

**Civil Defence Emergency Management  
Group Meeting  
Monday 25 November 2019 at 11.00 am**

# **AGENDA**



## Civil Defence Emergency Management Group Meeting Agenda

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

**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

KDC Mayor Jason Smith	NZ Police Representative Superintendent Tony Hill	WDC Mayor Sheryl Mai
FENZ Representative Mr Commander Brad Mosby	NRC Councillor Rick Stolwerk	MCDEM Representative, Ms John Titmus (Observer Status)
FNDC – TBA		

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**TITLE:** Presentation - Fire and Emergency New Zealand Restructure

**ID:** A1261706

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**Executive summary/Whakarāpopototanga**

Fire and Emergency New Zealand (FENZ) will be providing the group with a presentation on the restructure.

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**Recommendation**

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

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**Attachments/Ngā tapirihanga**

Nil

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**Authorised by Group Manager**

**Name:** Tony Phipps

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

**Date:** 19 November 2019

**TITLE:** Election of Chairperson

**ID:** A1255573

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

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### Executive summary/Whakarāpopototanga

Clause 21(5)(b) of Schedule 7 of the Local Government Act 2002 stipulates that the election of the Chairperson.

This report facilitates the election of the Chairperson and Deputy Chairperson.

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### Recommendation(s)

1. That the report 'Election of Chairperson' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 1 November 2019, be received.
2. That \_\_\_\_\_ be elected Chairperson of the Northland Civil Defence Emergency Management Group.
3. That \_\_\_\_\_ be elected Deputy Chairperson of the Northland Civil Defence Emergency Management Group.

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### Background/Tuhinga

The meeting secretary will call for nominations for election to the office of Chairperson and Deputy Chairperson. A mover and seconder will be required for each nomination. Any nomination that is moved but not seconded, will be deemed to have lapsed.

If only one nomination is received, that person will be declared to be elected. Should more than one nomination be received, the committee will be called upon to decide which of the two systems of voting (as specified in Clause 25 of Schedule 7 to the Local Government Act) is to be used to make the appointment. The two systems are as follows:

#### System A

- (a) Requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) Has the following characteristics:
  - (i) There is a first round of voting for all candidates; and
  - (ii) If no candidate is successful in that round there is a second round of voting from which the candidate with the least votes in the first round is excluded; and
  - (iii) If no candidate is successful in the second round there is a third; and if necessary a subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - (iv) In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

#### System B

- (a) Requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) Has the following characteristics:

- (i) There is only one round of voting; and
- (ii) If two or more candidates tie for the most votes, the tie is resolved by lot.

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**Attachments/Ngā tapirihanga**

Nil

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**Authorised by Group Manager**

**Name:** Tony Phipps  
**Title:** Group Manager - Customer Services - Community Resilience  
**Date:** 19 November 2019

**TITLE:** Minutes from Previous Meeting - 04 September 2019 (for info only)

**ID:** A1261793

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


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### Recommendation

That the minutes of the Civil Defence Emergency Management Group Meeting held on 04 September 2019, be received.

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### Attachments/Ngā tapirihanga

Attachment 1: CDEM Group Meeting Minutes - 04 September 2019 [↓](#) 

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### Authorised by Group Manager

**Name:** Tony Phipps

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

**Date:** 19 November 2019

Civil Defence Emergency Management Group Meeting  
4 September 2019

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Wednesday 4 September 2019, commencing at 11.00am

### Present:

Chairman, FNDC Councillor Colin Kitchen  
KDC Councillor Anna Curnow  
NZ Police Representative Inspector M Ruth  
WDC Mayor Sheryl Mai  
FENZ Representative Commander Brad Mosby  
NRC Councillor Rick Stolwerk  
MCDEM Representative, Mr John Titmus (Observer Status)

### In Attendance:

#### Full Meeting

GM Customer Service & Community Resilience – Tony Phipps  
Northland Regional Council – Evania Arani (minute taker)  
Northland CDEM Group – Tegan Capp  
Northland CDEM Group – Shona Morgan  
Northland CDEM Group – Victoria Harwood  
Northland CDEM Group – Murray Soljak  
Northland CDEM Group – Shona Boniface  
Northland CDEM Group – Sharon Douglas  
Northland CDEM Group – Kim Abbott  
Northland CDEM Group – Bill Hutchinson  
Northland CDEM Group – Jenny Calder  
Northland CDEM Group – Graeme MacDonald  
Northland CDEM Group – Claire Nyberg  
KDC – John Burt  
FNDC - Andy Finch  
WDC – Sandra Boardman  
NZTA rep  
NZ Army reps

The Chair declared the meeting open at 11.00am.

### Apologies (Ngā whakapahā) (Item 1.0)

#### Moved (Curnow /Mai)

That the apologies from Superintendent Tony Hill for non-attendance be received.

#### Carried



Civil Defence Emergency Management Group Meeting  
4 September 2019

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

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

### **Presentation - The Emerging Strategic Communications Role (Item 3.0)**

**ID: A1233472**

**Report from Murray Soljak, Public Information Manager**

**Moved (Curnow/Mai)**

1. That the presentation, The Emerging Strategic Communications Role, be received.

**Carried**

### **Confirmation of Minutes - 17 June 2019 (Item 4.1)**

**ID: A1230016**

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

**Moved (Stolwerk/Kitchen)**

1. That the minutes of the Civil Defence Emergency Management Group Meeting held on 17 June 2019 be confirmed as a true and correct record.

**Carried**

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

**ID: A1233474**

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

**Moved (Curnow/Stolwerk)**

1. That the report 'Monthly update from Director, Ministry of Civil Defence & Emergency Management' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 August 2019, be received.

**Carried**

### **CEG, CDEM and Group appointments (Item 6.1)**

**ID: A1233478**

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

**Moved (Mosby/Stolwerk)**

1. That the report 'CEG, CDEM and Group appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 August 2019, be received.

**Carried**

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ID: A1235209

**2**

Civil Defence Emergency Management Group Meeting  
4 September 2019

### **CEG Chair's Report (Item 6.2)**

**ID: A1233479**

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

**Moved (Kitchen/Ruth)**

1. That the report 'CEG Chair's Report' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 28 August 2019, be received.

**Carried**

### **Report on Welfare Coordination Group work programme (Item 6.3)**

**ID: A1233481**

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

**Moved (Stolwerk/Kitchen)**

1. That the report 'Report on Welfare Coordination Group work programme' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 28 August 2019, be received.

**Carried**

### **Proposal to establish a multi agency Emergency Coordination Centre for Northland (Item 6.4)**

**ID: A1233482**

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

**Moved (Ruth/Stolwerk)**

1. That the report 'Proposal to establish a multi agency Emergency Coordination Centre for Northland' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 August 2019, be received and noted.

**Carried**

*Secretarial Note: The CDEM group requested that a business case be prepared.*

### **Northland CDEM Group Work Programme 2019/20 (Item 6.5)**

**ID: A1233483**

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

**Moved (Stolwerk/Kitchen)**

1. That the report 'Northland CDEM Group Work Programme 2019/20' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 August 2019, be received.

**Carried**

### **NZ Emergency Management Assistance Team (EMAT) (Item 6.6)**

**ID: A1233485**

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

**Moved (Stolwerk/Curnow)**

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ID: A1235209

**3**

Civil Defence Emergency Management Group Meeting  
4 September 2019

1. That the report 'NZ Emergency Management Assistance Team (EMAT)' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 28 August 2019, be received.

**Carried**

### **Coordinated Incident Management Systems (CIMS) 3rd Edition (Item 7.1)**

**ID: A1233488**

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

**Moved (Stolwerk/Mai)**

1. That the report 'Coordinated Incident Management Systems (CIMS) 3rd Edition' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 August 2019, be received.

**Carried**

### **Northland CDEM Group Shared Services Update (Item 7.2)**

**ID: A1233489**

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

**Moved (Mai/Curnow)**

1. That the report 'Northland CDEM Group Shared Services Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 August 2019, be received.

**Carried**

### **Northland Tsunami Readiness (Item 7.3)**

**ID: A1233491**

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

**Moved (Kitchen/Stolwerk)**

1. That the report 'Northland Tsunami Readiness' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 August 2019, be received.

**Carried**

### **Conclusion**

**The meeting concluded at 12.22pm.**

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

**ID:** A1261715

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

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### Executive summary/Whakarāpopototanga

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

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### Recommendation

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

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### Attachments/Ngā tapirihanga

Attachment 1: Directors of MCDEM update for October 2019  

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### Authorised by Group Manager

**Name:** Tony Phipps

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

**Date:** 19 November 2019



## Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumarū

October 2019

Ref: 4181858

To: Coordinating Executive Group (CEG) Chairs

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

Tēnā koutou katoa

More than a year has now passed since the Government announced its Emergency Management System Reform (EMSR) decisions. As we approach an eagerly awaited Christmas break and look ahead to the New Year, now is an opportune time to reflect on how far we've come, and what lies ahead.

We have developed the attached EMSR update to provide a status update on the implementation of the Government's decisions. You are welcome to circulate this freely to your colleagues and stakeholders, and it will be available in the 'news' section of our website from early next week. It tells a story of tangible progress across the emergency management system, with considerable opportunities and milestones on the horizon.

The process to establish the new National Emergency Management Agency (NEMA) to replace MCDEM is continuing at pace and to do it well we need to ensure we're giving it the right level of attention, while also continuing our day to day role and remaining well poised to respond to emergencies. This means we need to make some hard decisions about our existing work programme. The Ministry is undertaking a prioritisation programme to ensure we're getting the balance right. This means identifying what work must progress unabated – such as critical life safety work and what work will be de-prioritised. In some cases, de-prioritised work will stop until further notice; in other cases, the scope of work may be revised, delivery timeframes adjusted, or deliverables staggered over time.

