

**Extraordinary Civil Defence Emergency  
Management Group Meeting  
Thursday 16 April 2020 at 11.00am**

# **AGENDA**

## Extraordinary Civil Defence Emergency Management Group Meeting Agenda

Meeting to be held via Zoom Video Conference  
on Thursday 16 April 2020, commencing at 11.00am

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

### MEMBERSHIP OF THE EXTRAORDINARY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING

Chairperson, NRC Councillor Rick Stolwerk

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

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<b>1.0 APOLOGIES</b>	
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**TITLE:** Monthly update from Director, Ministry of Civil Defence & Emergency Management

**ID:** A1305836

**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 14 April 2020, be received.

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### Attachments/Ngā tapirihanga

Attachment 1: Director of NEMA update - April 2020 [↓](#) 

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### Authorised by Group Manager

**Name:** Tony Phipps

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

**Date:** 14 April 2020



April 2020

Ref: 4232879

To: Coordinating Executive Group (CEG) Chairs

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

Tēnā koutou katoa,

We live in extraordinary times. Like you and your organisations, the COVID-19 response has been the main focus for NEMA and right across the emergency management sector. This is the first time in living memory that New Zealand has been faced with such a complex and uncertain emergency that spreads not just across New Zealand but the entire world. It truly is a global emergency.

This unprecedented challenge has evoked our unity and determination. Collaboration and agility are all the more vital at this time.

Since the National Security System was stood up in response to COVID-19, several significant and fast paced changes have been made. These changes:

- respond to the growing magnitude of the challenge COVID-19 presents to New Zealand and New Zealanders
- respond to a strategic shift from mitigation or 'flatten the curve' approach to the current suppression and elimination strategy
- broaden and deepen the national effort to increase the pace of delivery for a series of critical interventions and measures.

An All-of-Government COVID-19 Response leadership team has been established. The team consists of John Ombler as the AOG Controller, Dr Ashley Bloomfield with his statutory powers as Director-General of Health, Norm with statutory powers as Director Civil Defence Emergency Management, Mike Bush who provides coordination of the operational response, and Dr Peter Crabtree who provides oversight and coordination of the all of government strategy and policy.

A National Crisis Management Centre (NCMC), hosted by the Ministry of Health, draws on capability across the system, makes sure our response is well-informed and well-coordinated. NEMA is the lead for the Welfare and CDEM pillars of the COVID-19 response.

Shortly after the COVID-19 alert level was escalated to Alert Level four, the Minister of Civil Defence declared a State of National Emergency. We are well aware these measures pose a challenge to all of us in Aotearoa but are necessary to stamp out this epidemic outbreak. Checks and balances are in place to ensure we use our emergency powers wisely.

This period has certainly put our resilience to the test. Like many of your organisations, NEMA had to reprioritise and change the way we work. However, we have not lost sight of other emergencies in the country. For example, NEMA staff are still working alongside Northland and other CDEM Groups that responding to the drought and we are conducting business

continuity planning to ensure that we have capacity to respond to other emergencies, if necessary.

It has been a challenging time for all of us and we would like to acknowledge all the hard work that you and your staff have put in towards the COVID-19 response. This response is taking a team effort from community, across CDEM Groups to central government including iwi partners and across emergency services, lifeline utilities, private and not for profit sectors. Thank you for the commitment and collaborative effort to ensure we all focus on breaking the chain of transmission.



Carolyn Schwalger  
**Chief Executive**

Sarah Stuart-Black  
**Director, Civil Defence Emergency Management**

### **Updates**

#### **Droughts update**

NEMA is continuing to work with water providers and local councils in Northland to progress implementation of the \$10 million financial assistance package, intended for delivering water for consumption, sanitation, wastewater systems, and stock welfare and horticulture. In other parts of the North Island, funding has been approved for tankered water to be delivered to Marae and isolated rural residents in the Thames Coromandel District.

Contact – Kevin Fenaughty, Principal Advisor National Operations, phone 027 545 6626 or email: [kevin.fenaughty@nema.govt.nz](mailto:kevin.fenaughty@nema.govt.nz)

#### **Recovery update**

Early thinking is starting within DPMC, Treasury and SSC on the key principles for a long-term recovery strategy. NEMA is participating in this thinking but we also acknowledge this is a very different kind of emergency to what we have faced previously, and we won't know the exact form of the national approach until there is a better understanding of the impacts from this event on our communities.

