford

Part Meeting

FNDC – Councillor Colin Kitchen
FENZ – Myles Taylor

The Chair declared the meeting open at 10.03am.

Apologies (Item 1.0)

Moved (Phipps/Burt)

That the apologies from Claire Nyberg, Andy Finch, John Titmus, Graeme Quensell, Andy Gummer and Sarah Hoyle, 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 - CDEM Coordinating Executive Group Meeting 4 September 2018 (Item 3.1)

ID: A1133528

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

Moved (Boardman/Burt)

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

Carried

Moved (Phipps/Burt)

In order to follow the same procedure as previous meetings, resolutions 4.1 to 6.3 will be moved as one.

Carried

2. MCDEM Update (Item 4.1)

ID: A1130735

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'MCDEM Update ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 November 2018, be received.

Action: The Chair will write to the Ministry of Civil Defence Emergency Management to remind them of their responsibility to attend these meetings or to send a suitable substitute.

3. Emergency Management System Reforms (Item 4.2)

ID: A1132986

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Emergency Management System Reforms ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 November 2018, be received.

4. Proposed National Disaster Resilience Strategy (Item 4.3)

ID: A1133014

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Proposed National Disaster Resilience Strategy' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 November 2018, be received.

5. CEG Chairs Report (Item 5.1)

ID: A1133036

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

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

6. Northland CDEM Group Work Programme (Item 5.2)

ID: A1130994

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Northland CDEM Group Work Programme' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 November 2018, be received.

7. Professional Development & Training (Item 5.3)

ID: A1133508

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

That the report 'Professional Development & Training' by Kim Abbott, Civil Defence Emergency Management Officer and dated 28 November 2018, be received.

8. Northland Welfare Coordination Group Update (Item 5.4)

ID: A1130310

Report from Claire Nyberg, Civil Defence Emergency Management - Welfare

Recommendation

That the report 'Northland Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 19 November 2018, be received.

9. Public Information Management (PIM) Update (Item 5.5)

ID: A1133544

Report from Murray Soljak, Public Information Manager

Recommendation

That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and dated 28 November 2018, be received.

10. Northland Lifelines Group Update (Item 5.6)

ID: A1133337

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Lifelines Group Update ' by Kim Abbott, Civil Defence Emergency Management Officer and dated 26 November 2018, be received.

11. Northland Joint Agency Emergency Coordinating Centre Scope (Item 5.7)

ID: A1126136

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Joint Agency Emergency Coordinating Centre Scope' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 6 November 2018, be received.

12. Northland Tsunami Siren Network Update (Item 5.8)

ID: A1130897

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Tsunami Siren Network Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 20 November 2018, be received.

13. Recovery update (Item 5.9)

ID: A1130419

Report from Jenny Calder, CDEM Group Recovery Manager

Recommendation

That the report 'Recovery update' by Jenny Calder, CDEM Group Recovery Manager and dated 19 November 2018, be received.

14. Community Resilience Projects (Item 5.10)

ID: A1130354

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

Recommendation

That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 19 November 2018, be received.

15. Meetings Calendar 2019 (Item 5.11)

ID: A1133380

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

Recommendation(s)

1. That the report 'Meetings Calendar 2019' by Tegan Capp, Executive Assistant Customer Services - Community Resilience and dated 28 November 2018, be received.
2. That the schedule of meetings for 2019, as recommended, be adopted.

16. CDEM, CEG & Group Appointments (Item 5.12)

ID: A1133654

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'CDEM, CEG & Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 November 2018, be received.
2. That Sandra Boardman is appointed as a Group Controller, pursuant to Section 26(1), Civil Defence Emergency Management Act 2002.

Secretarial Note: Victoria Harwoods name is to be corrected and Andrew Venmore is to be removed.

17. Kaipara District Update (Item 6.1)

ID: A1129892

Report from Sharon Douglas, Civil Defence Emergency Management Officer

Recommendation

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

18. Far North District Update (Item 6.2)

ID: A1130601

Report from Bill Hutchinson, Civil Defence Emergency Management Officer

Recommendation

That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 19 November 2018, be received.

19. Whangarei District Update (Item 6.3)

ID: A1130596

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 November 2018, be received.

20. Verbal Update on Meningococcal-W Outbreak in Northland

Report from Dr Jose Ortega-Benito - Northland District Health Board and Kate Crawford – Ministry of Health

Dr Ortega-Benito provided a update on the Meningococcal-W community outbreak and the affect this is having within Northland.

In response to the outbreak in Northland, the MOH and NDHB expect to vaccinate a large number of children aged between 9 months - 5 years old and 13 - 20 years old over the next three week period. He reiterated that the disease is transmitted through upper respiratory fluid and that further information can be obtained from the DHB Website. The Northland CDEM Group have received a request for, and will provide for assistance with this response.

Conclusion

The meeting concluded at 10.34am.

TITLE: Presentation on Emergency Management reforms - Legislative review and changes

ID: A1166941

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

Department of the Prime Minister and Cabinet's Principal Policy Advisor, Rachel Hyde will provide a presentation to the group on the legislative changes proposed to the Civil Defence Emergency Management Act 2002 because of the Technical Advisory Group Report "**Better Responses to Natural Disasters and Other Emergencies**".

Recommendation

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

Background/Tuhinga

Following the Government's response to the Technical Advisory Group Report "**Better Responses to Natural Disasters and Other Emergencies**", the Department of the Prime Minister and Cabinet (DPMC) is leading a multi-year work programme that will deliver extensive change to New Zealand's emergency response system. The purpose of the Emergency Management System Reform programme is to move us towards a system that works as one to reduce risks to life and property and facilitate a speedy recovery.

As part of this programme, DPMC are looking at a package of changes to the Civil Defence Emergency Management Act 2002. The changes will focus on strengthening, modernising and professionalising the emergency management system so that it works when and where we need it.

Proposed legislative amendments will clarify who is responsible for what regionally and nationally, but will also include elements relating to:

- Putting the safety and wellbeing of people at the heart of the emergency response system, including looking at how the Act can better provide for Iwi/Māori participation in emergency management.
- Strengthening the national leadership of the emergency management system.
- Building the capability and capacity of the workforce.

The timeframes for this work are tight, and we are interested in engaging with the CDEM sector to seek policy advice and expertise to support the development of the policy that will guide the new legislation.

DPMC Principal Policy Advisor, Rachel Hyde, will provide an update and seek our input. She also intends to engage with emergency services, lifeline utilities and other stakeholders.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 26 February 2019

TITLE: **Update from the Ministry of Civil Defence & Emergency Management**

ID: A1166725

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

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

Recommendation

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

Attachments/Ngā tapirihanga

Attachment 1: MCDEM CEG Chairs update - February 2019  

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 26 February 2019



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumarū

22 February 2019

Ref: 4107808

Dear CEG Chairs

Today is the eighth anniversary since the February 2011 Christchurch earthquake. I know many of you, your families and friends were directly affected by the earthquake and many of you were involved in the response and/or the ongoing recovery. The anniversary will be marked by each of you differently and so whether it's a day of quiet reflection or attending the Civil Service in Christchurch today at 12.30pm or in spending time with loved ones, please know our thoughts and love are with you. Kia Kaha.

As we mark one anniversary we are also continuing the response to another emergency with the Nelson Tasman fires.

The combined efforts between Nelson Tasman CDEM Group, emergency services, CDEM Group staff from across the country, government agencies, partners and volunteers has been so positive in the ongoing response to the fires. The tireless work of everyone involved in the field has been incredible. Minister Faafoi and I along with other Ministers have visited the areas affected by the fire multiple times and it is heartening to see these agencies and communities remaining positive and working together through these challenges.

