Notice is given that an ordinary meeting of the Nelson Tasman Civil Defence Emergency Management will be held on:

Date:	**Tuesday 25 July 2023**
Time:	**1.30 pm**
Meeting Room:	**Emergency Operations Centre,**
Venue:	**28 Oxford Street, Richmond**

Nelson Tasman Civil Defence Emergency Management Group

Komiti Whakahaerenga Tiwhikete Whakawhanaunga

AGENDA

MEMBERSHIP

(Quorum 2 members)

Contact Telephone: 03 543 8400
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

AGENDA

1   OPENING, WELCOME, KARAKIA

2   APOLOGIES AND LEAVE OF ABSENCE

Recommendation
That apologies be accepted.

3   DECLARATIONS OF INTEREST

4   LATE ITEMS

5   CONFIRMATION OF MINUTES

That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 4 April 2023, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 4 April 2023, be confirmed as a true and correct record of the meeting.

6   PRESENTATIONS

7   REPORTS

8   CONFIDENTIAL SESSION

Nil

6   CLOSING KARAKIA

6   PRESENTATIONS

6.1   NATIONAL EMERGENCY MANAGEMENT AGENCY (NEMA)

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	25 July 2023
Report Author:	Oli Varley - National Emergency Management Agency
Report Number:	REMC23-07-1

1.   Presentation / Whakatakotoranga

Oli Varley will make a presentation to the Nelson Tasman Civil Defence Emergency Management Group on behalf of NEMA.

2.   Attachments / Tuhinga tāpiri

1.   NEMA Update to NTCDEM Group   7

National Emergency Management Agency Update

July 2023
Nelson Tasman CDEM Group Joint Committee

Announcement of Government Inquiry into Response to North Island Severe Weather Event.

1. On 29 June, Minister McAnulty announced there will be a government inquiry into the response to the 2023 North Island Severe Weather Event.

2. The Government Inquiry is separate to the National Emergency Management Agency After Action Review (AAR) and will review the actions and design of the Emergency Management system as a whole.

Emergency Management Bill

3. The Emergency Management Bill was introduced to parliament on 7 June 2023 and passed its first reading on 29 June 2023 where the House debated and voted on the Bill.

4. The Bill has now been referred to the Governance and Administration Committee (see the progress of the Bill here)

5. Making a submission is your way to tell Parliament what you think of the Bill. We encourage submissions on the Bill when it is before select committee - your views, experiences, and ideas for improving the law continue to be an essential part of setting up Aotearoa New Zealand to get better outcomes for emergency management.

6. Once the select committee has reached a conclusion based on everyone's submissions and official advice, the select committee will share its findings and recommendations with the whole of Parliament. This will include a revised Bill that reflects the select committee's recommendations. The revised Bill then goes on to the next stage in Parliament for further consideration and, potentially, further changes.

7. Usually, a select committee has six months to examine a Bill and prepare its report to the whole of Parliament. However, the General Election and Summer recess means that the select committee may not report back until next year. You can track the progress of the Bill at Emergency Management Bill (bills.parliament.nz).

8. Thank you for the feedback and insights you and your Civil Defence and Emergency Management (CDEM) Group have provided to the National Emergency Management Agency (NEMA) and the Minister throughout the policy development process for the Bill. We are grateful for the ongoing commitment as we work together to improve the emergency management system.

National Emergency Management Agency
Te Rākau Whakamarumaru

Fuel Industry Amendment Bill

9. The Fuel Industry (Improving Fuel Resilience) Amendment Bill is progressing through Parliament. Public submissions were accepted until 20h June. It has now been referred to the Economic Development, Science and Innovation Committee.

10. The Fuel Sector Coordinating Entity (FSCE) operates under the National Fuel Plan to plan and coordinate fuel sector response to a major fuel disruption. The Ministry of Business Innovation and Employment (MBIE) chairs and resources the FSCE to ensure immediate co-ordination between the Government, the fuel sector, and effected stakeholders during an event.

11. Under the National Fuel Plan, each CDEM group is required to maintain a Regional Fuel Plan to manage fuel supplies in the event of a declared Emergency. The Regional Fuel Plan should identify critical fuel customers and priority retail fuel outlets.

12. To aid with CDEM Regional Fuel Planning and to ensure consistent information across regional boundaries, the FSCE has formally requested station specific data from all retail fuel outlet operators. Attached is the template that was sent to each operator, for your information only at this stage. The FSCE is expecting to receive the submissions from fuel sector by August 2023. Once collated these will be distributed to CDEM groups.