Discussions have also commenced between NEMA and CDEM Groups to get some consistency across the country around preliminary recovery planning. This includes weekly recovery guidance sheets and teleconferences, both of which are aimed at facilitating two way communication between Wellington and the rest of the country around recovery planning.

Contact – Danny Rey-Conde, Senior Advisor Recovery, phone 027 282 7980 or email: [danny.rey-conde@nema.govt.nz](mailto:danny.rey-conde@nema.govt.nz)

### **2020 National Emergency Management Conference cancelled**

NEMA has decided to not progress with the 2020 National Emergency Management Conference this year. Even when we emerge from lock-down, we know many of the expected attendees, organisers and presenters from NEMA and the sector will remain at full capacity focusing on COVID-19. It is also unclear when large gatherings will be permitted again and when travel will return to normal.

At a later stage we will recognise those who have been nominated for CDEM Awards.

Contact – Lisa Rountree, EA to Chief Executive, phone 027 770 9090 or email:

[lisa.rountree@nema.govt.nz](mailto:lisa.rountree@nema.govt.nz)

### **New Zealand Emergency Management Assistance Team (NZ-EMAT)**

Fifteen EMAT staff members were deployed to support the establishment of the all of government National Crisis Management Centre, which was co-located with the National Health Coordination Centre at the Ministry of Health, in response to COVID-19. This included several members who had just completed the second initial training course. The willingness of home agencies to rapidly review and finalise the MoU is appreciated.

EMAT refresher training has been cancelled and third initial training course postponed until February 2021.

While recognising the significant workload on all home agencies, EMAT personnel have been asked to remain available for response to other significant emergencies, in particular in the event that an Incident Management Team is required to go into self-isolation.

Contact: Charlie Blanch, Manager NZ-EMAT, phone 021 576 879 or email:

[charlie.blanch@nema.govt.nz](mailto:charlie.blanch@nema.govt.nz) / [nzemat.admin@nema.govt.nz](mailto:nzemat.admin@nema.govt.nz)

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

**ID:** A1305828

**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 14 April 2020, be received.

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### Background/Tuhinga

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

- Cr Dave Collard (FNDC) - alternate Cr Ann Court
- Cr Rick Stolwerk (NRC) alternate Cr Colin Kitchen
- Mayor Sheryl Mai (WDC) alternate Cr Nicholas Connop
- 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:**

- 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:** 14 April 2020

**TITLE:** CEG Chair's Report - Tsunami Siren Testing, COVID-19 & Drought Responses

**ID:** A1305805

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

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### Executive summary/Whakarāpopototanga

This purpose of this report is to provide an opportunity for the Northland CDEM Group to discuss the current COVID-19 and drought responses, and to report on the postponement of the tsunami siren testing.

**Recommendation**

That the report 'CEG Chair's Report - Tsunami Siren Testing, COVID-19 & Drought Responses' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 14 April 2020, be received.

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### Background/Tuhinga

#### COVID-19 and Drought Responses

The primary purpose of the meeting is to provide an opportunity for the joint committee to discuss, raise any issues relating to the current COVID-19 and drought responses. As background and to provide a basis for discussion of the responses, a table is attached (Attachment 2) which summaries the Group response arrangements against the key directions issued to Groups under the declared National State of Emergency. Group members are also routinely sent situation reports and response Action Plans (referred to in the table).

#### Co-opting of IWI Representatives to the Coordinating Executive Group

The Civil Defence Emergency Management Act, section 20 outlines the appointment and functions of Civil Defence Emergency Management (CDEM) Coordinating Executive Groups (CEG) and Section 20 (1)(e) of the Act permits that a CDEM Group can co-opt whomever it considers necessary onto the CEG. The CDEM Group at its establishment delegated the authority to the CEG to co-opt members.

As part of its review of emergency management the Government identified that engagement and inclusion of iwi in emergency management needed to be substantially improved.

The Government in its response to the Technical Advisory Group's recommendations (August 2018) stated "we recognise that iwi bring a great deal of capability in relation to emergency management. We want greater recognition, understanding and integration of iwi/Māori perspectives and tikanga in emergency management – before, during, and after an event."