Our media partners have been active in pushing out crucial information and consistent safety messaging. We have also seen Emergency Mobile Alerts used twice successfully to help with evacuation efforts, along with our MoU with Airbnb helping to put a roof over the heads of those that have been displaced. I'd also like to thank Paul Palmer, who has attended multiple media stand-ups to provide New Zealand Sign Language translation to the Deaf community, and to the eight iwi across the Nelson Tasman area, Ngāti Kuia, Rangitāne, Ngāti Apa, Ngāti Koata, Ngāti Rarua, Ngāti Toa Rangatira, Ngāti Tama, Te Āti Awa and their tangata whenua for providing liaison and support, including vehicles, resources and emergency accommodation.

There has been overwhelming support through volunteers and donations from throughout New Zealand and a huge thank you from me to everyone involved in the on-going response and for the recovery road ahead. Please continue to take care of each other in the weeks ahead.

On 1 February we welcomed Dr Brook Barrington as the incoming Chief Executive to the Department of the Prime Minister and Cabinet (DPMC), MCDEM is a business unit of DPMC. Brook comes to DPMC from the Ministry of Foreign Affairs and Trade, and is familiar with aspects of CDEM through his role at MFAT within the National Security System.

As mentioned previously, it will be a busy year ahead as we focus on implementing the Emergency Management System Reform. I'd like to emphasise again the importance to stay connected and focussed on the opportunities the emergency management system reform brings, and on making our best possible contribution to the reform work programme. I look forward to hearing how Groups are progressing with implementing Emergency Management System Reform when I meet with you and your staff during 2019.

Summary of Progress

National Disaster Resilience Strategy

The National Disaster Resilience Strategy (the new national civil defence emergency management strategy) is now in the final stages of the government approval process. The Minister of Civil Defence on 19 February presented the Strategy to the House of Representatives, who, in accordance with section 35 of the CDEM Act, have 15 sitting days to resolve not to approve it. If they have no objection, **the Strategy will come in to effect on 10 April 2019.**

As part of this process, the Strategy is posted on the Parliament website, and a notice of completion is posted in the Gazette. We do not intend to publicise this in any way, yet, since the Strategy is still subject to the Parliamentary process. There will be more details on this in next month's update.

The Strategy is a key mechanism for New Zealand's implementation of the *Sendai Framework for Disaster Risk Reduction 2015-2030* which outlines how nations should approach their wider societal risk from disasters. The Strategy is for all New Zealanders, and central and local government especially, have a significant role to play in implementing it. The Sendai Framework is supported through the biennial forum of the Global Platform for Disaster Risk Reduction. The next Global Platform meeting is being held 13-17 May 2019 in Geneva, Switzerland. A New Zealand government delegation will be in attendance, with a wider delegation likely attending including NGO's, research and science organisations and practitioners. Local government officials have attended Global Platform meetings in 2015 and 2017 and some may wish to attend in 2019. We encourage you to contact us if you intend to attend as part of the wider New Zealand delegation.

Contact: Jo Horrocks, Principal Advisor Emergency Management, phone: 027 702 3353 or email: Jo.Horrocks@dpmc.govt.nz or nationalstrategy@dpmc.govt.nz for Strategy enquiries

CDEM Bill

As part of the Emergency Management System Reform programme, we are looking at a package of changes to the Civil Defence Emergency Management Act 2002. The changes will focus on strengthening, modernising and professionalising the emergency management system so that it works when and where we need it. Proposed legislative amendments will clarify who is responsible for what regionally and nationally, but will also include elements relating to:

- Putting the safety and wellbeing of people at the heart of the emergency response system, including looking at how the Act can better provide for Iwi/Māori participation in emergency management
- Strengthening the national leadership of the emergency management system, and
- Building the capability and capacity of the workforce.

The timeframes for this work are tight, which means that over the next couple of months we will be approaching you for advice and expertise to support the development of the policy that will guide the new legislation.

Our Principal Policy Advisor, Rachel Hyde, plans to attend a range of existing local government and emergency management system meetings to update you and seek your input. She also intends to engage with emergency services, lifeline utilities and other stakeholders. With that in mind, if you have any sessions coming up that you think would be suitable for Rachel to attend, please contact her via the details below. Otherwise, Rachel will be in touch soon to arrange to

attend a meeting. I will be contacting Joint Committee Chairs with the same information and request.

I would like to offer my thanks in advance for your support as we progress this important work.

Contact: Rachel Hyde, Principal Policy Advisor, National Security Policy Directorate, DPMC.
Phone: 04 831 6526 or email: Rachel.Hyde@dpmc.govt.nz

New Zealand Fly-in Teams (NZ-FIT)

CDEM Groups and government agencies provided a range of useful feedback on the December 2018 Concept Document which have been worked through and incorporated into a new Concept of Operations (CONOPS) document. This puts 'flesh on the bones' to the concept and will be updated on a regular basis as the capability is designed and implemented. In time the CONOPS will form the Standard Operating Procedures for NZ-FIT.

This approach and the initial response to feedback was discussed with Group Managers on teleconference 12 February 2019 and incorporated into Version 1 which was shared with the sector on 20 February 2019. A second version of the CONOPS is planned for the start of March incorporating initial feedback from a half-day session on NZ-FIT to be held at the next National Emergency Management Development Group meeting on 28 February 2019.

It's intended that this CONOPS document contain the additional details required to support agencies nominate staff in principle to be considered for NZ-FIT against the extended recruitment deadline of 11 March 2019.

The first version incorporates substantial change reflecting the feedback received, in particular clarifying the reporting lines and making it explicit that a deployed NZ-FIT operates under the control of the Group Controller for the area they are deployed to, but like other deployed agencies MCDEM retains command of its deployed staff. The relationship and respective roles of the MCDEM Regional Emergency Management Advisor, as well as more detail on the form and duration of initial and ongoing capability development training have also been incorporated.

Charlie Blanch joined MCDEM as the Manager Fly-in Teams at the start of February on a two year secondment from his substantive position as Director Emergency Management at the Ministry of Health. He has been able to visit the response in Nelson Tasman and speak with the Group and Alternate Controllers including those deployed from outside the Group as part of wider surge staffing. This has been useful in positioning NZ-FIT in the context of the wider support from across the sector provided to an affected Group.

Charlie and Rachel Walker, the Programme Manager have met with Auckland Group Controllers and staff and have had initial discussions with Fire and Emergency New Zealand and New Zealand Defence Force. They are meeting with Canterbury Group Controllers and staff on 26 February. Further face-to-face meetings are planned and this includes exploring the ability of Groups to support the capability training process, in particular where they have developed novel local training, in addition to nominating staff for NZ-FIT.

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

Revision of CIMS

A revision of the Coordinated Incident Management System (CIMS) 2nd edition commenced in mid-2018 and is now well underway with a first draft of the 3rd edition discussed by the CIMS

Steering Group in February. While there was general consensus more work is required on the detail. The Steering Group meets monthly until the review is completed - at this stage aimed at mid-2019.

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

EMIS Replacement Project

The business case has been approved and funding secured to progress development of an Office365 solution to replace the Emergency Management Information System (EMIS). EMIS is no longer fit for purpose and will reach end-of-life in October 2020. The decision to move forward with Office365 was made in consultation with stakeholders across the emergency management sector including Police, Fire and Emergency NZ, Ministry of Health and Civil Defence Emergency Management Groups. The decision was unanimously endorsed by the CDEM Group Managers in October 2018. Following a request for quote process, Datacom has been selected as the vendor to develop the solution. MCDEM has established a multi-agency Project Reference Group that will provide input into the development of the solution and the change management approach. The project is due to be completed in July 2019 with a training roadshow to be provided to all stakeholder groups prior to go-live.

