



AGENDA

**Ordinary meeting of the Nelson Tasman Civil Defence
Emergency Management Group**

**Friday 13 September 2013
to commence at the conclusion of the
Joint Shareholders Committee
Nelson City Council
110 Trafalgar Street
Nelson**

Membership:

His Worship the Mayor of Nelson A Miccio (Chair), His Worship the Mayor of
Tasman R Kempthorne, Deputy Mayor of Nelson Councillor A Boswijk, Deputy
Mayor of Tasman Councillor T King

Apologies

1. Conflicts of Interest

- 1.1 Updates to the Interests Register
- 1.2 Identify any conflicts of interest in the agenda

2. Confirmation of Minutes – 5 April 2013 **3-4**

Document number 1488471

Recommendation

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Group, held on 5 April 2013, be confirmed as a true and correct record.

3. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 24 July 2013 **5-10**

Document number 1560265

Recommendation

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting, held on 24 July 2013, be received.

4. Report of the Emergency Management Office **11-25**

Document number 1548314

Note: Attached for information is the report of the Emergency Management Office as presented to the Co-ordinating Executive Group on 24 July 2013.

Recommendation

THAT the report of the Emergency Management Office (1548314) be received.

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Group**

**Held in the Tasman District Council Chamber, Queen Street,
Richmond**

On Friday 5 April 2013, commencing at 4.26pm

Present: His Worship the Mayor of Tasman R Kempthorne
(Chairperson), Deputy Mayor of Tasman Councillor T King,
Deputy Mayor of Nelson Councillor A Boswijk

In Attendance: Chief Executive Tasman District Council (L McKenzie), Chief
Executive Nelson City Council (C Hadley), Nelson City Council
Acting Executive Manager Community Services (R Ball), Acting
Manager Nelson Tasman Emergency Management Office (J
Kennedy), Administration Adviser (E-J Ryan)

Apology: His Worship the Mayor of Nelson A Miccio

1. Apologies

Resolved

***THAT the apology from His Worship the Mayor of
Nelson Aldo Miccio be received and accepted.***

Boswijk/His Worship Mayor Kempthorne

Carried

2. Interests

No conflicts of interest with any agenda items were declared.

3. Confirmation of Minutes

23 November 2012

Document number 1420149, agenda pages 3-4 refer.

Resolved

***THAT the minutes of a meeting of the Nelson
Tasman Civil Defence Emergency Management
Group, held on 23 November 2012, be confirmed
as a true and correct record.***

Boswijk/His Worship Mayor Kempthorne

Carried

4. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting

20 March 2013

Document number 1479510, agenda pages 5-9 refer.

Resolved

THAT the minutes of a meeting of the Nelson Tasman Civil Defence Emergency management Co-ordinating Executive Group (CEG) meeting, held on 20 March 2013, be received.

His Worship Mayor Kempthorne/Boswijk

Carried

5. Report of the Emergency Management Officer

Document number 1473043 v2, agenda pages 10-39 refer.

The Acting Manager Nelson Tasman Emergency Management Office, Mr Kennedy, presented the report. He explained progress to date on the new Emergency Operations Centre project, and noted that penalties would apply if the building was not completed by 31 December 2013.

Mr Kennedy noted that all community response plans were completed, and said that the Mapua and Marahau Community Response Plans had been successfully activated during the 6 February tsunami warning.

Mr Kennedy also spoke about the South Island exercise, taking place on 29 May 2013, and explained that it would provide an opportunity to test the new Emergency Management Information System.

Resolved

THAT the report of the Emergency Management Office (1473043 v2) be received.

Boswijk/His Worship Mayor Kempthorne

Carried

There being no further business the meeting ended at 4.34pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

**Minutes of a meeting of the Nelson Tasman Civil Defence
Emergency Management Co-ordinating Executive Group (CEG)**

Held in the Nelson Fire Station, Gloucester Street, Nelson

On Wednesday 24 July 2013, commencing at 1.30pm

Present: Clare Hadley (Chairperson), Lindsay McKenzie, Graeme Daikee,
Mike Cummins, Ronnie Gibson, Harvey Ruru, and Steve Grealley

In Attendance: Jim Frater, Angela Ricker, Roger Ball, Debbie de Geus, Joe
Kennedy, Alec Louverdis, Shane Bayley, Simon Chambers,
Dennis Bush-King, and Shailey McLean

Apologies: Adrian Humphries, Lynne Williams, Stu Koefoed, Peter
Thomson, Craig Woodham, and James McMeekin, Dennis Bush-
King for lateness, Shane Bayle and Simon Chambers for early
departure

1. Welcome

Clare Hadley welcomed group members and introductions were made.

