

Activity		Comment
1. CDEM Group		
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Review and report on the key recommendations, and outcomes of the Ministerial review and where necessary implement the appropriate findings at the Northland level. 		On hold
<ul style="list-style-type: none"> 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 		On hold
<ul style="list-style-type: none"> Monitor and provide input and/or submit where appropriate on district council activities relevant to resilience/hazard management. 		On hold
<ul style="list-style-type: none"> Promote and implement a collaborative across region approach to CDEM. 		On going
<ul style="list-style-type: none"> 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. 		Reviewed in light of COVID19, Drought and flood response.
<ul style="list-style-type: none"> Review the 2016 – 21 CDEM Group Plan, including review of objectives and targets. 		Group plan for review commenced.
<ul style="list-style-type: none"> Develop a project plan and business case to deliver a shared across agency Emergency Coordination Centre for the region. 		LTP includes project and funding.
<ul style="list-style-type: none"> Provide support (personnel and resources) to national programmes and projects where applicable. 		Membership under review.
2. Readiness and Response		
<ul style="list-style-type: none"> Develop and implement an across region Exercise Programme. 		On hold
<ul style="list-style-type: none"> Develop a strategy outlining how Northland CDEM engages with communities 		On hold
<ul style="list-style-type: none"> Review and maintain e CRP's across the region. 		Reviews on hold
<ul style="list-style-type: none"> Enhance the knowledge, understanding and preparedness of Northland's vulnerable communities. 		On hold
<ul style="list-style-type: none"> Provide capability to deliver business continuity courses. 		On hold
<ul style="list-style-type: none"> Lead and deliver CDEM portfolios and allocated areas of responsibility 		Under revision
<ul style="list-style-type: none"> Coordinate the region on call arrangements for Controllers and Duty Officers. 		On going
<ul style="list-style-type: none"> Provide ongoing controller's development programme. 		Schedule is developed for 2021
3. Recovery framework, capacity and capability		
<ul style="list-style-type: none"> Incorporate recovery as a key CDEM component. 		On going

Activity		Comment
<ul style="list-style-type: none"> Review existing recovery arrangements and where necessary act to strengthen or enhance the recovery structures in the region. 		New DG/L out for review and feedback.
<ul style="list-style-type: none"> Develop, promote and integrate recovery arrangements internally and externally 		Ongoing engagement with partners
4. Welfare Co-ordination		
<ul style="list-style-type: none"> Implement the agreed Northland CDEM strategy for delivery of Welfare arrangements across the region. 		Strategy approved by CEG for delivery in 2021
<ul style="list-style-type: none"> Deliver Northland Welfare Coordination Group work plan and arrangements. 		Updated work programme Agreed.
<ul style="list-style-type: none"> Engage with and contribute to the National Welfare arrangements, including planning and delivery. 		On going
5. EOC and ECC readiness		
<ul style="list-style-type: none"> Enhance the readiness and response capability of the Group ECC and local EOC's. 		ECC Response Manager appointed and ECC review underway. EOC reviews underway
<ul style="list-style-type: none"> Develop and implement a consistent and harmonised across region template or format for EOC's 		Forms completed.
<ul style="list-style-type: none"> Implement priority solutions as identified during the CDEM team debrief of the COVID-19 response. 		Debrief outcomes implemented where applicable
6. Lifeline Utilities		
<ul style="list-style-type: none"> Provide support to the Lifelines Utility Group projects and meetings 		Quarterly meetings annually
<ul style="list-style-type: none"> Support and collaborate with the Northland Lifelines Group members to ensure ongoing engagement and commitment. 		Meetings ongoing.
7. Communications		
<ul style="list-style-type: none"> Maintain and enhance Northland's alerting capability 		Underway and ongoing
<ul style="list-style-type: none"> 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. 		Underway and ongoing
<ul style="list-style-type: none"> 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. 		Underway and ongoing
<ul style="list-style-type: none"> Maintain and develop social media platforms to engage with community and across agencies. 		Underway and ongoing
<ul style="list-style-type: none"> Develop, maintain and strengthen Public Information arrangements. 		Underway and ongoing