Contact: Kirsten Saunders, Programme Manager, phone 027 544 8994 or email: kirsten.saunders@cass.govt.nz

Controller and Recovery Managers Development Programme

A draft programme outline for the new Controller and Recovery Managers Development Programme has been developed, consisting of an on-line component and two face-to-face Tiers. Tier 1 will focus on common capability for response and recovery management, and Tier 2 on response and recovery leadership capability.

We reached a collective decision with Response and Recovery Aotearoa New Zealand to delay the start of the Programme (originally intended for March) to allow more time for the programme and content design, as well as to offer CDEM Groups and agencies reasonable time to plan for participation. We anticipate commencing the on-line component in April and the first Tier 1 session in May; the exact dates are being worked through with all the Response and Recovery Aotearoa New Zealand partners.

The programme brochure and registration documents are under development and should be available later in February. The fee for each tier of the programme, including online and face-to-face components, will be \$4945 (inc GST). The fee does not include accommodation, however the courses will be offered at several main centres to ensure equity of access.

Meanwhile a Response and Recovery Leadership Capability Framework has also been drafted; workshops on the Framework will be held with sector representatives in Wellington and Auckland in March. The Framework will inform both the training programme and recognising current capabilities process.

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

New Zealand Response Teams – recommended governance paper

The closing date for comments on the recommended option for establishing response team governance arrangements has been extended until 5pm 1 March 2019. The paper seeks a

mandate to progress the recommended option in more detail. To continue progressing governance arrangements the Steering Group and MCDEM need to be confident that the recommended option is supported. Please send your response to the recommended option to Clare Robertson by 1 March 2019.

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

Development and Review of CDEM Guidance Documents and Plans

A number of guidance documents have recently been developed or are under development as follows:

Assessment and Planning for Tsunami Vertical Evacuation [DGL 21/18]

This guideline (first phase of a two phase process) was recently published. This guidance includes CDEM considerations for Tsunami Vertical Evacuation such as understanding the hazard, assessing the risk and evaluating different risk management measures.

Contact: Kim Wright, Acting Team Leader, Hazard Risk Management phone: 04 817 8567 or email: Kim.Wright@dpmc.govt.nz

Draft National Risk Assessment Guidance for CDEM Group Planning

This guideline is in development and will be released for an extended, four month, consultation period. The consultation period (intended to commence in late March) will include (optional) visits and workshop opportunities with the MCDEM Hazard Risk Management Team for all CDEM Groups. In recent years, both MCDEM and CDEM Groups have an increased understanding of risk, and capability in undertaking a risk-based approach in planning. The guidance aims to ensure that across the 4Rs, each Group undertakes risk assessments that can be used to identify benefits, priorities, gaps and issues for managing their hazards and risks, in ways that more clearly underpin the development and implementation of CDEM Group Plans, budgets and programmes of work. The guidance provides standardised likelihood and consequences risk assessment methodology, following the AS/NZS ISO 31000 risk management framework.

Contact: Kim Wright, Acting Team Leader, Hazard Risk Management phone: 04 817 8567 or email: Kim.Wright@dpmc.govt.nz

Draft National Fuel Emergency Plan

MCDEM initiated a joint review with the Ministry of Business, Innovation, and Employment (MBIE) on the National CDEM Fuel Plan and MBIE's Oil Emergency Response Strategy (OERS) in 2018, with the intention of producing a single document covering operational principles and process to better respond to a national fuel supply disruption, regardless of the source of the disruption and/or lead agency under the national security system.

This national plan was issued for targeted consultation to the CDEM sector, fuel sector and various central government stakeholders on 18 February 2019. Engagement with the fuel sector, CDEM sector, and other central government stakeholders has been outstanding and we would like to thank all CDEM Groups for their contribution to-date. The consultation period closes on the 1 April 2019.

Contact: Ajay Makhija, Senior Emergency Management Advisor, National Planning phone: 04 817 8563 or email: Ajay.Makhija@dpmc.govt.nz

Draft Damage Assessments Director's Guideline & The National Damage Assessments Data Set and Dictionary Technical Standard

This guideline and associated technical standard are currently being finalised and will be issued for targeted consultation at the end of March.

This project was initiated by MCDEM on the national damage, impact and needs assessment process and dataset to ensure greater agency alignment and consistency with the collection and use of data during and following emergencies. It was also agreed, as part of this project, that the project would include the development of a New Zealand version of the National Damage Assessment Data Dictionary template model from the Australasian Fire and Emergency Service Authorities Council (AFAC).

Contact: Alex Hogg, Team Leader, National Planning phone: 04 817 8564 or email: Alex.Hogg@dpmc.govt.nz

Draft Recovery Preparedness and Management Director's Guideline

The purpose of the document will be to provide information and practical guidance on preparing for and managing recovery. It is intended that the document provides information that Recovery Managers, CDEM Groups and local authorities need to know about recovery before and after an emergency. We are working towards having the draft out for consultation towards the end of the 2nd quarter of 2019.

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

Emergency Mobile Alert

The Emergency Mobile Alert system was successfully used on 7 and 8 February by Fire and Emergency NZ, during the Nelson Tasman fires, to alert residents to 'prepare to evacuate' and then to 'evacuate' the township of Wakefield. Wakefield has an estimated population of 2500 people and with the use of the Emergency Mobile Alert system we were able to effectively inform people to move out of harm's way at a push of a button.

We have also received the results back from the Colmar-Brunton Survey that was undertaken following the nationwide test in November 2018 and results show that 60% of people received the test alert – an increase on last year's figure of 34%.

Since the system went live in November 2018 the Emergency Mobile Alert system has been used for nine events (fifteen times): two Nationwide Tests, an Ammonia Leak in Taranaki (x2), Severe Weather event in Buller, a Boil Water Notice in Taranaki (x2), Boil Water Notice in Waikato, Hazardous Substance Spill in Wellington, Boil Water Notice in Martinborough (x3) and Fire in Nelson Tasman (x3).

Contact: Jo Guard, Team Leader National Operations, phone: 04 817 8582 or email: jo.guard@dpmc.govt.nz

Recovery

Nelson Tasman fires

The MCDEM Recovery team is supporting the Nelson Tasman CDEM Group with recovery from the February Nelson Tasman fires.

November 2016 earthquake and tsunami

The restoration and rebuild of State Highway 1 and the Main North Line after the 2016 earthquake and tsunami continues with the delivery of key milestones, connecting communities, and enabling the movement of people and freight. The road and rail were well used during the holidays. Safety and enhancements works are set to continue to December 2019. Several community engagements are planned, reinforcing the importance of engaging with communities and key stakeholders before and after emergencies.

Recovery training

The ITF Introduction to Recovery e-learning course is now available on [Takatū](#). It is available to anyone who wants an introductory-level understanding of recovery.

Contact: Steve Cody, Team Leader, Recovery, phone 04 817 8555 or email: Steve.Cody@dpmc.govt.nz

Exercise Writing and Management Courses 2019

MCDEM are running two Exercise Writing and Management Courses in March 2019 as part of the build-up to the national Tier 4 Alpine Fault (AF8) exercise in 2020 and to continue to build CDEM sector capability in exercise writing and management. This two day course has been developed to build and maintain national consistency and quality standards for CDEM exercise development. The course supports the [CDEM Exercises Director's Guideline](#), and is very practical with lots of interaction and activity. We encourage a multi-agency approach to exercising and each course is open to CDEM staff and our partner agencies.

Two courses are being held:

- 21-22 March 2019 in Wellington; and
- 26-27 March in Christchurch.

We currently have vacancies on both courses. There is no cost to attend, although participants will need to fund their own travel and accommodation. Please contact CDEMexercises@dpmc.govt.nz with any questions or to encourage your staff to register for the course.