13. The CDEM groups will be asked to identify priority fuel stations on the database and submit back to the FSCE. The completed database will be available for CDEM groups to use for planning.

14. The FSCE will request a refresh of the retail fuel outlet dataset from the fuel sector annually in Q1 and aim to share this with CDEM group by Q3 each year.

15. If you require any information from the fuel sector, please channel this via the FSCE and copy NEMA. This will avoid multiple requests to fuel companies and allow NEMA and the FSCE to identify potential trends or shortfalls to ensure all CDEM groups have what they need for their Regional Fuel Plans.

North Island Severe Weather Events After Action Review

16. The severe weather events of 27 January and 14 February 2023 (Cyclone Gabrielle), collectively referred to as the North Island Severe Weather Events, with the subsequent State of National Emergency, provide an opportunity to reflect on a large scale, concurrent, multi-region response. NEMA is conducting an After-Action Review to identify actions that need to be undertaken to ensure that NEMA is ready for future large and potentially catastrophic natural hazard events. The After-Action Review is focused on NEMA's role and actions and is not an All-of-Government review. NEMA has completed its hot debriefs and completed an internal after-action review workshop in May.

17. Planning is underway for a national level after action review workshop after CDEM Groups and other agencies have completed their own debrief and review processes. Engagement with external partners is likely to commence in late July/August 2023

Appointments of NEMA's Chief Māori Advisor

18. Tania Gerrard, Te Whanau a Tāpuhi, Ngāti Porou, has been appointed as NEMA's Chief Māori Advisor. She is half time with NEMA and half time with the Institute of Geological and Nuclear Sciences Limited (GNS) where she is currently General Manager Māori and Stakeholder Relations.

Oli Varley | Regional Emergency Management Advisor
National Emergency Management Agency Te Rākau Whakamarumaru
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7 REPORTS

7.1 MATTERS ARISING FROM THE MEETING OF THE NTCDEM GROUP - 4 APRIL 2023

Decision Required

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	25 July 2023
Report Author:	Joe Kennedy, Manager Emergency Management
Report Number:	REMC23-07-3

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1.   Purpose of the Report

1.1   To provide an update regarding matters discussed in the meeting of the Nelson Tasman Civil Defence Emergency Management (CDEM) Group held on 4 April 2023.

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2.   Recommendations

That the Nelson Tasman Civil Defence Emergency Management Group receives the Matters arising from the meeting of the NTCDEM Group - 4 April 2023 REMC23-07-3; and

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3.   Emergency Management Office Financial Reporting – 2023/24 FY

3.1   In a similar fashion to the operation of the Nelson Regional Sewerage Business Unit and Regional Landfill joint ventures, Nelson Tasman Emergency Management (NTEM) finances are monitored and approved by the Nelson Tasman CDEM Coordinating Executive Group for presentation to Nelson City Council and Tasman District Council as part of their respective Annual Plan and Long Term Planning processes. Typically, this has been regarding the overall impact of the levy to each Council, however, moving forward it is intended that the full budget be presented. Attendees of the NTCDEM Group (a joint committee comprising of Mayors, Deputy Mayors and Council Chief Executives) also receive the NTEM financial reporting.

3.2   The Nelson Tasman Emergency Management Annual Plan 2023/24 budget is attached as Attachment 1. Income is based on the LTP year 3 levies from each Council. The budget shows a deficit of $109,400 due to the Staff position sizing review of salaries and duty officer allowance. There is no provision for event costs. The aforementioned salary review was undertaken in the 2021/22 financial year and approved by the Chief Executives of Nelson City Council and Tasman District Council, including grading re-evaluation and duty officer allowance provision.

3.3   Annual Plan figures for the 2022/23 year have been revised as they previously incorrectly reflected budget figures for the 2021/22 financial year.

3.4   Figures in the 'Revised 2023/24' column have been confirmed, with a particular focus being paid to the 'Staffing Costs' budget line.

3.5   Staffing costs for 2023/24 are $641,900. This is made up of 2022/23 budget of $583,750 plus inflation of $30,000 (5%), provision for duty officers of $15,000 and 2022/23 base salaries being $13,000 above last years budget.

3.6   Other cost movements above inflation are Website costs and secretarial support included in Operational costs and Rental costs in Fixed overheads.