I know you will all understand the challenges of prioritising a busy workload. I also appreciate that changes to our work programme will have a flow on effect to yours. We will work closely with you to ensure you are aware of changes as we make decisions, and that any impacts are minimised wherever possible.

The joint session with CEG Chairs and CDEM Group Managers on 14 November (10am – 3pm) in Wellington will be a great opportunity to talk more about NEMA and the Emergency Management System Reform. I know following local government elections, you likely have busy programmes through November so many thanks in advance for your willingness to travel and participate at such a busy time of the year. I'm aiming to provide a draft agenda at the end of next week. If you have any particular topics you would specifically like to be factored into the agenda, please email me before Friday 08 November.

It is with a heavy heart that I announce that Shane Bayley, Manager of the Development Unit has resigned from MCDEM. Shane is taking up an exciting new role as the Major Incident

Response Principal at WorkSafe New Zealand, intended to develop, implement and manage WorkSafe's emergency management framework. Shane has been with MCDEM for over six years but has spent over 30 years working in Emergency Management. Shane's contribution to emergency management is significant and as he leaves us to take on a new role, he'll be able to apply his skills and experience to a complementary agency. I'm truly delighted for Shane and I know you'll join me in wishing him well for his new role. Shane's last day in the Ministry is Friday 15 November.

Thank you to everyone involved in ShakeOut on 17 October and particularly the MCDEM Communications Team and the public education staff across your CDEM Groups whose collective efforts meant we had over 785,000 kiwis participate! Fantastic support by the media in promoting our messages and encouraging people to participate. Minister of Civil Defence Peeni Henare, a handful of MCDEM staff (including Stan the dog) and I visited Evans Bay Intermediate School in Wellington to perform the drill with the students. About 65 million people around the globe in ShakeOut, the world's biggest earthquake drill.

This week, Richard Kempthorne (former Mayor of Tasman District) and I ran a session at the Mayors Induction Programme in Wellington about the roles and responsibilities of Mayors across the 4Rs of emergency management. In addition to this session, Jane Rollin, Senior Regional Emergency Management Advisor and I have recently completed filming short clips about these responsibilities, which will be part of the regional workshops that LGNZ are running as part of the induction for Mayors, Chairs and Councillors. There is more about the support to Elected Officials below.

On 27 September Minister Henare attended the Bay of Plenty Joint Committee meeting in Tauranga. Below he is with long service award recipients and the Mayor of Tauranga Greg Brownless:

- Errin Wilmshurst – 10, 20 and 30 year long service awards
- R. H Duff Intemann – 10, 20 and 30 year long service awards
- Shelley Hey, Mary-Anne Macleod, John Morris, Tim Senior, Liz Southey and Clinton Naude – each receiving a 10 year long service award.



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## ***Summary of Progress***

### **Emergency Mobile Alerts**

On 24 November, between 6pm and 7pm, we intend to issue our annual nationwide test alert for Emergency Mobile Alert. The alert will be widely advertised in advance. We are currently developing campaign material to publicise the test alert, and will liaise with your National Public Education Reference Group members to ensure you can share awareness material with your communities.

**Contact:** David Coetzee, Manager Capability and Operations, (04) 817 8580  
[David.Coetzee@dpmc.govt.nz](mailto:David.Coetzee@dpmc.govt.nz) or Anthony Frith Manager communications, (04) 817 8560  
[Anthony.Frith@dpmc.govt.nz](mailto:Anthony.Frith@dpmc.govt.nz)

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

Over the last month EMAT members have participated in exercises with Hawke's Bay and Southland CDEM Group, as well as providing a display of the deployable coordination & communication caches at the South Island CDEM conference.

Interviews for the second intake will run over the next two weeks with the intent of confirming candidates by the start of December. The second course will run 16-28 February 2020 in Wellington.



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

### **National Emergency Management Agency (NEMA) Update**

The National Emergency Management Agency (NEMA) is on track to be established as a departmental agency hosted by DPMC.

For the initial establishment of NEMA, we are working on the basis of a 'lift and shift' transfer of MCDEM's management and staff into NEMA. MCDEM will cease to exist at that time and any old reference to MCDEM should be read as a reference to NEMA.

During 2020 the NEMA organisational strategy, design and operating model will be developed and implemented as part of the second phase of the NEMA establishment.



In recent weeks the programme has firmed up its planning, with a stakeholder plan drafted and the HR and IT elements of the transition programme developed. We have identified those stakeholders, including local government stakeholders, who should be closely engaged during the second phase of the NEMA establishment. Work is currently underway to identify opportunities to work with yourselves and the CDEM groups to enable you to be engaged and informed throughout the change process.

**Contact:** Carolyn Schwalger, Programme Director NEMA Transition, email [carolyn.schwalger@dpmc.govt.nz](mailto:carolyn.schwalger@dpmc.govt.nz)

### **Response and Recovery Leadership Capability Development Programme**

The Tier 1, cohort 2 course with a range of participants from CDEM local government staff, New Zealand Police, District Health Board and private organisations concluded 4 October in Christchurch. The range of *Response & Recovery Aotearoa New Zealand* (shortened to RRANZ) expertise, alongside the invited speakers, added significantly to participant experience. RRANZ are the providers of the course a professional development consortium of universities, iwi, private training providers, and subject matter experts in response and recovery leadership)

Representatives from Te Rūnanga o Ngāi Tahu and Te Puni Kokiri welcomed participants at the Ngāi Tahu offices which helped set the tone for the week. RRANZ would like to work collaboratively with respective iwi in the locations of the next courses and we welcome relevant introductions to support this.



*Cohort 2 participants alongside RRANZ and DPMC staff at Te Rūnanga o Ngāi Tahu*

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Cohort 3, with 21 participants from a range of agencies and organisations, are part way through the online learning. This component of the Programme should not be under-estimated as participants must fit in interactive study around their work and life commitments. The participants will come together the week of 18 November in Hamilton to take part in the five day face to face component.

The nomination process has been revised to streamline it and ensure the right people are looped in at the right time. It is currently with the NEMDG Capability Sub-Group for review. The intention is to have this in place for New Year applications, alongside additional guidance for the applicants to ensure they provide all the details necessary for the Selection Panel to make a considered and fair decision.

Programme information and dates for 2020 are available at <https://www.ranz.org.nz/> and <https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/national-security-workforce/response>

**Contact:** Karen Singleton, Team Leader Capability, phone 04 830 5120 or email [karen.singleton@dpmc.govt.nz](mailto:karen.singleton@dpmc.govt.nz)

### **Consistent Coordinated Incident Management System (CIMS) practice**

Work continues to support the recent publication of the CIMS 3<sup>rd</sup> edition with support documents and training.

Nationally consistent CIMS Role Profiles are available on the [MCDEM website](#). These were developed using material shared with MCDEM/DPMC from CDEM Groups and Central Agencies and through 18 Workshops, approximately 70 hours of Subject Matter Expertise (SME) input. Nationally consistent role cards and descriptions are now in development with on-going and much appreciated SME input.

Updating, revising or creating unit standards to provide a consistent framework for training packages is well underway, for example:

- An online nationally consistent assessment for CIMS level 2 unit standard will be live before the end of the year
- CIMS level 2 and level 4 unit standards have been revised to align to CIMS 3<sup>rd</sup> edition and will be available for sector consultation shortly.
- CIMS level 5 Unit Standards for Intelligence, Operations, Logistics and Planning have been revised to align to CIMS 3<sup>rd</sup> edition.
- Nationally consistent training and assessment packages to meet the above level 5 standards will be developed, commencing in 2020.
- CIMS level 5 Unit Standards for Public Information Management, Welfare and Safety will be developed and aligned to CIMS 3<sup>rd</sup> edition in 2020.
- CIMS level 6 Incident Management Team (IMT) unit standard will be developed

Timelines for the above and associated work are indicative only, future work priorities are dependent upon decisions relating to NEMA that are yet to be made.

**Contact:** Carla Drayton, Senior Advisor, National Security Workforce, phone 04 912 0520 or email: [carla.drayton@dpmc.govt.nz](mailto:carla.drayton@dpmc.govt.nz)

### CDEM Resilience Fund

As an opportunity to look at the efficiency and effectiveness of the CDEM Resilience Fund, MCDEM will undertake a review of the Fund. The Ministry is seeking to explore how to optimise use and return of investment from the Fund. The current guidance, key themes, priorities and process will be considered as part of this review. Details of the review are being worked through with CDEM Group representatives.

The application process for 2020/21 will be paused whilst the review is being undertaken. Applications already received will be held and the person/organisation that applied will be notified. New applications will not be considered until the review has been completed and outcomes promulgated – this may include revised priorities and processes.

**Contact:** Shane Bayley, Manager Development, phone 04 830 5130 or email: [shane.bayley@dpmc.govt.nz](mailto:shane.bayley@dpmc.govt.nz)

### Support to Elected Officials post-election

The 2018 Governments response to the Technical Advisory Group review identified several ways that MCDEM could further enhance the types of support provided to Mayors/Chairs and local authorities regarding emergency management.

As part of this, MCDEM has created a pool of resources that are available on the MCDEM website (including videos; roles and responsibilities fact sheets for before, during and after an emergency; and other information including declaring a state of local emergency or giving notice of a local transition period). From late October, LGNZ are running 14 cross country events for local Elected Representatives that includes a session relating to emergency management. Resources from these events will be available to CDEM Groups to use as part of their own Elected Officials induction programmes.



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Together these resources will help emphasise the importance of the role Elected Officials have through their 'business-as-usual' council roles, and within formal emergency management committees in shaping more positive community outcomes in the event of an emergency.