2. Apologies

Resolved

***THAT apologies be received and accepted from
Adrian Humphries, Lynne Williams, Stu Koefoed,
Peter Thomson, Craig Woodham, and James
McMeekin; Dennis Bush-King for lateness; and
from Shane Bayle and Simon Chambers for early
departure.***

Hadley/Grealley

Carried

3. Confirmation of Minutes – 20 March 2013

Document number 1479510, agenda pages 4-8 refer

It was noted that Harvey Ruru was to be listed as Present instead of In
Attendance.

Resolved

THAT the amended minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group, held on 20 March 2013, be confirmed as a true and correct record.

Hadley/Daikee

Carried

4. Report of the Emergency Management Office

Document number 1548314, agenda pages 9-23 refer.

Roger Ball summarised key points in the report. He acknowledged Debbie de Geus, Joe Kennedy, Katie Tanner, Rylee Pettersson and Michelle Griffiths for their work in the Emergency Management Office (EMO).

Mr Ball spoke about the earthquakes that had occurred since the report had been written.

Lindsay McKenzie noted that the rainfall events on 21 April and 16 June had very different rainfall intensity levels and subsequently different consequences to the community.

Debbie de Geus summarised Exercise Te Ripahapa and spoke about the civil defence needs it had highlighted.

Jim Frater said that he aimed to work further with Roger Ball and Alec Louverdis on management capabilities to identify who was most appropriate to manage functions as opposed to tasks.

Attendance: Dennis Bush-King joined the meeting at 1.53pm

A suggestion was made that a civil defence reminder, currently being prepared by the EMO, could be forwarded to group members to send on to their organisations. Mr Ball agreed to do this.

There was a discussion on the Emergency Management Information System (EMIS) and its use in Exercise Te Ripahapa. Steve Greally added that the police were about to introduce a Real Time Intelligence Operational Deployment (RIOD) platform, and it was confirmed this was built on the same platform as EMIS.

Resolved

THAT the Report of the Emergency Management Office (1548314) and its attachment (1533628) be received;

AND THAT Angela Ricker be appointed as Public Information Manager for the Nelson Tasman Civil Defence Emergency Management Group for the coming year July 2013-June 2014;

AND THAT the Business Unit Plan of the Emergency Management Office for 2013/14 be approved.

McKenzie/Cummins

Carried

5. Committees

5.1 Readiness and Response Committee – 5 July 2013

Document number 1548693, agenda pages 24-28 refer.

It was noted that the address in Item 3 needed to be corrected to 14 Junction Street.

Joe Kennedy provided further information on emergency response plans and helicopter operations.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Readiness and Response Committee meeting, held on 5 July 2013, be received.

Daikee/Cummins

Carried

5.2 Reduction Committee – 3 July 2013

Document number 1547570, agenda pages 29-31 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Reduction Committee meeting, held on 3 July 2013, be received.

Greally/McKenzie

Carried

5.3 Recovery Committee – 2 July 2013

Document number 1546297, agenda pages 32-35 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Recovery Committee meeting, held on 2 July 2013, be received.

Hadley/Ruru

Carried

5.4 Public Education Public Information Committee – 25 June 2013

Document number 1542276, agenda pages 36-39 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Public Education Public Information Committee meeting, held on 25 June 2013, be received.

McKenzie/Daikee

Carried

5.5 Welfare Advisory Group – 28 June 2013

Document number 1544078, agenda pages 40-43 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Advisory Group meeting, held on 28 June 2013, be received.

Gibson/Greally

Carried

6. Updates from CEG Members/Observers

6.1 Ministry of Civil Defence and Emergency Management

Shane Bayley summarised the current priorities of the Ministry and provided further details on the resilience fund. He spoke about monitoring and evaluation that was undertaken in 2010 and advised that this year the work would be undertaken in a more efficient manner.