3.7   CDEM "Reserves" are held within Equity and are not separately defined. Equity at the end of March 2023 was $319,000 of which $244,000 is invested in Fixed Assets. In addition, there is a working capital requirement. At June 2023 we will have used any "Reserve". Next year's deficit of $109,400 will overdraw the "Reserve". Consequently, it is recommended that the levies be reviewed as part of the LTP process to ensure that they are at a level that can both a) meet the demands of the business and manage business activities; and b) have a level of provision that allows for emergency event response costs (the average unclaimable emergency event CDEM response cost over the last five years being $133,400 per annum, five events over the last five years).

3.8   Lastly, in order to further strengthen the accuracy of CDEM accounting the EM office has asked if a peer review of CDEM accounts can be explored by the finance teams prior to the budgets being put up for approval.

4	Additional items

How long will it take for key parts of the regions roading network to be operational post a rupture of the Alpine Fault?

4.1   Waka Kotahi advise that they have a project currently underway that is specifically looking at this question. However, they advocate a level of caution regarding the assignment of timeframes referencing that the ability to bring roading infrastructure back online will be dependent on a number of factors, including, though not limited to:

- The extent of the damage
- The type of damage
- The location of the damage
- Accessibility of damaged locations
- Accessibility to resources required (people, fuel, materials, plant and equipment)
- The level of access required (single lane, open for responding agencies use versus open for public use)

4.2   Waka Kotahi also mention that where there areas that are known to be susceptible to land slips, where feasible preventive work is undertaken to minimize the risk of a slip occurring.

4.3   Additionally, a bid has been submitted to the National Emergency Management Agency Resilience Fund for the undertaking of a South Island Priority Route project. At the time of writing we are waiting an announcement from NEMA regarding the projects that have been successful in receiving an allocation from the fund.

4.4   The project will apply the results of University of Auckland vulnerability modelling for both local roads and state highway networks to an Alpine Fault earthquake event scenario. The project seeks to build on existing work to provide a basis for assessing priorities for the

restoration of roading networks based on the relative priorities of sites and freight corridors requiring access. Such sites may include critical lifeline utility sites, emergency service sites, or sites of economic, social, or cultural importance following the event.

4.5   While some work has been initiated, the project requires financial support to progress it systematically and in a coordinated, inter-regional manner across the South Island. If successful, the project will be carried out by a project team including representatives of the AF8 Response Planning Group for Lifelines and Critical Infrastructure.

4.6   The project objectives are to identify the default priority routes for restoration following a disaster, focussed on the AF8 scenario (primary), and to manage community expectations around what access and services will be available (supporting).

4.7   The overall outcome of the project is to provide community access to essential services as quickly as possible, by facilitating rapid access along important freight routes and to lifelines and critical customer sites.

Will the hospital be operational post a rupture of the Alpine Fault?

4.8   Following an event that results in a level of regional shaking it is anticipated that the hospital and associated services will maintain a level functionality.

4.9   Life preservation areas are built to Importance Level 4 (2004) and thus should withstand a certain amount of shaking and remain operational.

4.10   Other relevant parts of the hospital are built to Importance Level 3 and would therefore likely require inspection prior to work commencing in these areas.

4.11   Seismic surveying and strengthening has been undertaken and such workstreams remain current.

4.12   Business continuity and contingency planning, testing and exercising are incorporated within business as usual activities.

4.	Attachments / Tuhinga tāpiri

1.   CDEM Emergency Management Office - 2024 Annual Plan Budget   13

Nelson Tasman Emergency Management Office
Annual Plan Budget 2023-24

	2022/23	Inflated 2023/24	Revised 2023/24	Inflation	Other
	Annual Plan	LTP	Annual Plan	Impact 2023/24	
Total Levy each Council	$ 483,000	$ 529,000	$ 529,000		
Income					
Levies	966,000	1,058,000	1,058,000		
Interest	4,000	16,000	4,000		
Total Income	970,000	1,074,000	1,062,000		
Less Expenditure					
Staffing Costs	583,750	537,000	641,900	29,200	28,950
Operational Costs	236,900	257,000	260,200	11,800	11,500
Maintenance	6,000	17,000	6,400	400	0
Public Engagement	13,000	14,000	13,000	700	(700)
Consultancy	23,000	17,000	22,000	1,200	(2,200)
Fixed Overheads	97,200	111,000	115,900	4,900	13,800
Depreciation	72,000	80,000	72,000		
NZRT-2	37,000	41,000	40,000	1,900	1,100
Event Costs					
Total Expenses	1,068,850	1,074,000	1,171,400	50,100	52,450
Net Income (Deficit)	(98,850)	0	(109,400)		
Capital Expenditure					
Plant, Furniture and Equipment	11,000	65,000	102,500		
Communication Equipment	5,500	18,000	5,900		
NZTR2 (including vehicles)	13,000	54,000	56,600		
Vehicles (net)	40,000		-		
Total Capital expenditure	69,500	137,000	165,000		