Contact: Jo Guard, Team Leader National Operations, phone: 04 817 8582 or email: jo.guard@dpmc.govt.nz

Ngā manaakitanga; nāku noa, nā,



Sarah Stuart-Black
Director

TITLE: **Proposal to establish NZ Fly in Teams**

ID: A1166299

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

In May 2017, the then Minister of Civil Defence commissioned a Technical Advisory Group (the TAG) to make recommendations on achieving better responses to natural disasters and other emergencies. The TAG recommended the establishment of national fly-in teams to be comprised of professionals drawn from a variety of agencies.

On 30 August 2018, government decisions about the emergency management system reform were announced, including new investment to establish New Zealand Fly-in Teams (NZ-FIT). Government committed to design and implement NZ-FIT within the next 12 months.

The Ministry of Civil Defence & Emergency Management developed and released a Concept document for NZ FIT in December 2018.

The purpose of this report is to provide an overview of the feedback provided to MCDEM on the Concept document and to update the group on progress of the design and implementation of NZ-FIT.

Recommendation

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

Background/Tuhinga

The Ministry commenced the design of the NZ FIT teams in late 2018 and circulated a concept outline to CDEM Groups for comment. This concept draft was considered by the Northland CDEM professionals. Comments were developed, and feedback provided to the Ministry in late January 2019.

The following is a synopsis of the comments made:

Engagement and consultation – that the Ministry appeared to be operating to a very tight timeline and therefore there had been little consultation on the design of the group with CDEM Groups.

NZ Fly in Teams title – that the title was not appropriate or representative of the role that members would have, and that it created an inappropriate perception of the capability and what it would deliver or do. It also provides the media with an opportunity to sensationalise any deployment.

Support and assistance – a lack of clarity exists in the draft on what support and assistance looks like. The proposal focuses upon “the deployment of teams to support CDEM Groups as they manage emergencies” which implies that they operate in isolation. Our recommendation was to develop a concept of operations document that provides for the full integration of surge capacity into the response EOC.

Deployment as a team – 9-person teams were advocated which removes flexibility to enable requests for specific personnel or resources.

Reporting lines – where the proposed team would operate and report to the National Controller when deployed. Reporting lines in the EOC or to a Group Controller were being ignored and a line of reporting to a national level was advocated.

Employment relationship and volunteers – team members were referred to as volunteers, whilst engaged in any deployment. Our view is that this approach is inappropriate since there is an employment relationship that exists between an employer and employee, regardless of membership of this group.

Reasonable expenses and reimbursement – no provision or discussion has been held regarding how costs including salary reimbursement will be managed or otherwise.

Surge Capacity – we expressed the view that there is a need to enhance further the existing arrangements around surge capacity across the CDEM sector and that NZ FIT is a component of that.

Governance and ongoing management – that CDEM Group provide the resource and will in the end be the recipients of any deployment, so it would be an advantage to have CDEM group representation in the ongoing governance and oversight.

The Northland CDEM Group Manager meet directly with the newly appointed National Manager NZ-FIT on 13 February to discuss the feedback we had provided.

It should be noted that other CDEM Groups and partner agencies have now had the opportunity to provide feedback and some have also meet directly with the newly appointed Manager.

Version 1 of a “Concept of Operations” document has now been developed and almost all the concerns we have raised have been either been referred to, addressed or are under discussion.

Expressions of interest have been called for with a closing date of 11 March.

Northland supports the proposal for an enhanced and nationally coordinated surge capacity capability provided that we have input into the design development and ongoing governance.

An updated version of the Concept of Operations document is due for release (version 2).

It is anticipated that there will be personnel from the Northland CDEM sector who wish to be nominated as candidates for selection.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 27 February 2019

TITLE: CEG Chairs Update

ID: A1168787

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

This report provides an update from the Coordinating Executive Group chair, Mr Tony Phipps.

Recommendation

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

Background/Tuhinga

Warnings and activations.

In late February, the media and others began to track Tropical Cyclone Oma as it began to track southwards from near Vanuatu. There was significant uncertainty early on about the track of Oma and some initial notifications and preparations made. Fortunately, the track of this event did not eventuate in any impact for Northland. At the same time, a storm from the south Tasman sea did bring some rain to Northland which the Met service issued a warning for. The rainfall across the region during this forecast warning did not reach the criteria for warning.

Shared services

Sarah Boniface has been appointed and commenced employed as an Emergency Management Advisor, based out of the Kaitia NRC office, with reporting to the Northland CDEM Group. A detailed work program is being developed, with some initial work focused on the Kaitia Evacuation Plan, Tsunami Signage and sirens.

The shared services agreements with each of the councils is due for review. It is expected that the current arrangements and agreements will continue.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 27 February 2019

TITLE: Clued Up Kids
ID: A1166536
From: Kim Abbott, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

The 'Clued Up Kids' program is a collaborative community approach to child safety and personal risk management. It was first introduced in Marlborough in 2006 and continues to build and demonstrate significant ongoing behavioural change for years 5 and 6 students. It introduces to them the opportunity to develop skills, knowledge and confidence around personal safety and good decision making.

It has now been introduced successfully in three other CDEM groups in the South Island and it could be adapted and introduced to the Northland situation with success.

Recommendation

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

Background/TuhingaIn November 2018, Kim Abbott was invited to attend the Marlborough Clued up Kids Program in Blenheim. This program is an interactive child safety program organised and delivered with a multi-agency approach. Organisations involved include: CDEM, NZ Fire and Emergency, NZ Police, Marlborough Harbourmaster, Red Cross, SPCA, Kiwirail, ACC /Quad Bike Safe, District Health Board and St Johns.

Run over a week, with morning and afternoon sessions, the program can be delivered to 128 students each day, resulting in the weekly total of around 640 students. In essence, this is a "speed dating" of sorts for children around personal safety. Children are broken into 6-8-person cells and they spend 12 minutes with each organisation who deliver 2-3 key safety and preparedness messages.

The first of its kind in New Zealand, this program delivers hands-on safety messages to school children in years 5 and 6. This age group has been targeted as being the best able to understand and absorb more complex discussions and concepts. Over a two-year rotation, this annual week-long program is now delivered to all schools in the Marlborough region.

This program is in its 13th year and has seen a number of awards and accolades but the ACC statistics clearly show that the program is making a very real difference. Along with other collaborative safety programs in Marlborough, the Clued-up kids program has contributed to an overall reduction in the number of new ACC injury claims for age group 10-21 years of age.

Number of new claims for age group 10-21 years of age (2006/07 – 2013/14)

% Change 2006-2014	ACC
Marlborough	-41.5% (Marlborough ACC claims reduced by 41.5%)
New Zealand	-3.8% (Nationally ACC claims only reduced by 3.8%)

ACC strategic intelligence & analytics injury prevention and insurance products team 2014

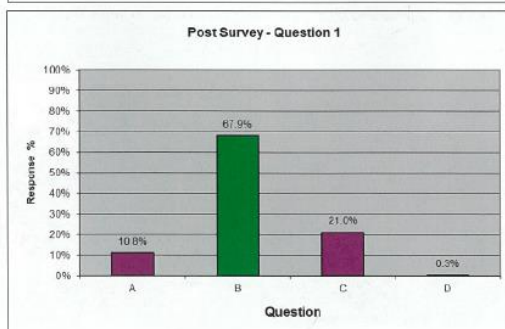
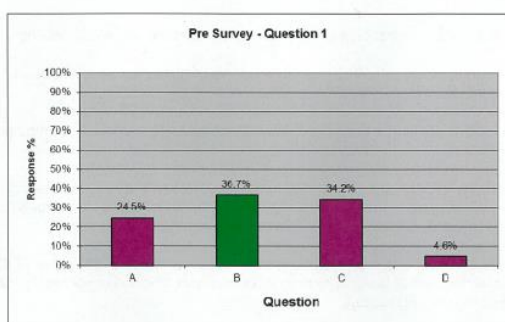
Changes in learning behaviours are measured as each child undertakes a 21-question survey pre-course and then a post course questionnaire which quickly identifies learning. In addition, the teachers and schools undertake an evaluation and are equipped with learning material should they wish to extend the learning into their curriculum.