Mr Bayley said that the capability assessment would be reviewed in the next financial year. He then spoke about the Corrective Action Plan which contained 108 recommendations resulting from the Christchurch review, 104 of which would be implemented by the Ministry.

There was a discussion on the use of technology in holding cost-effective meetings. Steve Greally and Graeme Daikee offered the use of their agencies' video conferencing facilities for future meetings.

Roger Ball tabled a MCDEM Work Programme Status Report, and expressed thanks to the Ministry for the funding that was received from the resilience fund.

Jim Frater spoke about a group controller forum which would be occurring two to three times per year. He added that job descriptions for controllers were becoming an increasing requirement and thus the need for review and assessment had increased. There was a discussion on the responsibilities of advisers versus decision makers and it was noted that many CDEM groups had combined these into one dedicated role.

Attendance: Shane Bayley and Simon Chambers left the meeting at 2.21pm

6.2 New Zealand Police

Steve Greally spoke about EMIS and RIOD work being done and summarised the strengths achieved through new technology. He confirmed that the police would look to hold the next CEG meeting in their boardroom.

6.3 District Health Board

Mike Cummins spoke about an increase in presentations due to increased stress and anxiety relating to recent earthquakes.

6.4 Iwi Representative

Harvey Ruru spoke briefly about treaty processes underway.

6.5 New Zealand Fire Service

Graeme Daikee advised that the fire service were waiting on a government review. He provided details on recent earthquake damage and confirmed that it was otherwise 'business as usual' for the fire service.

6.6 Nelson City Council

Roger Ball provided details on the proximity devices being used at Council and there was a brief discussion on access to the building during an emergency.

6.7 Ministry of Social Development (MSD)

Ronnie Gibson provided details about an earthquake information meeting that was occurring in Seddon that was being run by GNS. She added that Sarb Johal, Massey University Centre for Disaster Research whose expertise was in psycho-social support and post-traumatic stress, would be in attendance. Ms Gibson also spoke about a recent MCDEM report containing welfare recommendations, which MSD would look to have national input into.

6.8 Public Information Manager

Angela Ricker said that the Ministry had updated the guidelines for public information management. She also advised that she had been in contact with staff at the DHB in terms of response communications.

It was confirmed that the next CEG meeting would be on 6 November 2013 at 1.30pm, potentially at the Police boardroom.

There being no further business the meeting ended at 2.39pm.

Report of the Emergency Management Office

1. Purpose for Report

- 1.1. To provide an update regarding regional developments in Civil Defence Emergency Management (CDEM); to seek approval for the appointment of the Group Public Information Manager; and to seek approval for the Business Unit Plan of the Emergency Management Office for 2013/14.

2. Recommendation

THAT the Report of the Emergency Management Office (1548314) and its attachment (1533628) be received;

AND THAT Angela Ricker be appointed as Public Information Manager for the Nelson Tasman Civil Defence Emergency Management Group for the coming year July 2013-June 2014;

AND THAT the Business Unit Plan of the Emergency Management Office for 2013/14 be approved.

3. Recent Events

- 3.1. The Group Emergency Operations Centre (GEOC) has activated on two occasions since the Coordinating Executive Group last convened: once on 21 April 2013 and the other on 16 June 2013.
- 3.2. On both occasions the GEOC was established in the Tasman District Council Chambers and involved the coordination of a multi-agency response. The two events were notable for different reasons. The flash flooding on 21 April 2013, which affected Richmond and Stoke primarily, was an extraordinary rain event estimated to be a 1 in 500 years. Fortunately it was limited in its duration and geographic spread. Although consideration was given to declaring an emergency, this was not required. The second weather event, on 16 June 2013, resulted in flooding over a wider area, but particularly concentrated on Marahau, Riwaka and other parts of the Waimea plains. The GEOC was activated in support of emergency services and, once again, an emergency did not need to be declared. This event was notable for the tragic loss of life from a slip at Marahau.

- 3.3. Debriefs for these events have occurred, the results of which will be reviewed by the Emergency Management Office, in conjunction with Controllers Alec Louverdis and Jim Frater.