Activity		Comment
<ul style="list-style-type: none"> Support the Northland Transportation Alliance (NTA) in the development of a public facing road information platform 		Underway
8. Operational Systems		
<ul style="list-style-type: none"> Consider, evaluate and implement technology to support readiness and response arrangements i.e. Contacts app. CDEM GIS Portal. 		Underway. Microsoft has been delivered at a national and regional level
<ul style="list-style-type: none"> Where necessary for larger scale technology projects develop a project outline or strategy. 		To be completed
<ul style="list-style-type: none"> Extending the reach of alerts into other platforms (websites, social media) as technology becomes available. 		Underway
<ul style="list-style-type: none"> Create and maintain SOP's and other plans to support operational capability. 		On-going
<ul style="list-style-type: none"> Implement Emi (NEMA Microsoft Teams response replacement for EMIS) including training and resourcing. 		Underway and ongoing
9. Tsunami Risk Management and preparedness		
<ul style="list-style-type: none"> Develop a single region asset management plan for tsunami sirens and tsunami public information boards. 		Completed
<ul style="list-style-type: none"> 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 		Partly complete (High Priority) Commenced
<ul style="list-style-type: none"> Review and implement any necessary changes in tsunami risk assessments. 		Ongoing
<ul style="list-style-type: none"> Complete an across region installation of tsunami public information boards. 		Underway and partially completed
<ul style="list-style-type: none"> Carry out bi-annual tsunami siren testing and reporting 		Deferred due to NEMA direction
10. Relationships and engagement		
<ul style="list-style-type: none"> Build upon existing relationships; and leverage and enhance new relationships with partner agencies, communities, including with iwi and Maori communities. 		Ongoing.
<ul style="list-style-type: none"> Engage with national, regional and local level working groups, meetings and programmes where appropriate. 		Ongoing needs review
<ul style="list-style-type: none"> 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. 		Iwi representatives now appointed.
<ul style="list-style-type: none"> 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. 		Ongoing
<ul style="list-style-type: none"> Deliver the YES programme. 		Programme to be delivered first half of 2021

Activity		Comment
11. Professional development		
<ul style="list-style-type: none"> Review and provide professional development and training opportunities including CIMS, EOC, Welfare, Governance and Mayors as priorities. 		
<ul style="list-style-type: none"> Review and report upon the national level ITF courses. 		National review.
<ul style="list-style-type: none"> Provide professional development programme and opportunities for all Controllers, Recovery Managers and Welfare Managers. 		Programme implemented
<ul style="list-style-type: none"> Recruit and develop new controllers within the region. (Increase capacity and succession planning) 		Commenced
12. Human resources		
<ul style="list-style-type: none"> Provide input and assistance into the development of the national deployment policy. 		National draft circulated for comments.
13. Operational Responses		
<ul style="list-style-type: none"> Review and report on responses to the 2020 Drought and COVID19 and July flood 		Complete
<ul style="list-style-type: none"> Where appropriate implement opportunities for improvement from the review. 		Identified and underway
<ul style="list-style-type: none"> Maintain capacity and capability to respond to CDEM emergencies, including concurrent emergencies 		Ongoing

Portfolio's and Areas of Responsibility	
1. Deputy CDEM Group Manager Support the Northland CDEM Group Manager in business as usual, fulfil the role as acting CDEM Group Manager in the Group Managers absence.	Victoria Harwood
2. Lifelines Utility Group 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
3. Welfare Coordination Group and Work Programme 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
4. Shared services agreements with District Councils 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.	Victoria Harwood, Tegan Capp Bill Hutchinson, Sarah Boniface, Demi Exley
5. Professional development 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).	Shona Morgan
6. Controllers development 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
7. Projects 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 and iwi engagement	To be advised
Business continuity and business engagement	To be advised
Vulnerable Communities	Shona Morgan

Projects continued	
Tsunami Siren Network and Tsunami Information Boards	Victoria Harwood, Bill Hutchinson, Demi Exley
Youth and Emergency Services	Shona Morgan
Contacts Management	Tegan Capp
Exercise Programme	Shona Morgan
Community Engagement strategy	Shona Morgan
Technology systems / GIS / Teams and EMI implementation and training	Tegan Capp
Community Engagement and Community Response Groups and Plans	Bill Hutchinson, Sarah Boniface, Tegan Capp, Victoria Harwood, Demi Exley
Collaboration Group (rural sector)	Jenny Calder
Water Resilience Projects	Jenny Calder
Long Term Plan timelines and presentations	Victoria Harwood
Northland CDEM Group Plan Review	All CDEM staff
8. Recovery Coordinates and leads the regional recovery programme.	Jenny Calder
9. Response Manager and Emergency Coordination Centre Develops the Group Emergency Coordination Centre operational capability and capacity As the response manager coordinates the development, implementation and systems for the GECC	Shona Morgan
10. Communications Engagement Acts as a focal point to engage with and provide guidance and support to communications specialists across agency. Provides specialist knowledge and oversees the social media / apps/ communications mechanisms. Liaise with national and local media.	Murray Soljak