For more information see <https://www.civildefence.govt.nz/resources/resources-for-elected-officials/>

**Contact:** Jane Röllin, Senior Regional Emergency Management Advisor phone 021 892 032 or email: [jane.rollin@dpmc.govt.nz](mailto:jane.rollin@dpmc.govt.nz)

### **Draft Damage Assessments Director's Guideline and Draft National Damage Assessments Dataset & Dictionary Technical Standard**

The draft *Damage Assessments* Guideline consultation period is under way. The draft guideline provides an overview of the concept of damage assessments in a CDEM context and is built on the existing Rapid Impact Assessment Information for the CDEM sector [IS 14/13]. Aligned to this is the Draft National Damage Assessments Data Set and Dictionary Technical Standard which sets out a minimum set of data fields agreed for collection and reporting by groups, agencies and emergency services.

The draft guideline has been sent to CDEM Group Managers, Central Government agencies, Emergency Services and other interested parties for consultation. The draft Technical Standard will be consulted with appropriate agencies and subject matter experts through a workshop in Wellington in late November 2019.

The consultation period is for eight weeks, closing on Friday 6 December 2019.

**Contact:** Simon Chambers Senior Regional Emergency Management Advisor, phone 0274432856 or email [simon.chambers@dpmc.govt.nz](mailto:simon.chambers@dpmc.govt.nz).

### ***Striving Through* brochure for businesses affected by an emergency**

We have recently teamed up with Resilient Organisations for the *Striving Through* brochure, which provides advice to businesses on responding to and recovering from an emergency.

We will send a hardcopies to all CDEM Group offices, and we have plenty more copies available if your Group would like to distribute them among your business community.

**Contact:** Anthony Frith, Manager Communications, phone 027 268 8463 or [anthony.frith@dpmc.govt.nz](mailto:anthony.frith@dpmc.govt.nz)

### **Volunteer Response Team Accreditation**

John Appleby has been seconded to MCDEM for the next 12 months to lead the work on building a robust and sustainable volunteer response team capacity and capacity for emergency management. John comes from his role as a Response Manager at MPI with extensive experience in the NZ Response Team (NZ-RT) and USAR environments, as well as

qualifications in Adult Education, and Emergency Management. John is leading the work, in a full time capacity, to establish national governance arrangements and develop a national capability, accreditation, and audit framework for volunteer working in the emergency management sector.

Further communications and information detailing governance arrangements, key programme phases, and expected timeframes will be sent out to the sector shortly.

**Contact:** John Appleby, Principal Advisor, phone: 027 325 5789 or email: [john.appleby@dpmc.govt.nz](mailto:john.appleby@dpmc.govt.nz)

Ngā manaakitanga; nāku noa, nā,



Sarah Stuart-Black  
**Executive Director**

**TITLE:**        **Emergency Management System Reforms (EMSR) progress report**

**ID:**            A1261719

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

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### **Executive summary/Whakarāpopototanga**

Attached for the information of the group is a progress report from the Director, Ministry of Civil Defence & Emergency Management on the Emergency Management System Reforms.

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### **Recommendation**

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

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### **Attachments/Ngā tapirihanga**

Attachment 1: Emergency Management System Reforms progress report. [!\[\]\(6bb0e4f14c4133b37d2887cb37e67ddd\_img.jpg\) !\[\]\(5677a36a9444aca55c9ef7a9b7d8dd5c\_img.jpg\)](#)

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### **Authorised by Group Manager**

**Name:**        Tony Phipps

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

**Date:**         19 November 2019

# Emergency Management System Reform

## Programme Update

**Tracking the progress of Government  
response to the Technical Advisory  
Group's recommendations**

October 2019





# Foreword

Just over one year ago, the Government announced *Better Responses to Natural Disasters and other Emergencies in New Zealand* — its response to the Technical Advisory Group's Ministerial Review recommendations.

At the time, the response set out a significant multi-year programme of work and change for emergency management.

Five key areas were identified to improve how New Zealand responds to natural disasters and other emergencies.

1. Putting the safety and wellbeing of people at the heart of the emergency response system
2. Strengthening the national leadership of the emergency management system
3. Making it clear who is responsible for what, nationally and regionally
4. Building the capability and capacity of the emergency management workforce
5. Improving the information and intelligence system that supports decision making in emergencies

One year on, progress has been made. Through the Emergency Management System Reform, the government is seeking a transformative change that will shape how emergency management will need to work in the future.

One of the key parts of the Emergency Management System Reform is the decision to establish the National Emergency Management Agency — or NEMA. Currently, the establishment process is continuing at pace. The Government's decision to establish NEMA acknowledges the importance of integrated action across the 4Rs — risk reduction, readiness, response and recovery — and for all hazards and all risks. NEMA's primary focus will be on the performance and capability of the emergency management system as a whole. It will be across the 4Rs and be all-hazards and all-risks, not just those areas traditionally considered 'Civil Defence'.

To make sure NEMA is in a strong position to fulfil its role in the emergency management system, legislative and other regulatory changes will be introduced later in the transition process.

There has been plenty of work progressing in the Emergency Management System Reform programme. This work brings about the system-wide changes in the five key areas identified by the Government and has been done with and across a range of partners, agencies and stakeholders that we have worked with over the last year.

This update provides you with an overview of what's been achieved so far in the Emergency Management System Reform and what's on the horizon — both short-term and longer-term. All of the work that comes from this programme ensures that people are at the heart of New Zealand's emergency management system.

These changes will ensure that all New Zealanders can rely on a system that will support them in any emergency, now and in the future.

Everyone who is part of the emergency management system has a role to play. Thank you for your efforts, commitment and support as we continue this journey together.



**Sarah Stuart-Black**

Executive Director, Ministry of Civil Defence & Emergency Management

# Putting the safety and wellbeing of people at the heart of the emergency response system

## What has been achieved?

- Signed an agreement with Deaf Aotearoa to increase the use of New Zealand Sign Language in emergencies.
- Launched a new public education website ([getready.govt.nz](http://getready.govt.nz)) and enhanced the current Civil Defence website ([civildefence.govt.nz](http://civildefence.govt.nz)).
- Provided support and resources for Mayors regarding their role in an emergency.
- Worked with media to increase understanding of the tsunami warning process.
- Agreed on IT requirements for the welfare registration and needs assessment process.
- Created the Emergency Management Assistance Team. The Emergency Management Assistance Team includes experienced Public Information Managers and capability to engage with Māori.

## What are we doing now?

- Developing best practice approaches for communicating with CALD (culturally and linguistically diverse) communities so that they are more involved in reduction, readiness, response and recovery.

- Engaging with Civil Defence Emergency Management Groups via the National Public Information Management programme to create closer working relationships with media.
- Introducing Strategic Communications to Response and Recovery Managers through the Response and Recovery Leadership programme. Civil Defence Emergency Management Controllers are also being introduced to Strategic Communications through the Controller's Toolbox.
- Making sure that Emergency Mobile Alerts will be available for third party redistribution.
- Developing a welfare registration and needs assessment tool. The tool will be implemented in 2019, and in 2020 it will begin to be embedded across the civil defence emergency management sector.

## What are we planning?

- Create Level 5 Unit Standards for Public Information Management in 2020.



# Strengthening the national leadership of the emergency management system

## What has been achieved?

- The Government has announced that a new emergency management agency (National Emergency Management Agency — NEMA) will be established and that the Ministry of Civil Defence & Emergency Management will transition into the National Emergency Management Agency.
- The Government has decided on lead agency responsibilities for infrastructure failure with the Ministry of Business, Innovation, and Employment (for ICT, energy or fuel supply failure) and with the Ministry of Transport and transport agencies (for transport infrastructure failure).

- Working on the second phase of the National Emergency Management Agency (NEMA) transition programme. The second phase includes designing the future organisational strategy, operating model and organisational design.

## What are we planning?

- Work with the Ministry of Business, Innovation, and Employment; the Ministry of Transport; and transport agencies to introduce lead agency arrangements. These arrangements will be confirmed in the revised National Civil Defence Emergency Management Plan.

## What are we doing now?

- Working on the first phase of the National Emergency Management Agency (NEMA) transition programme. The first phase includes the legal mechanisms needed to establish the National Emergency Management Agency and the transition from Ministry of Civil Defence & Emergency Management to National Emergency Management Agency.

# Making it clear who is responsible for what, nationally and regionally

## What's been achieved?

- Published the Wellington Earthquake National Initial Response Plan (WENIRP).
- Published *Coordinated Incident Management System (CIMS)* 3rd edition. From 1 July 2020, this third edition will replace all previous editions.
- Encouraged Civil Defence Emergency Management Groups to co-opt ambulance services onto their Co-ordinating Executive Groups.
- Developed nationally consistent Role Profiles for *Coordinated Incident Management System (CIMS)* 3rd edition.

## What are we doing now?

- Developing the National Fuel Emergency Plan. This Plan includes lead agency responsibilities for infrastructure failure and the roles and responsibilities of support agencies.
- Completing the last of the nationally consistent Role Cards and Descriptions for *Coordinated Incident Management System (CIMS)* 3rd edition.

- Continuing to work with lead agencies on the development of their national plans to improve planning and arrangements for how agencies will work together and who will do what across the national security system.

## What are we planning?

- Begin reviewing the National Civil Defence Emergency Management Plan in 2020.
- Update the National Security System handbook and the National Civil Defence Emergency Management Plan to reflect the new definition of 'lead agency'.
- Develop the National Earthquake Framework over the next 36 months.