4. Group Emergency Operations Centre (GEOC)

- 4.1. The project to develop a new GEOC is now well underway. An Agreement to Lease the ground floor of a new building at 28 Oxford St, Richmond, has now been signed by the Chief Executive Officers of Nelson City and Tasman District Councils. The developer has commenced ground works at the site with a completion date of 20 December 2013. Meanwhile a project is underway to develop the Information Technology requirements of the new facility.
- 4.2. The building design was reviewed following the flooding in Richmond on 21 April 2011. This has caused a small delay in the project (we are about 10 days behind at this point), however was necessary in order to ensure the consequences of that extraordinary event were taken into account. As a result, additional measures have been incorporated into the design and the Agreement to Lease. The main measures have been to:
- raise the floor level by an additional 300 mls;
 - to build a wall on one side of the GEOC site to deflect secondary water flows away from the building; and
 - add further protection for the emergency generator (height and bunding).

5. Exercise Te Ripahapa

- 5.1. Exercise Te Ripahapa was successfully held on Wednesday 29 May 2013 at the GEOC at Tasman District Council Chambers. This was a South Island-wide Exercise simulating a rupture of the Alpine Fault. Preparing for the Exercise has been a major project of the Emergency Management team over some months and, together with our responses to real events, provides the CEG with evidence of how CDEM is performing in our region.
- 5.2. 86 people attended the exercise in two shifts. The agencies involved were: Nelson Marlborough District Health Board (NMDHB), Ministry of Health, Ministry of Social Development, Department of Conservation, the Lifelines Group including Chorus, Opus, Port Nelson, and NZ Transport Authority. Emergency Services representatives from Police, NZ Fire, Waimea Rural Fire, and St Johns attended, as well as the Emergency Management response team NZ-RT2.
- 5.3. The Mayor of Tasman District Council, Richard Kempthorne, participated in the Exercise. Fresh FM provided media coverage and social media also played a part via a dedicated Facebook page that was activated three weeks prior, and ran throughout the 12 hours of the Exercise.
- 5.4. External evaluators appointed by the Ministry of Civil Defence and Emergency Management (MCDEM) were present and subsequently

submitted a positive evaluation report. Some of the comments are summarised below:

- Good example of an effective, capable and efficient Emergency Operations Centre;
- Good organisational structure in place and good staff understanding of their roles;
- Objectives quickly established and outlined to staff;
- Regular and effective management team meetings;
- Media and social media well managed;
- An outstanding achievement for the Group was the committed use of EMIS;
- Very useful to have the EMIS trainer present in the EOC;
- Very good idea to locate the Recovery Manager in the EOC.

5.5. Principal areas for improvement noted by the evaluation were:

- Better structure for briefings and handovers
- More realism and pressure on media staff
- Better recording of resources and their availability
- Develop procedures around finance matters (spending, accountability, delegations etc)

5.6. Debriefs were held for Exercise participants. The lessons and recommendations from the Evaluation and debriefs will be incorporated into our future planning.

6. Public Education Public Information / Appointment

- 6.1. The CDEM Group has a number of formal roles that are appointed, such as Group and Local Controllers, Welfare Managers and also a Public Information Manager (PIM). Angela Ricker has performed the role of PIM for the past financial year (July 2012-June 2013) following on from Chris Choat at Tasman District Council. I thank Angela and Chris for their interest in and commitment to the role. Based on discussions between the staff involved it is proposed Angela undertake the role as Public Information Manager for the coming year July 2013-June 2014.
- 6.2. With a number of events happening over the first half of this year the Public Information team has been working hard across the two councils. Social media has been used extensively for the events and Exercise Te Ripahapa, with good response from the public.
- 6.3. Public Education Workshops have been provided to a number of multi-cultural groups through the Nelson Marlborough Institute of Technology (NMIT) and the Multicultural Council. This has been very successful, using interpreters, to packed rooms.

7. Welfare

- 7.1. Since the last CEG Meeting there have been two Welfare EOC responses to weather events (21 April 2013 and 16 June 2013), and Exercise Te Ripahapa. All three Group Welfare Managers were utilised during the Exercise, supported by a small team, including NMDHB and Ministry of Social Development.
- 7.2. The Welfare Operational Team meeting was held 15 May 2013 with 25 attendees from 13 service agencies. This meeting was to strengthen links, ensure services would be able to work together in emergencies, and establish capability and capacity of services during events.
- 7.3. Welfare training for Golden Bay volunteers and agencies was run on 14 May 2013. This successful workshop was well attended, building on existing skills and networking structures.