While the Government indicated it would "legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role.", it has yet to proceed with legislation. However, it also undertook to have "officials engage with iwi and Groups to explore iwi representation on the CEG of each Group, to ensure iwi input into advice to the Group on governance and planning" and further "how iwi are represented in areas where multiple iwi are present will also need to be worked through."

The Northland CDEM Group has previously discussed improving engagement with iwi and agreed that it should be progressed as a matter of priority. The Group was actively investigating options for engagement including obtaining iwi representation on the CEG.

The current COVID-19 and Drought responses have led to the Group engaging with and developing response coordination arrangements with Te Tai Tokerau iwi through iwi runanga chairs mandated

Te Kāhui O Taonui Rōpū. Te Kāhui O Taonui is supporting and coordinating iwi responses and coordination with government agencies, councils and CDEM. In order to have iwi input into response planning and operations and promote response coordination it was agreed that Te Kāhui O Taonui would put forward two representatives to be included in the Group Emergency Coordination Centre (GECC). The nominated representatives are Victor Goldsmith (Te Aupōuri) and Hone Dalton (Ngāpuhi).

To further develop this iwi CDEM Group relationship it has been recommended to the CEG that the Te Kahui o Taonui nominated iwi representatives be co-opted on to the CEG.

### **Northland Tsunami Siren Testing**

As the Group are aware Northland has over 200 tsunami sirens in coastal locations. The sirens are tested twice each year on the day of daylight savings. Tsunami siren testing in Northland is planned for which includes a scheduled communications plan. As part of the planning leading into the test on 5 April, community groups and key stakeholders were advised and engaged, a communications programme, including advertising using print, radio and on-line channels (approx. \$12,000) were all put in place. All this was completed well ahead of the COVID-19 Level 4 alert.

When Level 4 was brought in the Group consulted with key partners and it was agreed that with appropriate messaging and oversight testing should go ahead. No risk of breaking Level 4 restrictions was likely given the experience of previous testing.

On Thursday 2 April at 8.11pm the National Emergency Management Agency (NEMA) distributed from the National Coordination Management Centre (NCMC) a daily "For Action" by CDEM Groups email which included the following message as a final paragraph;

**"Tsunami Siren Testing** – All groups to delay any Tsunami siren testing planned for this weekend."

This request came without notification or consultation.

Since the programme for testing was in place and our view was that there was little or minimal risk associated with the testing breaching Level 4 restrictions, we provided NEMA with an outline of the reasons why we intended to proceed early on Friday 3 April.


At 3.00 pm on Saturday 4 April the National Controller and Director contacted the Northland Group Controller and asked that the testing be halted. The background to continuing on with the testing programme was explained. Despite this discussion the NEMA Director and National Controller later issued a Direction under the Civil Defence Emergency Management Act (Attachment 1) to cancel tsunami siren testing.

As a result, community response groups, stakeholders and partners were advised of the cancellation and the testing did not proceed.

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### **Attachments/Ngā tapirihanga**

Attachment 1: Direction to CDEM Groups - Tsunami Siren Testing [!\[\]\(4e9db7091c22bfa9fd8343485308f15c\_img.jpg\)](#) 

Attachment 2: Tablew - Key directions reporting issued under the declared National State of Emergency [!\[\]\(cf907b6581366ac39ee91719072e5253\_img.jpg\)](#) 

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### **Authorised by Group Manager**

**Name:** Tony Phipps

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

**Date:** 14 April 2020



## **Direction of the Director and National Controller Civil Defence Emergency Management to CDEM Groups in relation to Tsunami alert testing**

### **Civil Defence Emergency Management Act 2002**

On the 25 March 2020, the Minister of Civil Defence declared a state of national emergency under Section 66 of the Civil Defence Emergency Management Act.

This allows the use of powers by the Director and National Controller in accordance with sections 9 and Part 5 of the Civil Defence Emergency Management Act 2002 (CDEM Act), and the National Civil Defence Emergency Management Plan Order 2015, for the purposes of managing the COVID-19 emergency and preventing its exacerbation.