# Building the capability and capacity of the emergency management workforce

## What has been achieved?

- Formed the new Emergency Management Assistance Team (previously called Fly-in Teams).
- Designed and delivered three Response and Recovery Leadership programme Tier 1 courses. These courses are designed to support the capability of Controllers (replacing the previous course), Recovery Managers and Response Managers.
- Developed and released ITF (Integrated Training Framework) courses for Public Information Management in a Coordination Centre and Logistics in a Coordination Centre.
- Revised Level 5 Unit Standards for Intelligence, Operations, Logistics and Planning. These standards are due for wider sector consultation in November 2019 and will be registered on the New Zealand Qualifications Framework early 2020.
- Developed a Coordinated Incident Management Level 2 online assessment. This assessment is expected to be launched November 2019.
- Developing a discussion document on standards and accreditation for response and recovery leaders. This document is expected to be completed by the end of 2019.
- Developing an ITF (Integrated Training Framework) course for Lifeline Utility Coordination in a Coordination Centre.
- Building a response and recovery capability framework with a current focus on leadership.
- Implementing national governance structures to coordinate and oversee volunteer response teams working in emergency management.

## What are we planning?

## What are we doing now?

- Design and deliver Response and Recovery Leadership programme Tier 2 courses.
- Develop Level 5 Unit Standards for Public Information Management, Welfare and Safety.
- Develop nationally consistent training and assessment packages for Level 5 Unit Standards in Intelligence, Planning, Operations and Logistics.
- Develop a Level 6 Unit Standard for the Incident Management System.
- Develop guidelines to support *Coordinated Incident Management System (CIMS)* 3rd edition.
- Develop and implement a capability, competency and accreditation framework for volunteer response teams working in emergency management.
- Continuing to co-design core and common products to support embedding *Coordinated Incident Management (CIMS)* 3rd edition.
- Developing a Recognition of Current Capability process.
- Revising Coordinated Incident Management System Level 2 and Level 4 Unit Standards to align with *Coordinated Incident Management System (CIMS)* 3rd edition.

# Improving the information and intelligence system that supports decision-making in emergencies

## What has been achieved?

- Included experienced Public Information Managers and people with Māori engagement capability in the Emergency Management Assistance Team.
- Completed an IT infrastructure upgrade of the National Crisis Management Centre.
- Developed an initial business case for a new emergency management facility. New investment is being made for strengthening National Crisis Management Centre resilience.
- Established IT infrastructure at the Auckland alternative National Crisis Management Centre.
- Developed online learning for EMIS (emergency management information system).
- Completed a business case for the Common Operating Picture programme stage 2, progressed some simple elements and identified priority datasets.
- Developed a new Intelligence course.
- Identified a new information management system that will support the emergency management sector and help achieve shared situational awareness.

## What are we doing now?

- Providing agencies and Civil Defence Emergency Management Groups with access to critical datasets, e.g. power outages.
- Working on the new emergency management information management system. This will be ready for use from early 2020 and support will be available to embed the new system in emergency management agencies.
- Developing an ITF (Integrated Training Framework) course for Intelligence in a Coordination Centre.

## What are we planning?

- Consider a model for integrating science advice.

# Longer-term objectives

There are other longer-term objectives that came from the the Government's response to the Technical Advisory Group's recommendations and many of these relate to the National Emergency Management Agency (NEMA). Some objectives are underway but require further work. For others, we need to consult with the civil defence emergency management sector before work can begin.

## National Emergency Management Agency

- Ensure the National Emergency Management Agency (NEMA) has the systems, processes and resources in place for national monitoring of Civil Defence Emergency Management Groups against standards, assessment against Unit Standards, and support of Civil Defence Emergency Management Groups to work with iwi and monitor progress on engagement.
- Ensure the National Emergency Management Agency (NEMA) has the systems and resources to manage national standards and carry out system assurance.
- Consider regulations that would allow the National Emergency Management Agency (NEMA) to enforce standards.
- Ensure Civil Defence Emergency Management Groups have iwi representation on Co-ordinating Executive Groups.
- Consider regulations that would establish national standards for technical and personal competency for National, Regional and Civil Defence Emergency Management Controllers.
- Consider regulations for Recovery Manager and Controller accreditation.
- Consider empowering the Director of Civil Defence Emergency Management to accredit Recovery Manager and Controller appointments made under the Civil Defence Emergency Management Act 2002.
- Consider national systems for continual professional development and re-accreditation.
- Consider regulations that would establish minimum standards for Groups.
- Consider legislative changes or regulations that would require civil defence emergency management consultation with iwi/Māori when planning.

## Regulations and legislation

- Continue to engage with partners and stakeholders over proposed amendments to the Civil Defence Emergency Management Act 2002.

## Capability and capacity

- Consider the consequences of introducing career pathways, consistent and high quality training and development, and clear professional standards and accreditation processes.



Ministry of Civil Defence  
& Emergency Management  
Te Rākau Whakamarumaru



DEPARTMENT OF THE  
PRIME MINISTER AND CABINET  
TE TARI O TE PIRIMIA HE TE KOMITI MATUA

**TITLE:** Northland CDEM Group, CEG and Group appointments

**ID:** A1261770

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

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### 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.

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### Recommendation

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

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### Background/Tuhinga

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

- TBA (FNDC) - alternate TBA
- Cr Rick Stolwerk (NRC) alternate Cr Colin Kitchen
- Mayor Sheryl Mai (WDC) alternate TBA
- Mayor Jason Smith (KDC) - alternate Cr Anna Curnow
- Commander Brad Mosby (Fire and Emergency NZ)
- District Commander, Superintendent Tony Hill (NZ Police)
- Mr John Titmus (MCDEM) in observer role

#### Membership of the Coordinating Executive Group:

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

#### Group Controllers:

- Graeme MacDonald
- Tony Phipps
- Claire Nyberg
- Simon Weston
- Sandra Boardman
- Victoria Harwood
- John Burt

- Alistair Wells
- Shona Morgan

**Local Controllers for the Whangarei District:**

- Simon Weston
- Sandra Boardman

**Local Controller for the Kaipara District:**

- John Burt
- Dean Nuralli

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

- Alistair Wells

**Group Welfare Managers:**

- Claire Nyberg
- Shona Morgan

**Local Welfare Managers:**

- Raewyn Smythe (FNDC)
- Aya Morris (FNDC)
- Paula Urlich (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)

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**Attachments/Ngā tapirihanga**

Nil

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**Authorised by Group Manager**

**Name:** Tony Phipps  
**Title:** Group Manager - Customer Services - Community Resilience  
**Date:** 19 November 2019

**TITLE:** CEG Chair's Report

**ID:** A1261773

**From:** Tony Phipps, Group Manager - Customer Services - Community Resilience

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### **Executive summary/Whakarāpopototanga**

This report provides an overview of matters relevant to the CEG Chair's functions.

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### **Recommendation**

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

### **Background/Tuhinga**

#### **Communications – Murray Soljak**

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

The third national test of Emergency Mobile Alerts (EMAs) will take place on the evening before this meeting (Sunday 24 November) and a verbal recap will be provided at the meeting. The test will again be run by MCDEM from Wellington, with local support (primarily social media) from Groups.

Two EMAs were sent in late October during the New Zealand International (Sky City) Convention Centre fire in the Auckland CBD, advising of the actions that should be taken to manage smoke exposure.

##### **Media/social media**

Key posts since the previous meeting include publicity for the September round of tsunami siren testing, support for Fire and Emergency New Zealand (FENZ) around vigilance when lighting fires during the current dry conditions, the 10-year anniversary of the Samoa tsunami, Northland CDEM team member Shona Morgan's appointment to the first New Zealand Emergency Management Assistance Team (EMAT), New Zealand Transport Agency (NZTA's) opening of two lanes on the new Taipa bridge, and World Tsunami Awareness Day on 5 November.

New content (mainly tsunami-related) continues to be added to the Northland CDEM Facebook page, although due to the way that Facebook works, this is visible only to those viewing the page on desktops rather than phones.

##### **Interagency relationships**

Communications and related staff from all three of Northland's district councils were represented on one of the recent CIMS4 courses.

##### **National review of wording of Tsunami Beach and Marine Threat messages**

One of the actions taken on by MCDEM following the Kermadec Islands earthquake of 16 June and subsequent tsunami warnings was an overhaul of the wording of the Beach and Marine Threat messages.

The basis for this was public and media confusion between the Beach and Marine messaging ('unusually strong and hazardous currents and unpredictable surges expected near the shore') and the more serious Land Threat.



Among the options under consideration were framing the message as an 'advisory' rather than a 'warning' and highlighting the aspect of strong and unusual currents/unpredictable surges in the headline.

We look forward to the completion of the review and a new template being formally adopted by MCDEM.

### **Community Resilience – Shona Morgan**

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

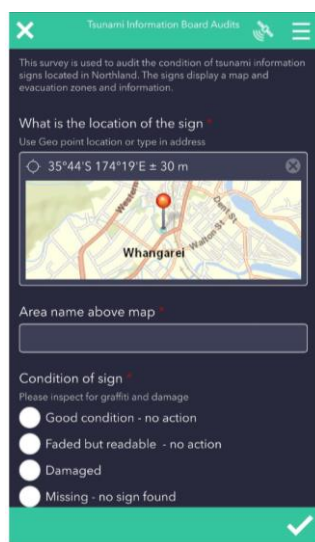
Mangawhai has been selected as the location for the next YES Programme to be held in May 2020. The first workgroup meeting was held at the St John Ambulance Station on Friday 1<sup>st</sup> November and was attended by local Police, FENZ, Surf Lifesaving, St John and CDEM staff. All agencies are happy to support the programme and have started recruiting for participants. Further information about the YES programme can be found at <https://www.facebook.com/YESNorthland/>

#### **GIS**

The Northland CDEM team have been using Survey 123 to collect data on three projects this year.