8. Community Response Planning: Motueka

- 8.1. On 14 May 2013 Joe Kennedy gave a brief presentation to the Motueka Community Board detailing regional response arrangements including those that currently exist for Motueka.
- 8.2. Further development of the response arrangements for Motueka is an item of work that is scheduled to commence this financial year (July 2013 – June 2014). Representatives from the Emergency Management Office will be meeting with relevant parties and bringing the concepts developed back to the Readiness and Response Committee for agreement with partner agencies.

9. Ministry of Civil Defence and Emergency Management Resilience Fund

- 9.1. For the 2013/14 financial year we compiled a funding application to MCDEM that consisted of two parts:
 - 9.1.1. Part one: An extension to the current EMIS trainer's contract until 30 June 2014. This is to include EMIS training, exercising and the setting up of templates for the Nelson Tasman, West Coast and Marlborough CDEM Groups. This part of our application was approved. Further detail on the EMIS project is provided below in item 10.
 - 9.1.2. Part two: A Business Continuity Contractor, to support small to medium businesses in the region with mentoring, workshops, an online toolkit, and the development of resources. We were unsuccessful with this part of our application. MCDEM advised that the funding review panel opted to focus on the development of material that could be used across the country and they have asked the Southland CDEM Group to take the lead on this initiative. We are discussing with Southland how we might be able to mesh with this project.

10. Emergency Management Information System (EMIS)

- 10.1. As noted above, the MCDEM Resilience Fund has provided funding for Katie Tanner to be contracted for a further 12 months to deliver EMIS

training. This work is led by the Nelson Tasman Emergency Management Office as a joint project for the Nelson Tasman, West Coast and Marlborough CDEM Groups. Given the distances that need to be covered, additional funding at the end of last financial year was granted by MCDEM for a vehicle to be purchased. The full costs of the vehicle, including fuel, insurance etc, are covered by MCDEM. Our thanks once again to MCDEM for this on-going support.

- 10.2. We are seeing concrete benefits from this project, with EMIS used successfully during the emergency activations on 21 April 2013 and 16 June 2013, and Exercise Te Ripahapa. Staff are gradually becoming more familiar with the tool and its benefits. It would be fair to say EMIS is more demanding than we had anticipated and we will need to realistic about the way it is used. The need to keep training fresh and to integrate EMIS into all aspects of our business will make EMIS a core feature of our future responses.

11. NZ-RT2

Management

- 11.1. We have instituted an adjustment of duties within the Emergency Management Office. Joe Kennedy, who has been fulfilling the Acting Team Manager for NZ-RT2 role for the past few months, has been permanently delegated the role of Manager NZ-RT2. This will assist with continuity in this position and take advantage of Joe's experience with the team.

Leadership

- 11.2. Matthew Dodd, the incumbent Team Leader of NZ-RT2, will step back from the team leadership role from 31 July 2013. Matt has led the team extremely well during his time as Team Leader and I wish to thank him for the many hours of volunteer work he has contributed. Matt will continue to be involved with the management of the team as an Associate Member. The current Deputy Team Leader, Jason Everett, will be stepping up to the position of Team Leader through to the next round of team elections, scheduled for February 2014.

Review

The MCDEM Monitoring and Evaluation Capability Assessment report (May 2010) recommended a review of the value, cost effectiveness and future role of NZ-RT2. That review has now been completed by Shane Briggs, Senior Emergency Management Officer, Taranaki Regional Council. We are currently awaiting the results of the review and these will be reported to the CEG.

Health and Safety

- 11.3. The team maintains a strong focus on health and safety. Management review has recently identified a gap with completion and filing of Risk Assessment Management forms for team activities. This has been formally recorded and measures put in place to rectify this.