#### ***Direction to stop any activity that may substantially contribute to an emergency***

Under sections 9(2)(b) and 91(1)(a) of the Civil Defence Emergency Management Act 2002, I, Sarah Stuart-Black, Director and National Controller Civil Defence Emergency Management, direct:

- A. All CDEM Groups to stop any and all plans to test tsunami warning systems during the state of national emergency declared in relation to COVID-19. CDEM Groups must not test their tsunami warning systems while the state of national emergency remains in force.

I am of the opinion that testing a tsunami warning system may substantially contribute to the COVID-19 emergency by confusing the Government's Alert Level 4 instructions, causing people to move beyond their self-isolation 'bubbles', and potentially causing people to congregate in open places e.g. on evacuation routes.

In doing so, testing a tsunami warning system may also lead to individuals breaching the orders issued by the Director-General of Health under sections 70(f) and 70(m) of the Health Act on 3 April 2020 and 25 March 2020 (respectively).

A person commits an offence who intentionally fails to comply with a direction given under section 91 of the CDEM Act 2002.

This Direction takes effect from 1400hrs on Saturday 04 April 2020 and remains in force until further notice.

Dated 04 April 2020.

Sarah Stuart-Black

Director Civil Defence Emergency Management  
National Controller Civil Defence Emergency Management

Direction of the Director and National Controller Civil Defence Emergency Management – Direction to CDEM Groups and Group Controllers for the duration of the COVID-19 response and recovery

Activation of CDEM Arrangements					
	Task			Current Status	Description
A	All CDEM Groups to activate their CDEM arrangements in support of the response to COVID-19, in particular:	1. Establish multi-agency Emergency Coordination Centres (ECCs) staffed on a 7 day a week basis planned for the next three months, subject to review		Established and Operating	
		2. Utilise non-essential council staff to develop a full Coordinated Incident Management System (CIMS) based staffing roster		Established and Operating	
		3. Establish liaison directly with all District Health Boards (DHBs) either in the DHB or DHB staff in the ECC		Established and Operating	GECC - DHB IMT liasion: Group Controller DHB IMT - GECC liason: "position"
		4. Establish a coordination structure with the DHB Coordinator, Medical Officer of Health and the Group Controller		Established and Operating	Group controller participate in DHB IMT briefings along with DHB IMT and MOH
		5. Provide reporting as required to the CDEM and Welfare work streams within the National Crisis Management Centre (NCMC).		Reporting Provided	GECC Sitreps provided, reporting to NCMC as requested
B	All Group Controllers to support DHBs and Primary Health Units (PHUs) in managing the pandemic in the community. Specifically, in accordance with the roles and responsibilities detailed in the New Zealand Influenza Pandemic Plan, every Group Controller to:	1. Work with the local health coordinator and local medical officer of health to coordinate and direct community and civil defence responses, resources and functions under CDEM plans, including by:	a. Providing or arranging the provision of suitably trained and competent personnel (including volunteers) and an organisational structure for CDEM Group in its area	Arranged and Provisional	
			b. Providing, arranging the provision of, or making available materials, services, information and any other resources necessary to support the health-led response to pandemic		Ready to provide as needed and as requested by the DHB IMT
			c. Responding to and managing the non-health CDEM adverse effects of pandemic in your area, and		Response plans in place.
			d. Reporting to the CDEM and Welfare work streams within the NCMC on the coordination of CDEM welfare, infrastructure and lifeline utility aspects of the pandemic.		Response plans in place.
Welfare					
	Task			Status	Decription
A.	Plan and coordinate the provision of household goods and services and other essential items to people who have been displaced or who are sheltering in place. <i>Household goods and services include food, water, clothing, bedding, and other items or services necessary for warmth, cleaning, preparing food, or general health and hygiene (Guide to the National CDEM Plan, section 14.11, definition of basic goods and services) .</i>			Plan prepared	
					Operations in place and being further developed.
B.	Establish a phone number that people can call if they urgently need assistance with access to essential household goods and services due to their self-isolation for COVID-19.	The phone line needs to be suitably resourced with people who are trained to do welfare needs assessments, and supported by a timely process to meet affected people’s needs. The expected hours of operation are 0700-1900 hours. CDEM Group to have this facility operational by 0700 hours Tuesday 31 March 2020.	Established	Operating	
			Operational	Operating	
			Operational	Operating	