Marlborough Clued-up Kids Programme Evaluation 2015

Question 1

You are walking home from school and you see someone is hurt. What do you do first?

- A) Check they have a pulse
- B) Check you are safe before helping them
- C) Ring for an ambulance
- D) Run home and get help

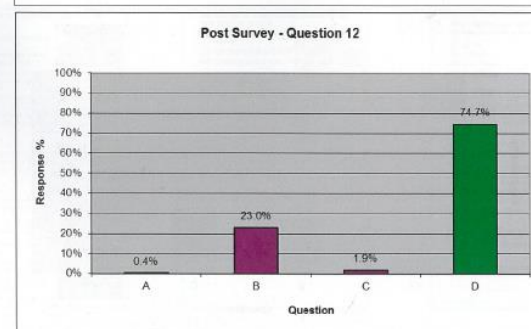
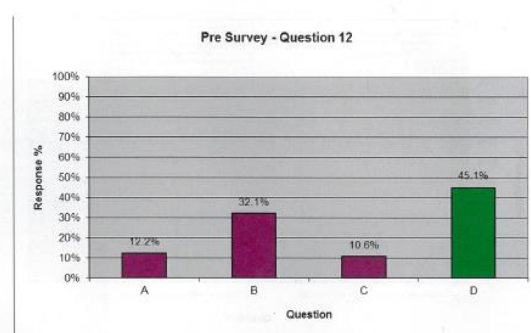


Marlborough Clued-up Kids Programme Evaluation 2015

Question 12

You are playing in the park when a dog runs up to you. What should you do?

- A) Call it over and try to pat it
- B) Leave it alone
- C) Scream and run away
- D) Stand still like a statue



Having seen the program being delivered, this could be an exciting project that targets a demographic that has proven to be a challenge for Northland CDEM. School engagement is a crowded space with a finite opportunity to educate and embed messaging with children. Unfortunately, at times, our stakeholder organisations are competing against each other for time in schools. A *Northland Clued Up Kids* program could deliver outcomes for all organisations while also demonstrating the collaborative, joined-up response our region enjoys across the emergency services and other stakeholder organisations.

A working group with much the same mandate already exists with the Summer Safety Day committee. This group of representatives have proven to work well together, and it may be an ideal starting point to assess, cost and draft the feasibility of this initiative.

Tentatively some initial background discussions have been held with partner agencies to gauge the level of support for this proposal in Northland. There has been a positive response and support.

Timing would ideally be in October / November 2019. As the lead coordinating agency, there will be a requirement for a small budget (\$2000 with further funding coming from other agencies).

The resourcing required for the delivery of this programme is relatively modest in terms of time commitment; to prepare the content and delivery. The outcome of engaging with a large demographic is relatively modest given the projected outcomes from the programme i.e. engaging youth and young people on a large scale to deliver quantifiable behavioural change. The input from a single FTE is estimated at approximately 50 hours.

The programme will also make use of existing relationships with key stakeholders and expand on the stakeholder engagement.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 25 February 2019

TITLE: Professional Development and Training

ID: A1166560

From: Kim Abbott, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

The Northland external training program takes a hiatus from mid-November to February as traditionally it has been more difficult to secure commitment from participants over the summer period. This means that most of the training calendar is based on a 10 month calendar. From an internal CDEM team training perspective, we undertake a team workshop in December to discuss strategy and undertake team building.

CIMS4 & EOC Delivery

The 2019 dates for CIMS4 (Coordinated Incident Management Systems) and the Northland EOC (Emergency Operations Centre) training have been published and disseminated to our key stakeholders. We have been fortunate to be able to re-engage Gerard Moore for the delivery of these courses. He is passionate about the material, and the feedback from students is extremely positive. It is expected this will be supported by SARINZ (Search and Rescue NZ) for funding moderation and sign off.

We will be offering four blocks of training as per the structure in previous years.

Following on from the success of the Far North based training last year, an EOC training day and exercise will be undertaken in Kaikohe in the March block.

We were approached last year from one of our key stakeholders around delivering CIMS4 over a weekend to better capture their volunteer base. Discussion with similarly structured organisations indicates that we will have sufficient interest to pilot a weekend and if successful add it to the annual calendar.

CIMS4 Whangarei Courses

Tuesday 12 – Wednesday 13 March

Tuesday 25 – Wednesday 26 June

Wednesday 25 – Thursday 26 September

Monday 4 – Tuesday 5 November

* Saturday 8 – Sunday 9 June (Volunteers weekend)

EOC Whangarei Courses

Friday 7 June - Day 1 of Training

Thursday 27 June – Day 1 of Training

Friday 27 September – EOC Exercise – Day 2 of training

Wednesday 6 November - Day 1 of Training

* Thursday 14 – Friday 15 Saturday 8th – Sunday 9th June (Volunteers weekend)

CDEM training national funding

As noted in the December report there have been significant changes to the way that we are funded to deliver our courses to stakeholders and CDEM staff. In the past, the CDEM training fund (approximately \$1.5 million across the sector) has been administered directly to course providers. As an indication, last year our allocation of this was close to \$62,000. As at 1 January 2019, all funding for the CDEM sector training is now administered by MCDEM.

Initial correspondence indicated there would be close to a seamless transition, this has unfortunately not been the case. As at writing, the fund guidelines are still being produced and discussed and all funding is being withheld until this is complete. We will continue to engage on a national level to ensure that our training requirements are communicated within the new structure and hope for a timely resolution.

Northland controllers

The Northland controller's development programme for the 2019 year has been developed. A gap analysis to identify professional development opportunities and needs was carried out. A half day training day is scheduled in late March that focuses on the role of the controller during an emergency event. Planning is also underway for a full days training in May to review the Awanui river management scheme and to hold a desk top exercise based upon the Kaitia Evacuation plan. The day also includes the opportunity to meet with local key stakeholders.

Northland CDEM Exercise Plan

The development of an exercise plan for Northland is underway. An analysis of Northlands exercise history and focus areas has been carried out. The following points have been identified:

- Good progress has been made with the outcomes identified from Exercise Tangaroa in 2016, the majority of which are complete and some that are ongoing (GECC Project, EMIS replacement, Business Continuity Plan for NRC, and the exercise programme)
- A full-scale exercise in Northland would require numerous resources and considerable time. It is suggested that the group focuses on table top exercises and CIMS function training to enhance the skills of new staff and be more consistent with training and exercises across the region.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald

Title: Civil Defence Emergency Management Manager

Date: 25 February 2019

TITLE: Recovery Update

ID: A1164333

From: Jenny Calder, CDEM Group Recovery Manager

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Work continues in the Recovery space including the development of a series of recovery documents and a recovery structure for local levels that reflects the Coordinated Incident Management System (CIMS) structure. This will provide a toolbox of documents that can be utilised in the planning for and managing the recovery phase of an event.

Planning to strengthen recovery across the region is underway, with presentations to be delivered to the executive teams of the district councils. This will initially be delivered to KDC, and then rolled out to FNDC and WDC.

Further discussion is planned for department levels as we develop the understanding of recovery regarding likely workloads, how various departments across council may be involved in recovery, and how the recovery phase might develop as enhanced BAU e.g. how the work of the infrastructure team rolls from incident response into recovery/BAU.