12. South Island Civil Defence Emergency Management Conference

- 12.1. The South Island Emergency Management Conference, organised by the Nelson Tasman Emergency Management Office, was held in Nelson from 7-8 March this year. The conference had the theme of "The Way Forward" and was intended to refocus the thinking of delegates on the wider CDEM agenda following the Canterbury earthquakes. It was held at The Pavilion in Trafalgar Park with an evening social event at the Nelson Yacht Club.
- 12.2. The conference provides affordable professional development for South Island CDEM professionals and associated agencies. It is held roughly annually on a rotating basis around CDEM Groups.
- 12.3. The two day event was attended by 65 delegates, from other South Island CDEM Groups and a range of agencies. During the conference eight presentations and three workshops were delivered, covering a range of topics. A comprehensive evaluation survey was undertaken with the conference delegates. The results were positive. A selection of responses is below:
- Over 80% of respondents felt that the conference was very well organised;
 - Over 64% found the range of presentations useful and interesting;
 - When asked what were some of the best things about the conference, over 64% of the respondents said the networking opportunities, others said the range of presentations and the ability to discuss common issues with colleagues was really useful;
 - When asked what could have been improved, 64% of respondents said nothing needed improving.
- 12.4. Further comments mentioned:
- "Well organised/friendly/credit to the organisers";
 - "Great/fantastic/enjoyable conference";
 - "Best conference I have been to";
 - "You've set the bar/standard high – it will be hard to beat";
 - "Well done/sterling job/take a bow".

13. The Year Ahead

- 13.1. Attached to this report is the draft Business Unit Plan for the Emergency Management Office for the current financial year (July 2013-June 2014). This plan is based on a budget approved by the respective Councils in their Annual Plans for 2013/14. As is customary, I am seeking the CEG's approval so that you are aware of what we intend to deliver in the year ahead. I would welcome any suggestions or comments.

- 13.2. Aside from likely response to and recovery from emergency events, the year ahead will be dominated by the move to the new GEOC. There is considerable work to be undertaken to equip and set up the facility once it is completed. The establishment of new systems to activate and run the facility will be a priority project in the last quarter of this year and first quarter of 2014. A further pressing need is to consolidate lessons from past events and exercises, and implement outstanding recommendations.
- 13.3. In summary, the projects of most significance for 2013/14 are as follows:
- Response to emergency events;
 - New EOC project (including design, fit out, set up and trial phases);
 - Community Response Planning, notably new arrangements for Motueka;
 - Integration of EMIS into the CDEM Group's planning and responses;
 - Training and professional development of CDEM personnel;
 - Extend our Welfare capability and incorporate latest national guidelines;
 - Respond to on-going high level of public interest in CDEM through public education programmes;
 - Assist Councils in their natural hazards work;
 - Contribute to a solution for review of the Group's recovery planning.
- 13.4. In line with other areas of Council, the Emergency Management Office is seeking ways to gain efficiencies and return savings. With this Business Unit Plan I am confident that our team will continue to meet the expectations of the CEG and the public with respect to its core CDEM response functions.
- 13.5. In preparing this business unit plan I have looked at actions required by the CDEM Group Plan 2012 and the recommendations from the MCDEM Capability Assessment Report 2010. While we are making good progress on many fronts there appears to me to be some gaps. I propose to review outstanding recommendations and report back to the CEG at its next meeting.

14. Acknowledgement

- 14.1. As I return to the role of Manager Emergency Management I wish to recognise the efforts and achievements of my team members. Both Debbie de Geus and then Joe Kennedy have undertaken periods as Acting Manager, Michelle Griffiths assisted in the office on secondment, and Katie Tanner has also joined the team. There have been considerable achievements including an enormous amount of detailed work and negotiation to keep the EOC project on track, delivery of a South Island conference, organising a Group Exercise, launching EMIS

training, and continuing to monitor and then respond to an ever-increasing number of weather events. Thanks team, for the job you have been doing.

Roger Ball
Manager Emergency Management

Attachments

Attachment 1: Draft Business Unit Plan 2013/14 ([1533628](#))

Nelson Tasman Emergency Management Office Business Unit Plan 2013/14

Purpose

This plan sets out the Emergency Management Office's (EMO) Business Unit Plan for FY 13/14. This plan enables us to:

- Ensure our work is aligned to goals and objectives outlined in the Nelson Tasman Civil Defence and Emergency Management (CDEM) Group Plan 2012, the Nelson City Council/Tasman District Council Long Term Plans, and NCC's Key Performance Indicators
- Implement recommendations contained in MCDEM's *Capability Assessment Report* (May 2010)
- Prioritise tasks against resources
- Ensure that the CDEM Group and our stakeholders have accurate information about our outputs

Vision of the Nelson Tasman Civil Defence Emergency Management Group

A resilient Nelson Tasman Community

Mission of the Emergency Management Office

To provide leadership, professional training and expert Civil Defence Emergency Management advice towards achieving the Group vision of a resilient community.