Civil Defence Centres – 25 centres have been surveyed regionwide. The information collected includes location, capacity, resources available, parking/access, wifi and infrastructure and local hazards. This data will be used by the Welfare team to ascertain suitability should a centre need to be opened in an emergency.

Tsunami Information Boards – these locations have been recorded and mapped to assist with maintenance of the boards and to identify the location of future boards on the coast. This will also allow us to keep track of any damage to boards and assist with maintenance or replacement as required.



Tsunami Siren Network – during the most recent tsunami siren testing in September, the Northland CDEM staff and community volunteers used this survey to collect data about each sirens functionality. The link to the survey was emailed out to predetermined community members who could use the app on their phone to collect the data. Alternatively, they could collect the data using another method and enter it later using their PC if smartphone use was limited. It is hoped this method will become more widely used in the future.

### **NZ Emergency Management Assistance Team (EMAT)**

Recruiting for the next cohort of NZ EMAT members is underway. Northland CDEM officer Shona Morgan has been assisting with recruitment by attending panel interviews in Wellington. Currently the team has 15 appointed members, and it is anticipated that a further 20 will be included after the next round of recruitment with a total cadre of 35.

### **Community Engagement**

Presentations and engagement with communities includes:

- Whangarei District Positive Aging Advisory Group
- Kamo Venturers
- Northland Indian Association – Diwali Festival of Lights.



### **Recovery – Jenny Calder**

#### **Temporary Accommodation**

Further work toward developing a plan for the provision for Temporary Accommodation Services (TAS) with the Ministry of Business, Innovation and Employment (MBIE) continues.

A second workshop held on 14 November had good representation of staff from Kaipara and Whangarei District Councils and has allowed MBIE to gather further information to work towards finalising both the draft regional plan and memorandums of understanding (MOU) for each territorial authority. The MOU's will outline the intent of the plan and create a platform to work from should TAS be required following an event.

It is expected both documents will be available to Northland CDEM Group to take to the district councils early 2020 for review and comment.

#### **Strengthening recovery across the region**

Recovery continues to be included in workshops with stakeholder and community groups and agencies.

Feedback on the recent Draft Recovery Preparedness and Management Directors Guideline has been provided to MCDEM. The guideline emphasises the importance of community and provides the basis for raising recovery capability and capacity.

No publication date for the finalised document has been advised from MCDEM.

### **Professional Development – Kim Abbott**

Northland CDEM has facilitated three, two day Coordinated Incident Management systems (CIMS4) courses this quarter with 49 students achieving NZQA accreditation. In addition, an Emergency

Operations Centre (EOC) was delivered to 24 students in November with a follow up exercise to be scheduled in 2020.

CIMS4 underpins the Northland CDEM training program. Key to the success of this delivery is the cross organisational makeup of the courses. This allows students to not only learn about the common operating model but also see first-hand the broad number of people and organisations who may be engaged in a Northland response and the need to work together effectively.

In 2019, more than 30 organisations enrolled staff or members in the Northland CIMS4 or EOC training including:

<ul style="list-style-type: none"><li>• Department of Conservation</li><li>• Emerge Aotearoa</li><li>• Far North District Council</li><li>• Fire &amp; Emergency NZ</li><li>• Forest Protection Services</li><li>• Kaipara District Council</li><li>• Manaia Health</li><li>• Ministry of Education</li><li>• Ministry Primary Industry</li><li>• Ministry Social Development</li><li>• Ngati Hine Health Trust</li><li>• Northland District Health Board</li><li>• Northland Regional Council</li><li>• Northland Rural Support Trust</li><li>• Northland Search &amp; Rescue</li><li>• Northpower</li></ul>	<ul style="list-style-type: none"><li>• Northtec</li><li>• NZ Navy</li><li>• NZ Police</li><li>• NZ Red Cross</li><li>• NZ Surf Lifesaving</li><li>• NZ Transport Agency</li><li>• Oranga Tamariki</li><li>• Refining NZ</li><li>• St John</li><li>• Stand for the Children</li><li>• The Salvation Army</li><li>• Transpower</li><li>• Whangarei District Council</li></ul>
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The training calendar for 2020 is currently being finalised. In addition to CIMS4 and EOC delivery, planning and development is being undertaken on:

- CIMS functional training modules ie: Logistics, Intelligence, Planning and Operations
- Use and application of the national CDEM EMIS 365 tool
- Overview to stakeholders around the changes and updates to CIMS4 in the 3rd Edition.

#### **Response and Recovery Leadership Capability Development Programme**

Group recovery manager, Jenny Calder, recently completed the Tier 1 (Cohort 2) course. This was the second multi-agency course run by Response and Recovery Aotearoa New Zealand (RRANZ) and covered a range of topics, supported by a number of invited speakers and subject matter experts.

#### **Northland Lifelines Group – Kim Abbott**

The final Lifelines Utilities Group (NLG) meeting is scheduled for December 13. This meeting will include a table top discussion scenario around how situational awareness is communicated to the Emergency Operations Centre (EOC) and to other interdependent NLG members.

Three members of the NLG attended the National Lifelines Forum on 15 & 16 October in Christchurch as well as the National Lifelines Utility Coordinators (LUC) meeting on 14 October.

It was an excellent forum with more than 150 senior representatives attending and/or presenting.

Highlights included:

- A site visit to the Port Hills and Lyttleton Port including discussion around the challenges of long-term recovery and the planning being undertaken to minimise the impact of future events.
- Mayor Lianne Dalziel spoke to the current projects being undertaken in the Christchurch City rebuild and the decision to 'build back smarter'. One of the key learnings has been the need to communicate and engage the community for successful delivery and adoption of infrastructure projects.
- The Northland members were invited to see the Justice & Emergency Services Precinct (JESP), a \$300 million anchor project which brings together all justice and emergency services including CDEM in one purpose-built precinct in central Christchurch.
- The Ministry of Civil Defence Emergency Management (MCDEM) outlined the National CDEM Fuel Emergency Plan and the 2020 LUC training program.
- Presenters shared learnings for the sector around the recent events including: The Christchurch Terror attacks, Pigeon Valley fires and the Westcoast March rain event.

### **Exercises**

#### **Emergency Services Family Fun Day (Caring for Northland)**

This event, at which Northland CDEM is traditionally represented alongside partner agencies, was unfortunately cancelled this year due to the weather forecast and its expected impact on some of the displays.

#### **Controllers Development Programme – Claire Nyberg**

The next controller development session is scheduled for December. This follows on from the National Urban Search and Rescue (USAR) exercise held in Auckland in October and observed by several Northland CDEM controllers. Topics for the upcoming session will include:

- Our interaction with international assistance.
- Our engagement with civil military and request for assets.

#### **Contacts App – Tegan Capp**

The CDEM Contacts App has been developed by the Northland CDEM Group to act as shared contact database for key stakeholders. It is a platform for users to share information to groups or individuals from their mobile devices.

Primarily it will be used by on-call staff to distribute important warning information, but also acts as a shared contact list for all users to access other stakeholders contact details. In October, 300 individual stakeholders including emergency services personnel, Lifelines, Welfare and Emergency Operations Centre (EOC) staff from all three Territorial Authorities (TA's), Civil Defence Officer volunteers and Community Response Group (CRG) volunteers were invited to register for the App. To date, over 60% of the stakeholder network have registered and updated their contact details. This ensures that we can maintain an accurate contacts database.

### **New council inductions**

Inductions have been scheduled and are progressively taking place with all four Northland councils.

Local Government New Zealand has also carried out training for new mayors on 30 October (including emergency management responsibilities) and MCDEM has produced a range of material for elected members, drawing on content previously developed by CDEM Groups including Northland.

### **Fire and Emergency NZ independent review of Tasman Fires**

The independent operational review of Fire and Emergency NZ's management of February's Tasman fires, carried out by the Australasian Fire and Emergency Services Authorities Council (AFAC), was released at the end of October.

Its findings have been fully accepted by FENZ, which has committed to developing an action plan by the end of this year to incorporate the findings into work programmes.

The Pigeon Valley fire near Nelson started on 5 February 2019 and went on to burn more than 2,300 hectares including significant areas of pine plantation over February and March, with other fires breaking out at four other locations.

A local emergency was declared on 6 February and continued until 27 February and approximately 3,000 people and 700 livestock and pets were evacuated.

The full AFAC operational review is publicly available on the FENZ website and is a worthwhile read. Some of the recommendations have commonality with, or linkages to, the CDEM sector and the way we can be expected to work with FENZ as a partner. All 12 recommendations are reproduced below, along with their accompanying summary-level commentary.

In a further, separate development, FENZ will also be moving to an Office 365 environment, which will enable improved communication with the CDEM sector.

#### **Recommendation 1**

Fire and Emergency New Zealand should develop and implement a nationally consistent framework for strategic and tactical fire planning, community education and risk reduction activity that engages all stakeholders including the New Zealand public as a whole.

#### **Recommendation 2**

**2a.** Fire and Emergency New Zealand should establish and promote a set of risk reduction guidelines/requirements around permitted heat and spark activities that relate to the community as a whole and not just Forestry.

**2b.** Fire and Emergency New Zealand should work to promote any changes required to legislation or regulations to develop a mandatory system of 24 hour Total Fire Ban days applicable to the whole community, to be declared by Fire and Emergency New Zealand based on predicted fire weather and associated risk.

#### **Recommendation 3**

Fire and Emergency New Zealand should introduce a policy that each region develops a matrix of air, ground, incident management team and machinery resources that will be on stand-by at given forecast levels of fire danger, to include business rules about response times.