Trainings and meetings attended

GIS training – 19 December

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald

Title: Civil Defence Emergency Management Manager

Date: 26 February 2019

TITLE: Welfare Coordination Group Update
ID: A1166170
From: Claire Nyberg, Civil Defence Emergency Management - Welfare

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Deployment to Nelson Tasman Fires

Claire Nyberg and Shona Morgan were deployed to the Nelson Tasman Fires response working in the welfare function in the Emergency Operating Centre (EOC) on both night shift and one day shift. The experience was invaluable with a number of take home learnings which will be applied to both the welfare function and the general Group Emergency Coordination Centre (GECC) project.

CDC Assessments and Surveys

The Northland Civil Defence Emergency Management (CDEM) Group is currently carrying out an assessment of locations across Northland for suitable premises which could be utilised as a Civil Defence Centre's (CDC's), should the need arise. A CDC is a nominated facility that is established and managed by CDEM during an emergency to support communities. A CDC could be set up by CDEM for any of the following:

- As an evacuation centre to receive evacuated/displaced people
- As a place for people to get access to services they may need after an emergency
- A place for people to receive and exchange information.

The assessments have been carried out via a survey created in the new ARC GIS Survey 123 system and all information is stored electronically.

Auckland-Northland workshop

A workshop was held between Auckland CDEM and Northland CDEM in November 2018 at Warkworth. This workshop was held to strengthen our relationships with our nearest CDEM group neighbours and to allow a better alignment of the common elements of our work programmes. The workshop was well attended, and it is proposed that the workshop will be held bi-annually going forward.

As a result of this workshop the Auckland and Northland Group Welfare Managers will be doing joint work on rapid needs assessment and electronic information management over the coming year.

CIMS steering group

Claire Nyberg represented the Group Welfare Managers at the recent CIMS Welfare Working Group meeting. A review of CIMS occurs every 5 years with the new third edition due for release in mid 2019.

Red Cross Strategy 2030 Workshop

The Red Cross held their second phase of their 2030 Strategy consultation. Victoria Harwood attended on behalf of the Northland CDEM Group.

Accommodation Sub-function workshop

A workshop was held in November 2018 with the accommodation sub-function support agencies to work towards finalising an accommodation plan for Northland. The workshop was well attended by support agencies but unfortunately Ministry of Business Enterprise and Employment (MBIE) were unable to send a representative. The non-attendance of MBIE has been raised directly with them since they are the lead of this function. Further work will be undertaken to finalise the plan in 2019.

WCG Meeting 1 March

The WCG meeting was held on 1 March. The agenda includes:

- Updates from MCDEM, sub-functions, Northland CDEM.
- Review of TOR's and the current workplan.
- Overview of the MW vaccination campaign and recent hospital staff strikes.
- Nelson-Tasman fires.

A verbal update of the meeting will be given.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 25 February 2019

TITLE: Public Information Management (PIM) Update

ID: A1166296

From: Murray Soljak, Public Information Manager

Executive summary/Whakarāpopototanga

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

Recommendation

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

Regional relationships

The extensive speculation between competing forecasters and media about the potential arrival of Tropical Cyclone Oma provided an opportunity to clarify/reinforce the arrangements between Northland CDEM and the three district councils.

The majority of the district council communications/PIM staff have experience of past weather events; however, a constructive individual briefing was held with a relative newcomer to the WDC on-call roster who was on duty on the relevant weekend, and arrangements with lifelines members were also confirmed.

All three district councils shared the Northland CDEM Facebook post once MetService issued a watch, again clarifying and reinforcing the strength of the Group arrangements to the wider public. This post also highlighted the differences between weather warnings and watches.

Media/social media

Facebook posts in addition to the above featured:

- The three Northland CDEM team members who deployed to Nelson.
- Support for FENZ in publicising the fire ban across Northland (in common with other CDEM groups) and the appeal for information on suspicious fires at Horeke and Shipwreck Bay, Ahipara.
- Progress on the Northland Regional Council's emergency spillway/stopbank improvements to protect urban Kaitaia from flooding.

The Northland CDEM Facebook page has a total of more than 16,500 followers.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald

Title: Civil Defence Emergency Management Manager

Date: 25 February 2019

TITLE: **Northland Lifelines Group**

ID: A1166588

From: Kim Abbott, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

The Northland Lifelines Utilities Group (Lifelines) is a collective of utilities organisations including power, communications, roading, transport water and fuel supply. It is a cohesive group with strong relationships and plans in place.

Recommendation

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

Background

The last meeting of the Northland Lifelines Group was held on December 5, 2018. It was well attended with 29 participants.

Key points from the meeting included:

- A presentation from Nigel Toms from Watercare NZ outlining their initiatives and some thoughts around strengthening critical infrastructure and the impact of changing weather climate. Nigel is the Head of Risk and Resilience for Watercare Services Limited, the sole provider of water and wastewater services to 1.4 million Aucklanders.
- Dave Brunson of the NZ Lifelines Council presented a summary of the National Lifelines Forum held in October.
- An update from the Northland CDEM group included an overview of the GIS operational viewer.
- An update from Whangarei District Council (WDC) on the National 3 waters review.

In addition, the work program and meetings for 2019 were discussed and agreed:

- There will be three meetings scheduled for April, June and October with a proposed exercise to be facilitated in early June.
- Key focus for these meetings will include, reviewing and updating the operational plans and NLG project reports.

The next Lifelines meeting is scheduled for April 4 and although the agenda is not yet finalised, two areas that will be included are:

- Presentation by Julian Young, Refining NZ, on the Marsden-Wiri pipeline outage.
- Lifeline-CDEM Coordination Refresher Training (including key lifelines-CDEM operational plans).

Geographic Information Systems (GIS) Development and Relationship Building

Northland Regional Council GIS representatives met with their counterparts at Top Energy in January to discuss the sharing of GIS information for the CDEM portal. This was the beginning of what is hoped to be a Northland network of Lifeline Utilities in this field. Ideally it will enhance the data feed

capability (static updates at first, then moving to an automated feed) of each company's assets to enable an up to date overview of the region within a response.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 25 February 2019

TITLE: Community Resilience Projects

ID: A1166769

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

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Youth in Emergency Services Programme

The YES programme is being held in Whangarei this year with the Onerahi Fire Station as the headquarters. The first meeting was held in February with attendance and engagement from all agencies involved. The dates for the programme are below:

Session	Date	Time
<i>Induction and Day 1 – Fire & Emergency</i>	<i>19 May</i>	<i>0800</i>
<i>Day 2 – Red Cross & St John</i>	<i>26 May</i>	<i>0800</i>
<i>Queen's Birthday Weekend – Have a rest!</i>	<i>2 June</i>	
<i>Day 3 – Police and Surf Lifesaving</i>	<i>9 June</i>	<i>0800</i>
<i>Final Combined Exercise – All agencies</i>	<i>16 June</i>	<i>0800</i>
<i>Graduation Dinner</i>	<i>Friday 22nd June</i>	<i>6pm</i>

A multi-year funding application for 2020-2022 inclusive has been submitted to the Ministry of Youth Development. These results will be available at the end of April 2019.