Key Objectives 2013/14

- Response to emergency events
- New EOC project (including design, fit out, set up and trial phases)
- Community Response Planning, notably new arrangements for Motueka
- Integration of EMIS into the CDEM Group's planning and responses
- Training and professional development of CDEM personnel
- Extend our Welfare capability and incorporate latest national guidelines
- Respond to on-going high level of public interest in CDEM through public education programmes
- Assist Councils in their natural hazards work
- Contribute to review and updating of the Group's recovery planning

PLANNED OUTPUTS 2013/14

Priority definition:

A = essential to complete (other things depend on it)

B = highly desirable to complete

C = can be re-scheduled if required / routine work

All = Roger Ball, Joe Kennedy, Katie Tanner and Debbie de Geus

OBJECTIVE 1: HAZARDS AND LIFELINES

TASK	LEAD PERSON	PRIORITY	DEADLINE
Lifelines			
Contribute to the regional Lifelines Group and complete Resilience Fund Lifelines project	RB/JK	B	Quarterly meetings
Complete project for distribution of handheld fuel pumps	JK	B	June 2014
Hazards / Risk Reduction			
Assist Councils with Natural Hazards projects – with focus on community engagement aspects	RB	B	On-going
Assist Review of Reduction Committee Terms of Reference	RB	C	Sept 2013

OBJECTIVE 2: COMMUNICATION WITH THE COMMUNITY

Public Education			
Assist with the annual public education strategy (incorporates results of Council residents surveys)	DdG/A. Ricker	B	June 2014
Provide public education, incl public presentations	DdG	B	Est x 2 per month
Contribute to regional CDEM website and CDEM newsletter	DdG	B	Ongoing
Develop social media options for public education/alerting	DdG	C	Ongoing

Prepare booklets to support Community Response Plans	JK	C	June 2014
Assist establishment of new Waimea Neighbourhood Support	DdG	C	2 year commitment over 13/14 and 14/15
Develop module for "role of elected representatives in an emergency"	RB	B	October 2013

OBJECTIVE 3: EMERGENCY MANAGEMENT PLANNING

GROUP and CEG			
Hold meetings three times per annum and provide advice	RB	A	May, July, November
CEG Committees			
Provide support for regular meetings of Readiness and Response, Reduction, Recovery, PEPI, Welfare, Lifelines committees.	All	B	April, June, October,
Community Response Planning (CRP)			
Maintain Plans for Golden Bay, St Arnaud, Murchison, Tapawera, Wakefield, Mapua and Marahau. (Contacts up to date, support (not lead) local exercising, attend meetings, provide advice.)	JK	C	Ongoing
Develop CDEM response arrangements for Motueka	RB/JK	A	June 2014
Dispose of Tapawera trailer	JK	C	December 2013
Plans and SOPs			
Review and Update "First Response" SOPs for Weather Events, Tsunami Warning and Earthquake	JK	A	Nov 2013
SOP for EOC (G102: GEOC Structure, Staffing and Operations procedure)	JK	A	March 2014
Implement project to distribute tsunami signage	JK	B	December 2013
Welfare Manual and SOP Completion	DdG	A	December 2013
Welfare			
Maintain operational effectiveness of existing Welfare Centres (access, staffing, training, MOUs, signage, generators)	DdG	A	Ongoing
Develop welfare arrangements with Whakatu Marae and Te Awhina	DdG	B	November 2013

Maraes			
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OBJECTIVE 4: READINESS AND RESPONSE