#### **Recommendation 4**

Fire and Emergency New Zealand should develop a national aviation management function.

#### **Recommendation 5**

Fire and Emergency New Zealand should develop national guidelines for pre-season data sharing between stakeholders, and Regions should be responsible for ensuring that they have identified key data sources to support operations and verifying that they will be readily available in the event of an incident occurring.

**Recommendation 6**

Fire and Emergency New Zealand should develop guidelines for proposed ICC locations, functionality and connectivity, to include a single ICT system to be used across all locations. ICC locations should be tested and endorsed prior to each season.

**Recommendation 7**

Fire and Emergency New Zealand should undertake a comprehensive review of the National Incident Management Teams and their processes, operating policies, training and membership including an increased focus on predictive services capacity to support fire suppression and consequence management.

**Recommendation 8**

Fire and Emergency New Zealand should review wildfire related training requirements across Fire and Emergency New Zealand and key partner agencies and identify national requirements for standard wildfire training for personnel in all roles (including fireground support roles such as plant manager).

**Recommendation 9**

Fire and Emergency New Zealand should embed AIIMS as the preferred internal incident control system for the management of its incidents. Personnel who interface outside of Fire and Emergency New Zealand with one or more agencies including the broader emergency management arrangements should retain an understanding of CIMS management structures and liaison and reporting requirements so they can operate in that capacity when required.

**Recommendation 10**

Fire and Emergency New Zealand should develop systems and standard operating procedures to support a national resource ordering, tracking and availability system, to include developing a cadre of trained staging area managers.

**Recommendation 11**

Fire and Emergency New Zealand should review, clarify and document the roles of the NCC, RCC and IMT in Fire and Emergency New Zealand managed incidents, to include reporting lines for NIMTs.

**Recommendation 12**

Fire and Emergency New Zealand should develop doctrine to formally integrate iwi into local and national IMTs.

**Commerce Commission investigation into MetService and NIWA**

A Commerce Commission investigation is taking place into the way weather data is sold by MetService and NIWA to private competitors.

The Commerce Commission is not commenting publicly while the investigation is underway, while MetService and NIWA have so far only acknowledged the investigation and stated that they will co-operate with it.

The investigation arises from a complaint by WeatherWatch chief executive Philip Duncan, who has been calling for action on different aspects of what he views as anti-competitive behaviour since 2011, with previous complaints made under both the Fair-Trading Act and the Commerce Act.

The current complaint is understood to have been made under sections 27 and 36 of the Commerce Act in relation to the costs charged for observational data and rain radar data.

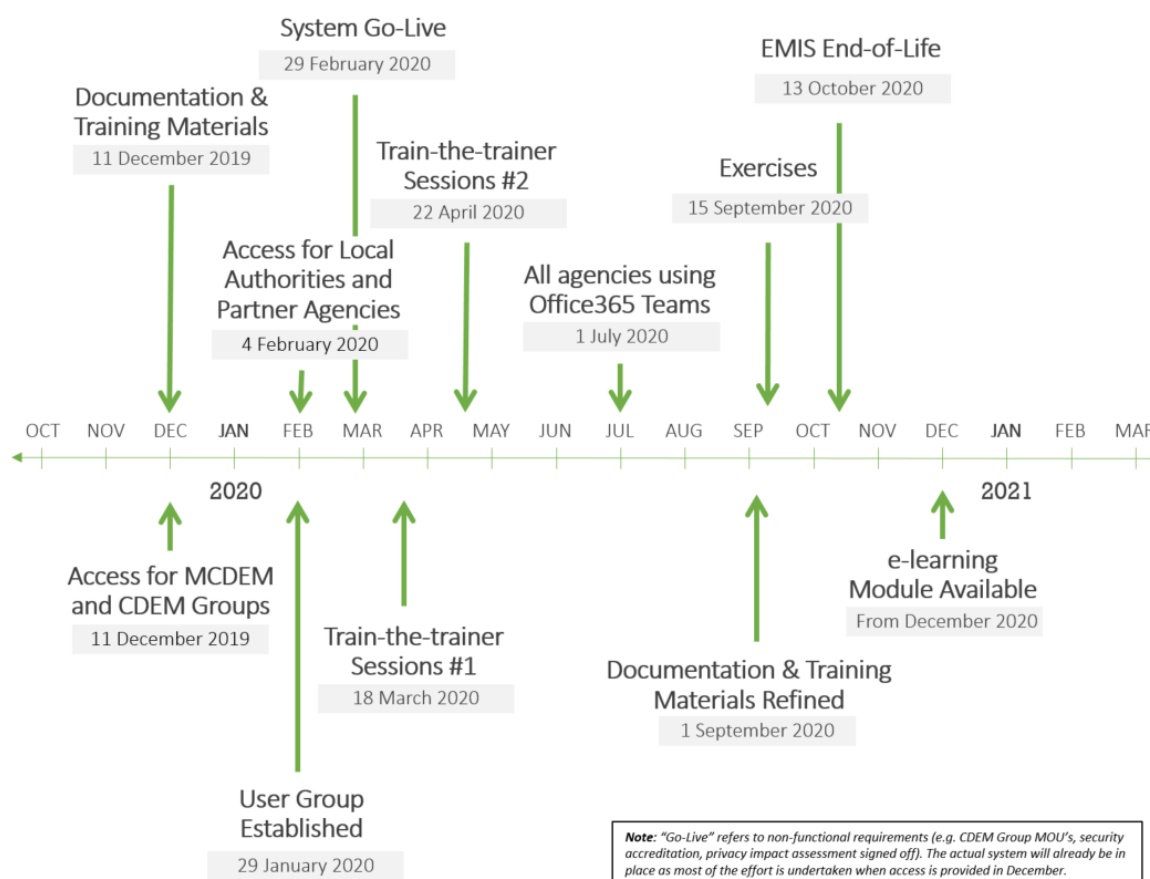
Associated media commentary has also raised the question of whether there is duplication between the roles of MetService and NIWA.

From a CDEM perspective, competition between all forecasters for media/public attention – particularly when it comes to commentary on potential weather events – has at times proven unconstructive.

At this stage, no time frame has been given for the Commerce Commission’s investigation.

### EMIS Replacement – Microsoft Office Teams.

An update has been provided by MCDEM on the timeline for the release, training and implementation for the EMIS replacement, Microsoft Office Teams. An introduction to the Teams product was provided at a Workshop in October. The timeline indicates that the release is due to occur in early December with training in March and April 2020. A detailed document outlining the replacement project status has been provided by MCDEM.



### Multi Agency Coordination Centre.

The proposal to progress with a project to establish a Multi-Agency Coordination Centre in Northland was supported at the last CEG meeting in September. Recommendations also included establishing a Project Team to further develop the business case in support of the proposal. It is proposed that the CEG members become the Project Team, with the Project Sponsor being the CEG Chair. Project team members may be required to provide support and input into the project business case at various times.

The drafting of and completing the business case in support of the proposal will need to be completed early in the new year (by 1 February) to enable consideration during each of the councils LTP round. Development of a funding model or proposal will be incorporated in to the business case. Consideration of the various options will also be addressed i.e. status quo, new build, re-fit existing building. Building Act implications for such a facility will also be outlined.

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**Attachments/Ngā tapirihanga**

Nil

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**Authorised by Group Manager**

**Name:** Tony Phipps

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

**Date:** 19 November 2019



**TITLE:** Northland CDEM Group Work Programme 2019/20

**ID:** A1261745

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

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### Executive summary/Whakarāpopototanga

Attached for the information for the group is the Northland CDEM Group Work Programme and an outline of the Portfolios and areas of responsibility.

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### Recommendation

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

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### Attachments/Ngā tapirihanga

Attachment 1: Northland CDEM Group Work programme 2019/20 [↓](#) 

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### Authorised by Group Manager

**Name:** Tony Phipps

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

**Date:** 19 November 2019

Activity		Comment
<b>1. CDEM Group</b>		
• Negotiate, agree, deliver and report upon the Northland CDEM shared services work programmes for the Whangarei, Far North and Kaipara District Councils.		FNDC, WDC, KDC, full agreements in place.
• Review and report on the key recommendations, and outcomes of the Ministerial review and where necessary implement the appropriate findings at the Northland level.		Updates in agenda on EMSR underway. NEMA implementation process underway.
• Engage with, provide feedback and submissions to MCDEM (NEMA) and other national agencies on strategies, guidelines and documents that may have a bearing on the Northland region, the Ministerial review recommendations and actions		EMSR, EMA, NEMDG ToR, NWCG representation.
• Monitor and provide input and/or submit where appropriate on district council activities relevant to resilience/hazard management.		No activity
• Develop, promote and implement a collaborative across region approach to CDEM.		On going
• Review the past year's work programmes with a view to establishing those activities that should be maintained, those that could be reduced and those that could be omitted from future programmes.		December workshop
• Review the 2016 – 21 CDEM Group Plan, including review of objectives and targets.		Group plan is due for review in 2021. Review will commence in mid-2020.
• Develop a project plan and business case to deliver a share across agency Emergency Coordination Centre for the region.		Preparation underway for LTP rounds of council(s).
• Provide support (personnel and resources) to national programmes and projects where applicable.		Currently includes NEMDG, EMAT and others.
<b>2. Readiness and Response</b>		
• Develop and implement an across region Exercise Programme.		Underway
• Develop a strategy outlining how Northland CDEM engages with communities		Workshops held / underway
• Review and maintain e CRP's across the region.		Ongoing
• Enhance the knowledge, understanding and preparedness of Northland's vulnerable communities.		
• Provide capability to deliver business continuity courses.		Internal NRC programme underway.
• coordinate the region on call arrangement for Controllers and Duty Officers.		Underway and ongoing
• Provide ongoing controller's development programme.		Three sessions in 2019.
<b>3. Recovery framework, capacity and capability</b>		