University of Auckland Research Project

The University of Auckland, together with the Global Network for Disaster Reduction are conducting research in the Onerahi area from March 1st-7th 2019. Onerahi is one of four communities nationwide that was selected for this project. The University's overall goal for the research is:

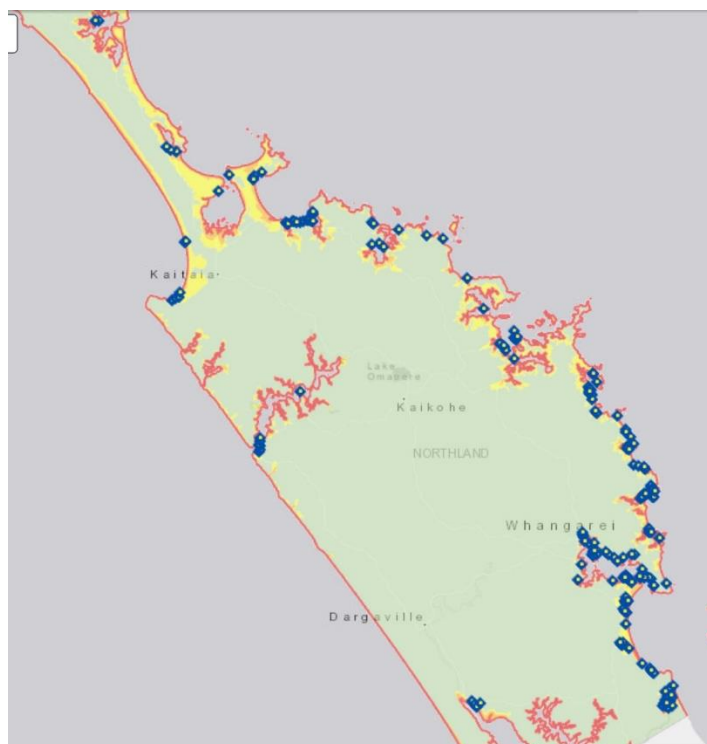
"To explore the challenges and opportunities to make emergency response and disaster resilience inclusive to all people, especially the most vulnerable groups in the community".

Northland Civil Defence will be assisting with this project, helping with the coordination of 10 interviews to be carried out with members of the Onerahi community as well as a community response group workshop. The University staff will be coordinating up to 150 random surveys of the residents in Onerahi.

At the conclusion of the research the University will provide Northland CDEM and the Onerahi community with a full report on the outcomes from these interviews. This report will help us better focus our work in the Onerahi community, as well as across the Northland region as a whole.

Tsunami Readiness

Each of the 191 tsunami sirens in the **Northland tsunami siren network** has been mapped into the Northland Regional Council (NRC) GIS mapping system. These maps are available to the public through the Northland Regional Council (NRC) website, where all installed tsunami siren locations can be viewed on the interactive map.



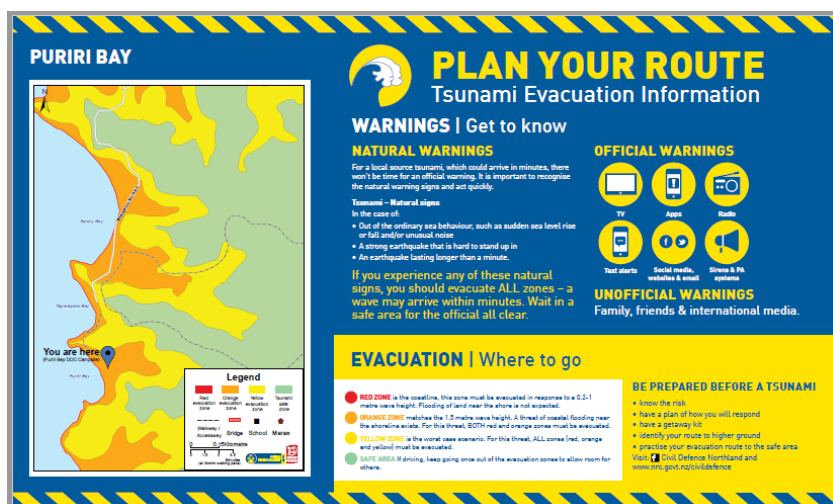
Northland Tsunami Siren Network Asset Management Plan 2019-2028 is complete, with recommendations for future funding requirements to maintain and total replacement of the 109 Whangarei district tsunami sirens over the next 10 years as sirens reach their expected lifespan of 5-10 years. The Far North and Kaipara district council funding requirements are also identified in the plan.

Northland Tsunami Information Board Asset Management Plan 2019-2028 is complete, with recommendations for future funding requirements to maintain and total replacement of the 47 Whangarei district tsunami information boards over the next 10 years as the boards reach their expected lifespan of 5-7 years. The future funding requirements for the Far North and Kaipara District Council boards will be included once the assets are installed.

Tsunami Information Boards

The next phase of the tsunami information boards project is underway with the boards being installed at Karikari Peninsular in the Far North, and Mangawhai in the Kaipara District. These are still under development and should be printed and installed in the coming weeks.

The boards will be identical in design to the ones installed in the Whangarei District, and shown here:



National Community Resilience Workshop

Northland CDEM officer Shona Morgan attended the first National Community Resilience Workshop in late February in Wellington. This workshop was made possible by a Resilience Fund project to enable the establishment of a community of practitioners working the CDEM resilience planning space. This first workshop covered the various resilience projects being carried out across the country in the civil defence sector as well as future projects, how we can work more collaboratively and with consistency, and the development of some common principles for engaging with communities.

Attendance at meetings, training and other activities:

10 December – Controller Development Workshop – Whangarei
19 December – GIS Operational Viewer Training – Whangarei
20 December – DHB Action Planning for MenW - Whangarei
15 January – Auckland University Research project – Auckland
29 January – Local Welfare Managers Meeting – Kerikeri
11-17 February – Deployed to Nelson Fire Response – Nelson
26-17 February – National Community Resilience Workshop – Wellington

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 25 February 2019

TITLE: Members of the CDEM Group, CEG and Key Appointments

ID: A1166716

From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Membership of the Northland Civil Defence Emergency Management Group:

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

Membership of the Coordinating Executive Group:

- Tony Phipps, Chairperson (WDC)
- Mr Andy Finch (FNDC)
- 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
- Sandra Boardman
- John Burt
- Shona Morgan
- Claire Nyberg
- Tony Phipps
- Victoria Randall

- Simon Weston
- Alistair Wells

Local Controllers of the Whangarei District:

- Sandra Boardman
- Simon Weston

Local Controller for the Kaipara District:

- John Burt
- Dean Nuralli

Local Controllers for the Far North District:

- Alistair Wells

Group Welfare Managers:

- Shona Morgan
- Claire Nyberg

Local Welfare Managers:

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

Group Recovery Manager:

- Jenny Calder
- Graeme MacDonald

Local Recovery Managers

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

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 27 February 2019

TITLE: Nelson Tasman CDEM Group response to the Pigeon Valley Fire
ID: A1166814
From: Graeme MacDonald, Civil Defence Emergency Management Manager

Executive summary/Whakarāpopototanga

Three Northland CDEM Group were deployed to assist the Nelson Tasman CDEM Group response to the Pigeon Valley Fires. The purpose of this document is to highlight several key areas of the response arrangements.

Recommendation

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

Background/Tuhinga

At about 2.15 pm on 5 February 2019 a fire started in Pigeon Valley, near Nelson. A state of emergency was declared on 6 February and the Nelson Tasman CDEM Group became the lead agency for the response with support from Fire and Emergency NZ, Police, MPI, Defence Force and many other non-government organisations. As the fire grew the requests were made to provide assistance to support the response.

Three Northland CDEM Group personnel were deployed – Group Manager, Graeme MacDonald as an Alternate Controller and Welfare Managers Claire Nyberg and Shona Morgan.

During the deployment, several learning's and opportunities were observed. The following are from an initial assessment and are a collation of some observations.

Public Information

- The public facing communications was very well managed and positive feedback was received from those evacuated and the public about the nature and frequency of information provided.
- Used their own website for information dissemination.
- Made use of linking and sharing across agency of information.
- One stop shop for communications and information was established.
- Facebook live was used often to disseminate information i.e. live streaming of media briefings.

Animal Welfare

- MPI lead the response for animal welfare and care.
- Large scale operation involving several agencies who housed and cared for animals (including farm animals) at a single site.