Exercises			
CDEM Group Exercise (St Johns lead)	JK/RB	B	May 2014
Facilitate annual Local EOC Exercise in St Arnaud	JK	B	Annual
Review and implement debrief outcomes from Exercises	RB	A	As required
Group and Local Controllers			
Provide professional development for Controllers, incl Controllers Forum	RB	B	Ongoing
Group Emergency Operations Centre (GEOC)			
(A) New Emergency Operations Centre			
Project to develop new Group Emergency Operations Centre (GEOC)	RB	A	December 2013
Project to plan and deliver fit out requirements (incl IM needs)	RB	A	Feb 2014
Project to transition to and embed new procedures in new GEOC	RB	A	March 2014
(B) Group Emergency Operations Centre - Equipment			
Group EOC and Alt Group EOC: Ensure currency of procedures and equipment	JK	A	Ongoing
Local EOCs: assist in maintaining basic equipment	JK	B	Ongoing
(C) Group Emergency Operations Centre - Staffing			
Review of current EOC personnel	RB/DdG	B	October 2013
Maintain EOC staff database (rosters and trained staff)	DdG	A	Ongoing
Emergency Contact lists - update annually	DdG	A	November 2013
Deliver EOC staff training	All	B	June 2014
(D) Information Technology			
Contribute to GIS/CDEM project	RB	B	On-going
Contribute to EOC information technology development project (separate from new EOC IM project)	RB / DdG	B	On-gong
Communications			
Maintain radio network, equipment and schedule of checks	JK	A	Ongoing (monthly)

			reports)
Maintain currency of satellite communications (BGAN) through training and regular checks	JK	A	Ongoing (monthly basis)
NZ-RT2			
Manage NZ-RT2 (incl supervision of Health and Safety, training, deployments etc)	JK	B	On dates advised
Develop MOUs with St John and Police	RB	C	June 2014
Implement outcomes from review of NZ-RT2 conducted June 2013	JK	B	December 2013
Response to Events and Actions After			
Respond to emergency events	All	A	As required
Consolidated review of debriefs and incorporate lessons	RB	A	Nov 2013

OBJECTIVE 5: EMERGENCY MANAGEMENT INFORMATION SYSTEM (EMIS)

This is a new objective in the plan this year, reflecting its priority. Over time it will fold into the Readiness and Response objective above.

Promote the implementation of EMIS for CDEM Group, including associated systems	All	B	June 2014
Develop EMIS User Guides	KT	B	June 2014
Conduct training across the CDEM Group	KT	A	On dates set
Devise and implement strategies to maintain EMIS skills in users	KT	A	December 2013
Contribute to the Error and Enhancement logs of the EMIS software/Application	KT	C	Ongoing
Facilitate integration of EMIS into the GEOC environment	KT	A	June 2014
Continue EOC computer Systems Project (participate in)	KT	C	On dates set
Support West Coast and Marlborough CDEM Groups in development of EMIS (Delivery of MCDEM Resilience Fund project)	KT	A	Ongoing
Maintain database of trained EMIS personnel	KT	A	Ongoing

OBJECTIVE 6: RECOVERY FROM DISASTERS

Recovery			
Contribute to the recovery phase following an event (coordination of agencies, Welfare assistance etc)	RB	A	Ongoing
Assist work to update recovery plans and address related recommendations in MCDEM Capability Assessment report 2010	RB	C	June 2014

OBJECTIVE 7: EMERGENCY MANAGEMENT OFFICE MANAGEMENT/PLANNING

Management of the Emergency Management Office	RB	A	Ongoing
Manage Health and Safety requirements (incl RT2)	RB/JK	A	Ongoing
Contribute to NCC organisational requirements (Health and Safety, staff engagement, customer satisfaction plan etc)	RB	A	Ongoing
Review progress against MCDEM Monitoring and Capability Assessment Report 2010 – report to CEG	RB	B	Nov 2013
Professional development of staff	All	B	Ongoing
Participate in national policy discussions led by MCDEM	All	C	Ongoing

PROJECTS NOT RESOURCED FOR 2013/14

The following is not a comprehensive list of outstanding work for the CDEM Group

Evacuation planning (Police lead, supported by CDEM Group)
Tsunami response/evacuation planning
Develop Earthquake Response Plan (pre-planning for response to major event in CBD)
Develop procedures for post-event "Needs Assessment", incl roles for agencies
Local EOC Exercises Takaka and Murchison
Review of NZ-RT2 Standard Operating Procedures 2009
Review of Murchison Community Response Plan 2010

Development of new Community Plans for Cable Bay and Kaiteriteri
Development of procedures for Local EOCs in Murchison, St Arnaud, Takaka
Review of Group Recovery Plan 2008
Review of Group Pandemic Plans (main plan 2006, welfare plan 2009)
Review of Radio Communications Guide 2010
Individual training manuals for EOC staff
Membership of Nelson Neighbourhood Support committee
Nelson Environment Centre survival workshops
Nelson Multicultural Society Refugee workshops