Activity		Comment
<ul style="list-style-type: none"> <li>Incorporate recovery as a key CDEM component.</li> </ul>		Underway
<b>4. Recovery framework, capacity and capability continued</b>		
<ul style="list-style-type: none"> <li>Review existing recovery arrangements and where necessary act to strengthen or enhance the recovery structures in the region.</li> </ul>		New DG/L out for review and feedback.
<ul style="list-style-type: none"> <li>Develop, promote and integrate recovery arrangements internally and externally</li> </ul>		Ongoing engagement with partners underway.
<b>5. Welfare Co-ordination</b>		
<ul style="list-style-type: none"> <li>Implement the agreed Northland CDEM strategy for delivery of Welfare arrangements across the region.</li> </ul>		Strategy approved by CEG.
<ul style="list-style-type: none"> <li>Deliver Northland Welfare Coordination Group work plan.</li> </ul>		Updated work programme agreed
<ul style="list-style-type: none"> <li>Engage with and contribute to the National Welfare arrangements, including planning and delivery.</li> </ul>		To be completed
<ul style="list-style-type: none"> <li>Review Welfare work programme and arrangements to identify priority actions.</li> </ul>		To commence
<b>6. EOC and ECC readiness</b>		
<ul style="list-style-type: none"> <li>Enhance the readiness and response capability of the Group ECC.</li> </ul>		Underway (Priority High)
Develop and implement a consistent and harmonised across region template or format for EOC's		Forms completed.
<b>7. Lifeline Utilities</b>		
<ul style="list-style-type: none"> <li>Provide support to the Lifelines Utility Group projects and meetings</li> </ul>		Quarterly meetings annually
<ul style="list-style-type: none"> <li>Support and collaborate with the Northland Lifelines Group members to ensure ongoing engagement and commitment.</li> </ul>		
<b>8. Communications</b>		
<ul style="list-style-type: none"> <li>Maintain and enhance Northland's alerting capability</li> </ul>		Underway and ongoing
<ul style="list-style-type: none"> <li>Train staff and ensure learnings/changes at a national level are conveyed within the Northland CDEM Group (including governance) and the reach if/when required is understood and available to other agencies.</li> </ul>		Underway and ongoing
<ul style="list-style-type: none"> <li>Consolidate and improve delivery of important strategic information with spokespeople and the media so that they get the right information at the right time key decision makers,</li> </ul>		Underway and ongoing
<ul style="list-style-type: none"> <li>Maintain and develop social media platforms to engage with community and across agencies.</li> </ul>		Underway and ongoing
<ul style="list-style-type: none"> <li>Develop, maintain and strengthen Public Information arrangements.</li> </ul>		Underway and ongoing
<b>9. Operational Systems</b>		

Activity		Comment
<ul style="list-style-type: none"> <li>Consider, evaluate and implement technology to support readiness and response arrangements i.e. Contacts app. CDEM GIS Portal.</li> </ul>		Partly complete. Microsoft teams is imminent. Optional viewer portal developed.
<ul style="list-style-type: none"> <li>Where necessary for larger scale technology projects develop a project outline or strategy.</li> </ul>		To be completed
<ul style="list-style-type: none"> <li>Extending the reach of alerts into other platforms (websites, social media) as technology becomes available.</li> </ul>		Underway
<ul style="list-style-type: none"> <li>Create and maintain SOP's and other plans to support operational capability.</li> </ul>		On-going
<b>10. Tsunami Risk Management and preparedness</b>		
<ul style="list-style-type: none"> <li>Develop a single region asset management plan for tsunami sirens and tsunami public information boards.</li> </ul>		Completed
<ul style="list-style-type: none"> <li>Engage with and provide the Ministry of Education, school boards and principals with the high-level tsunami risk management tools to enable them to disseminate the information through schools</li> </ul>		Partly complete (High Priority) Commenced
<ul style="list-style-type: none"> <li>Review and implement any necessary changes in tsunami risk assessments.</li> </ul>		Ongoing
<ul style="list-style-type: none"> <li>Complete an across region installation of tsunami public information boards.</li> </ul>		Underway and partially completed
<ul style="list-style-type: none"> <li>Carry out bi-annual tsunami siren testing and reporting</li> </ul>		Underway
<b>11. Relationships and engagement</b>		
<ul style="list-style-type: none"> <li>Build upon existing relationships; and leverage and enhance new relationships with partner agencies, communities, including with iwi and Maori communities.</li> </ul>		Iwi engagement on CEG to be determined.
<ul style="list-style-type: none"> <li>Engage with national, regional and local level working groups, meetings and programmes where appropriate.</li> </ul>		Ongoing needs review
<ul style="list-style-type: none"> <li>Consider and report on the mechanisms available to have Iwi representation at the CEG level taking into consideration the national review findings and any national recommendations or findings.</li> </ul>		As above
<ul style="list-style-type: none"> <li>Work with PIM staff from other agencies (including those outside the region) to better understand strengths and reinforce logical separation of responsibilities, particularly during events.</li> </ul>		Ongoing
<ul style="list-style-type: none"> <li>Deliver the YES programme.</li> </ul>		Complete 2019. Funds approved for ongoing programme
<b>12. Professional development</b>		
<ul style="list-style-type: none"> <li>Review and provide professional development and training opportunities including CIMS, EOC, Welfare, Governance and Mayors as priorities.</li> </ul>		Ongoing and further development required.
<ul style="list-style-type: none"> <li>Review and report upon the national level ITF courses.</li> </ul>		National review.
<b>12. Professional development continued</b>		

Activity		Comment
<ul style="list-style-type: none"><li>Provide professional development programme and opportunities for all Controllers, Recovery Managers and Welfare Managers.</li></ul>		Programme implemented
<b>13. Human resources</b>		
<ul style="list-style-type: none"><li>Provide input and assistance into the development of the national deployment policy.</li></ul>		National draft circulated for comments.

<b>Portfolio's &amp; Areas of responsibility</b>	
<b>1. Lifelines Utility Group</b> Coordination of the Northland Lifelines Utility Group activities including assisting the Project Manager to deliver the Lifelines Utility Group work programme. Acts as the focal point for LUG.	Kim Abbott
<b>2. Welfare Coordination Group and Work Programme</b> Coordinates Welfare Coordinating Group activities and delivery of the work programme. Acts as the focal point for all Welfare related matters. Chairs the WCG. Supported by the Alternate Group Welfare Manager.	Claire Nyberg  Shona Morgan
<b>3. Shared services agreements.</b> The focal points act as the key points of contact. Focal points are appointed to act for each of the three councils operating shared services arrangements. Delivery of the agreed services is through the CDEM Group office personnel and not exclusively by the single point of contact.	Sharon Douglas Victoria Harwood Bill Hutchinson
<b>4. Professional development</b> Acts to coordinate the professional development programme including CIMS, ECC and other professionally delivered external provider courses. (Acts as the Groups representative on the CDAG).	Kim Abbott
<b>5. Controllers development and training of staff</b> Provides guidance, training and direction to ensure Controllers and the on-call staff are equipped with the appropriate tools to implement the on-call roster arrangements.	Claire Nyberg
<b>6. Projects</b> Delivers specific projects as the Project Manager. (Project Manager acts as the focal point including but not limited to project oversight, responsibility for decisions, coordination and delivery and its implementation.	
Marae Preparedness	Claire Nyberg
Business Continuity	Kim Abbott
Vulnerable Communities	Shona Morgan
Tsunami Sirens and Tsunami signboards	Victoria Harwood, Bill Hutchinson, Sharon Douglas
Youth and Emergency Services	Shona Morgan
<b>Projects continued</b>	
Contacts Management	Tegan Capp

Exercise Programme	Shona Morgan
Community Engagement strategy	Shona Morgan
GIS Portal	Shona Morgan
Community response plans and planning	Shona Morgan
<b>7. Recovery</b> Coordinates and leads the regional recovery programme.	Jenny Calder
<b>8. Emergency Coordination Centre</b> Develops the Group Emergency Coordination Centre operational capability and capacity	Claire Nyberg and Shona Morgan
<b>9. Communications Engagement</b> Acts as a focal point to engage with and provide guidance and support to communications specialists across agency. Provides specialist knowledge and oversees the apps/communications mechanisms.	Murray Soljak

**TITLE:** Report on the Welfare Coordination Group work programme

**ID:** A1261776

**From:** Claire Nyberg, Civil Defence Emergency Management - Welfare

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### Executive summary/Whakarāpopototanga

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

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### Recommendation

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

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### Background/Tuhinga

The fourth WCG meeting of the year was held on 8 November. The following agencies responsible for welfare service sub-functions attended:

- **Northland Civil Defence Emergency Management (CDEM) Group**
  - (Responsible for registration, needs assessment, household goods and services and emergency shelter and accommodation)
- **Oranga Tamariki**
  - (responsible for care and protection services for children and young persons)
- **Northland District Health Board (NDHB)**
  - (responsible for psychosocial support)

Not in attendance were Ministry of Business, Innovation and Employment (MBIE) and NZ Police. Ministry of Primary Industries (MPI) were not present but organised a Rural Support Trust (RST) representative to attend on their behalf and had been in Northland the week before delivering three animal welfare workshops.

Supporting agencies which were not present at the WCG meeting included: Ministry of Civil Defence and Emergency Management (MCDEM), St John, Kāinga Ora – Homes and Communities (formally Housing NZ), Accident Compensation Corporation (ACC), Ministry of Education (MOE) and a representative from the Public Health Unit (PHU).