Community Lead Centre Welfare

- Established very early by volunteers at a local soccer club and provided all manner of support including groceries, meals, second hand goods.
- Played a very useful role, without CDEM intervention or control (a CDEM Welfare Liaison person was at the centre).
- Donated goods were received and being disseminated as needed.

Welfare

- EMIS was used to record many paper based initial needs assessments from evacuees.
- Data was being collected and provided to the Welfare personnel for input and analysis.
- Information and data management has many ongoing challenges.
- The Welfare desk was very well resourced as were many other areas.
- A CDC was established as a one stop shop for Welfare needs (separate to the Community lead facility).

Emergency Operations Centre

- Nelson Tasman has a dedicated facility.
- Initially two shifts operated – both 13 hours long with an hour handover included. Recently changed to 8 hours each.
- A single operating structure i.e. single CDEM response without the local / group level arrangements.
- FENZ operated an independent EOC for the Fire response very close by.
- Large numbers of offers of assistance came from a variety of people for a variety of things.
- Widespread use of cordons to control entry and access to areas over long period of time once fire contained.
- Police, FENZ, Military all had large contingents deployed which put pressure on accommodation in the region.

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 26 February 2019

TITLE: Whangarei District Update

ID: A1165709

From: Victoria Harwood, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

This report highlights the CDEM activities which have taken place in the Whangarei District over the last 3 months.

Recommendation

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

Background/Tuhinga

A **review and alignment** of the Group Emergency Coordination Centre (ECC) and district council Emergency Operations Centre (EOC) forms and documentation used during emergency response is being undertaken.

An **induction programme** for Tegan Capp, Emergency Management Advisor is being delivered by Victoria Harwood, to assist Tegan in her new role.

The **Group Contacts App** processes are being developed alongside some customisation of the App. This tool will enable all Northland CDEM Group stakeholders to have access to necessary CDEM contact details in the region.

The **Tsunami Safer Schools** project for Northland has identified 32 schools and 40 Early Education Centres within tsunami evacuation zones in Northland. The Ministry of Education has been contacted to start the conversation and encourage access to school principals and Board of Trustees.

A survey of the largest **Civil Defence Centre (CDC) facility in the region, at the ASB Stadium in Kensington** was carried out by CDEM Group office staff and two local welfare managers. Other centres surveyed in the district for CDC use so far are:

- Mangakahia sports facility
- Maungakaramaea Hall
- Ruakaka Recreation Centre
- Ngunguru Hall
- Hikurangi Hall
- Hikurangi RFC
- Hukerenui RFC

The survey software used is Survey 123, which connects to the Northland GIS Situational Viewer so all information regarding the CDC facilities are captured in the mapping tool for future reference during an emergency response.

Whangarei District Dam emergency alerting procedures are being developed, identifying the tools for alerting communities to dam safety situations using the current alerting tools available to Northland CDEM Group.

Training plans for 2019 have been developed for both the local CDEM and EOC staff and the district Civil Defence Centre volunteers.

The **CDC Volunteers** have been invited to complete the online Foundation Course through the Takatu training portal as part of their knowledge base for working within an emergency response environment and deployment to a CDC role.

New locations for additional tsunami sirens have been identified and finalised. A total of 13 new sirens are to be installed in the district before the next tsunami siren testing in April. Liaison with Northpower is taking place to coordinate the build and installation of the sirens in the chosen locations.

The council **Emergency Operations Centre** based in council chambers, is being reviewed to streamline and update current processes and resources. Since the staff recruitment drive in late 2018, 25 extra staff are part of the EOC, hence why a review and update are required. Staff are also being invited to attend both the Coordinated Incident Management System and the EOC training dates throughout 2019.

The Youth in Emergency Services programme **YES Whangarei** is being supported.

The **Auckland University Research** is being supported and coordinated in the Onerahi community.

The **Community Development Committee** received an agenda item and presentation on 7 February from Tony Phipps regarding the regional on call arrangements and the Group work programme priorities for 2019. The information was well received.

Other meetings attended:

NZ Red Cross 2030 Strategy Workshop

Community Development Managers meeting

Community Development Committee (including monthly Operations reports)

Northland CDEM Officers meeting

Local Controllers meeting

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Graeme MacDonald
Title: Civil Defence Emergency Management Manager
Date: 25 February 2019

TITLE: Kaipara District Update

ID: A1168802

From: Sharon Douglas, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Community Development

The focus has been to meet with existing community groups and to enable them to review and update their emergency management plans. The aim is to build relationship with existing groups, thus strengthening emergency management plans across the district. The current review of halls used as Civil Defence Centres has been an excellent opportunity to review facilities and meet with key people who are often connected to many community groups.

Tsunami Information Boards

Ten locations in Mangawhai have been identified. The information boards are under development. Further scoping for the west coast will be completed in the next six months.

Kaipara District Council

Kaipara District Council (KDC) continues to invest in training. Training dates for 2019 have been set. KDC's annual exercise will be on the 11 April and planning for this has commenced. Good numbers continue to complete the training.

Other CDEM Activities completed

- Attendance at the Coordinating Executive Group and Northland Civil Defence Emergency Management Group meetings
 - Attendance at Civil Defence Officers monthly meetings and December Workshop
 - Northland Welfare Coordinating group
 - Northland Lifelines Group meeting
 - Local Welfare Managers meetings
 - GIS Practical Training
 - Situational Viewer training
 - Staff development meetings - Controllers, on call staff
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Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps

Title: Group Manager - Customer Services - Community Resilience

Date: 27 February 2019

TITLE: Far North District Update
ID: A1168796
From: Bill Hutchinson, Civil Defence Emergency Management Officer

Executive summary/Whakarāpopototanga

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

Recommendation

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

Background/Tuhinga

Reduction and Readiness

Civil Defence was advised by Fire Emergency New Zealand (and monitored) of a large vegetation fire threatening a number of houses in Ahipara at 0130hrs on 8 February. While a number of residents were required to evacuate their homes, the numbers did not require a CDEM Welfare related response.

A National Tsunami Advisory was received at 17:31hrs 05 December 2018 as a result of a 7.6 magnitude earthquake in the Pacific.

- A National Warning System test message was received on 29 January.
- Response to the National Warning System alerts was per standard operating procedures.

Surveys have been carried out as part of a scheduled review on key community facilities identified as suitable to be used as Civil Defence Centres across the Far North District.

The Far North District Council applied water restrictions across the district in January due to a combination of high use water consumption recorded across the district's eight water schemes, as well as NIWA's predictions that the dry spell will continue into March. Civil Defence is monitoring water restrictions and the impact on Far North District communities.

A draft evacuation plan for Kaitia has been developed to support agencies in readiness for a rapidly developing flooding event impacting the community. An agency and stakeholder meeting will be scheduled in the upcoming weeks.

Far North District Council

The FTE Position for a 2nd Civil Defence Officer to support CDEM activities in Northland has been filled. Ms Sarah Boniface has accepted an employment offer and will be based in Kaitia.

Tsunami Information Boards

Work is underway to install tsunami information boards in coastal communities across the Far North as part of the Northland CDEM Group work program for tsunami risk management and preparedness.

Response: Nil

Recovery: Nil

Attendance at meetings and other activities

- Civil Defence Officer Meeting
- Coordinated Executive Group and Civil Defence Emergency Management Group meetings
- Welfare Coordination Group meeting
- Community Response Group workshops
- Controller Development Workshops
- Local Welfare Manager Meetings
- Shared Services Relationship meetings
- New Zealand Red Cross “Strategy 2030” workshop
- Ngawha Geothermal Power Station emergency planning meeting

Attachments/Ngā tapirihanga

Nil

Authorised by Group Manager

Name: Tony Phipps
Title: Group Manager - Customer Services - Community Resilience
Date: 27 February 2019