### Second quarter update on the 2020/2019 work programme

- Oranga Tamariki held a short table top scenario based around a shooting in Kaitaia township. This was attended by CDEM, Red Cross, NDHB, Te Puni Kōkiri, (TPK) and Stand for Children Services. Not present were NZ Police and MOE. There was good discussion around initial actions required and staff in Kaitaia were contacted and briefed to give some reality to the scenario. Learnings will be incorporated into the work programme.
- Animal Welfare workshops coordinated by CDEM and MPI were held at Dargaville (9 participants), Whangarei (19 participants) and Kerikeri (8 participants) at the end of October. The attendance overall was good, and the workshop discussions will be used to inform the Northland Animal Welfare Plan that MPI are developing.



- WCG induction sessions were held in August and October with 12 people attending over both sessions
- Accommodation catch-ups have continued with MSD, Salvation Army, TPK, Corrections and MOE as per the shelter and accommodation work programme
- The new welfare arrangements for the third edition Coordination Incident Management Systems (CIMS) were workshopped at the November National WCG meeting (which Northland was unable to attend due to flight cancellations). This is the first step to integrating the changes into our Northland welfare arrangements. The changes include two new sub-functions; needs assessment and welfare delivery coordination.

#### **Registration and needs assessment project update**

The development of the new Welfare Registration and Needs Assessment tool is progressing at pace with the survey being ready for use by the end of November. The first iteration of the registration and needs assessment survey for ARC GIS 123 has been made available to CDEM groups to review and provide feedback.

There are still a number of activities that need to be identified and completed in order to ensure that the welfare registration and needs assessment tool is successfully embedded and maximum benefit can be achieved. This includes but is not limited to:

- Defining the broader needs assessment process
- Scope of training
- Rollout approach.

A final Project Reference Group workshop is being held 28 November and will focus on addressing the points above.

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#### **Attachments/Ngā tapirihanga**

Nil

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

**Name:** Tony Phipps  
**Title:** Group Manager - Customer Services - Community Resilience  
**Date:** 19 November 2019

**TITLE: Northland CDEM Group Shared Services Update**

**ID:** A1261781

**From:** Victoria Harwood, Civil Defence Emergency Management Officer; Bill Hutchinson, Civil Defence Emergency Management Officer and Sharon Douglas, Civil Defence Emergency Management Officer

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**Executive summary/Whakarāpopototanga**

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

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**Recommendation**

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

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**Background/Tuhinga**

**District Council Work Programmes**

Work programmes for each of the three territorial authorities continue to be delivered in accordance with the shared services agreements. The work programmes align with the group priorities and objectives. Regular meetings have been conducted between the relationship managers appointed for each of the councils and the respective council focal points and the CDEM Group Manager. The purpose of those meeting is to ensure that work programmes are being delivered as agreed.

Representatives from across the four Northland councils attended several presentations and training including Northland District Health Board Evacuation Exercise, Ministry of Primary Industries training with the Northland Regional Council Biosecurity team, Psychological First Aid training, National Urban Search and Rescue (USAR) Exercise, NZ ShakeOut and tsunami hiko drill, Ministry of Primary Industries Animal Welfare in an Emergency workshops, the Northland Welfare Coordination Group meeting and supported the local welfare managers meeting on 8 November and will be attending a Kaupapa Maori workshop in December.

Each district council will also deliver a Northland CDEM Introduction to the incoming Councils across the region by the end of November.

**Far North**

As per the Northland CDEM Group workplan objective to enhance community resilience, work with community groups has been undertaken over the past three months in Karikari Peninsula, Kerikeri, Paihia, Waikare, Russell and with representatives of the Operation Flotation project group.

An exercise led by Far North Holdings, supported by Civil Defence, the Emergency Services and Air New Zealand has been undertaken at BOI Airport. The purpose of the exercise was to brief attendees on the recently completed expansion of the airport terminal, future operational plans, and to clarify roles and responsibilities, response timelines and public information management in the event an emergency response is required. The scenario for the exercise was based on a crash landing of a laden incoming passenger aircraft.

## Whangarei

The Whangarei district i-Site staff were given a brief overview of CDEM welfare and their part in supporting the welfare and logistics function of the Emergency Operations Centre in organising emergency accommodation if required during an emergency.

The Whangarei District Council Controllers held a meeting, items on the agenda included weather warnings and watches from the MetService, the National Lifelines Conference and the visit to the National USAR Exercise.

The WDC Cemeteries department are putting together a mass fatality plan for themselves, with advice regarding CDEM from the district Civil Defence Officer and input from the NZ Police and the Northland District Health Board.

The Tutukaka and Oakura Community Response Groups held meetings this quarter and the Whangarei Heads Community Response Group held an afternoon Civil Defence Expo for the public, supported and attended by HWM Sheryl Mai, NZ Police, Fire and Emergency NZ, Northland CDEM and the NZ Red Cross.

Northland CDEM are supporting the Council Summer Safe car parks initiative, by providing tsunami brochures to be given out to visitors at coastal locations during the summer. Bunnings were also supported in their Civil Defence Get Ready Week being provided banners and leaflets.

The Council Public Information Managers (PIM) met with the Group PIM and the Civil Defence Officers in their bi-monthly meeting to discuss

The Civil Defence Centre (CDC) volunteers attended a training session in November on the Privacy of Information in a CDC setting. The session was well attended.

## Kaipara

Kaipara District Council have engaged in regional workshops and CIMS4 training.

Community engagement - The first planning meeting for the Youth in Emergency Services programme (YES) to be hosted in Mangawhai 2020 was well supported by all emergency services and held at the St John building in Mangawhai. St Johns cadets participated in a CDEM workshop on the 18 November as part of their training night.

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## Attachments/Ngā tapirihanga

Nil

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## Authorised by Group Manager

**Name:** Tony Phipps  
**Title:** Group Manager - Customer Services - Community Resilience  
**Date:** 19 November 2019

**TITLE:** Northland Tsunami Readiness

**ID:** A1261784

**From:** Victoria Harwood, Civil Defence Emergency Management Officer

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### Executive summary/Whakarāpopototanga

This report provides an update on the regional Tsunami Readiness activities from the last three months.

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### Recommendation

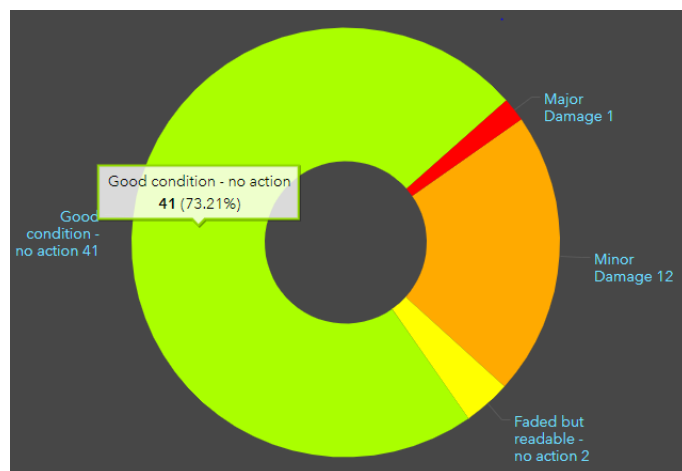
That the report 'Northland Tsunami Readiness' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 November 2019, be received.

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### Background/Tuhinga

#### Northland Tsunami Information Boards

The 75 existing tsunami information boards across the region have undergone an annual audit, to check for maintenance and damage issues. The checks have been carried out by CDEM staff using Survey 123 software. A dashboard has been developed to display the survey results, which shows a snapshot of the condition of the current boards.



The pie chart shows the results of the audit. 73% of the boards are still in good condition. Some boards have been in situ for 2.5 years. Minor damage consists mainly of scratches and a bolt missing. Major damage are holes through the entire laminate and board, where a person has drilled through a board to attach a sign to the rear of the board.

There 22 new tsunami information boards being added across the region. Early in the new year eight boards will be installed in the Far North and 14 in the Whangarei district in coastal locations.

#### Northland Tsunami Siren Testing

The regions 202 outdoor tsunami sirens and the 50 indoor tsunami sirens were tested at the start of Daylight Savings on Sunday 29 September at 10.00hrs. From the testing, four outdoor sirens were identified as being faulty, one in the Far North, one in Kaipara and two in the Whangarei district. Two indoor tsunami sirens, which were faulty, have been returned to be checked by Northpower and repaired. The outdoor sirens have been reported to Northpower and Top Energy respectively and scheduled for repair.

The way the results were collected was improved and updated. A questionnaire was designed in Survey 123 software and a link emailed to those surveying the sirens. There was a 50% uptake in the

new format, with results being delivered in real time. Some people chose to send their results by email and a small number chose to still use a paper format.

Ways to improve the survey for April 2020 testing were identified and changes will be made to the survey to be even more user friendly by next April. Using Survey 123 is a much more efficient way to collect data from the field.

#### **Future of Northland Outdoor Tsunami Siren Network**

The Northland Tsunami Siren network was developed, and initial installations occurred in 2007. Since that time a total of 205 sirens have been installed. An asset management plan has been developed and identified that there will be a requirement to either replace or alternatively upgrade the sirens, potentially with newer technology (i.e. voice compatible) over coming years. Initial discussions have been held with representatives from HSS, a Swedish company who have provided sirens worldwide and use up to date technology. Further work is underway to better understand the capability of the HSS technology in Northland. The technology is based upon radio transmission and requires a network of repeaters.

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#### **Attachments/Ngā tapirihanga**

Nil

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

**Name:** Tony Phipps  
**Title:** Group Manager - Customer Services - Community Resilience  
**Date:** 19 November 2019