6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE TO THE COORDINATING EXECUTIVE GROUP WITH ATTACHMENTS

Decision Required

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	25 July 2023
Report Author:	Joe Kennedy, Manager Emergency Management
Report Number:	REMC23-07-2

1	Summary

1.1 To provide an update from the Emergency Management (EM) Office on activity since the last Joint Committee (Group) meeting held on 4 April 2023.

1.2 A meeting of the Coordinating Executive Group (CEG) was held on 5 July 2023 and the report of the Emergency Management Office that went to that meeting is attached for members' information.

2	Draft Resolution

That the Nelson Tasman Civil Defence Emergency Management Group Joint Committee
1. receives the Report of the Nelson Tasman Emergency Management Office to the Coordinating Executive Group with Attachments; and

2. notes the draft minutes of the Coordinating Executive Group (CEG) held on 5 July 2023.

3	**Attachments**	

6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

Decision Required

Report To:	Nelson Tasman CDEM Coordinating Executive Group
Meeting Date:	5 July 2023
Report Author:	Joe Kennedy, Manager Emergency Management
Report Number:	RCEG23-07-2

1 Purpose of the report

1.1 To provide an update from the Emergency Management (EM) Office on activity since the meeting of the Nelson Tasman Civil Defence Emergency Management (CDEM) Coordinating Executive Group held on 8 March 2023.

1.2 To request the Coordinating Executive Group (CEG) consider the recommendations contained within.

2 Draft Resolution

That the Nelson Tasman CDEM Coordinating Executive Group

2.1 *Receives* the Report of the Nelson Tasman Emergency Management Office and its attachments; and

2.2 *Receives* the Nelson Tasman Emergency Management Civil Defence Emergency Management Accounts to April 2023 (Attachment 4);

2.3 *Approves* unspent NTCDEM Group Plan budget of $5,168.00 (GL Code 80092730) at year end to be carried over to the 2023/24 FY.

2.4 *Approves* the Nelson Tasman Emergency Management Work Programme March 2023 - June 2024

3	**National Emergency Management Developments**

3.1 Oli Varley, Regional Emergency Management Advisor, National Emergency Management Agency (NEMA) will be in attendance at the meeting of the Coordinating Executive Group on 5 July to provide a verbal update regarding national emergency management developments.

Emergency Management Reforms

Legislative changes

3.2 Legislative changes are in train, that if passed, are likely to have a financial impact for Council.

3.3 Implementation of the changes will be phased and are expected to be cost neutral at a national level. However, it is anticipated that there will be additional costs regionally as more resources (namely staff) will be needed to meet the new requirements both on an on-going basis as well as during a response. Although the additional resourcing is difficult to quantify at this time the Emergency Management Office is assessing the need based on information currently available, however, this may change as the review progresses. It is expected that additional funding will be required from 1 July 2024. As such, the Emergency Management Office is exploring how best to manage the changes through council long term plan development processes.

Emergency Management Bill

3.4 The Emergency Management Bill has been introduced to replace the Civil Defence Emergency Management Act 2002. The proposed changes will create an updated legal and regulatory framework within which Aotearoa can prepare for, deal with, and recover from local, regional and national emergencies. It will set the system up to be more responsive, and set a solid foundation for adaptations that might be required in the future. The Bill is not a fundamental transformation of the emergency management system, but instead makes practical improvements to ensure the system can meet current and future needs.

3.5 The legislation changes are part of the NEMA Regulatory Framework Review Programme which brings together three projects that have significant alignment. In addition, to the Emergency Management Bill, there is a review of the National Civil Defence Emergency Management Plan and the accompanying Guide, and the development of the Roadmap for the National Disaster Resilience Strategy (NDRS). The outcome that NEMA aims to achieve is the building of a modern, fit-for-purpose, enduring framework for an emergency management system so that:

- communities better understand the risks they face, and are better prepared to respond to and recover from emergencies
- iwi and Māori participation is recognised, enabled, and valued
- the emergency management system is well-coordinated, high performing and enjoys widespread trust and confidence
- the impacts of emergencies on people, the economy, and the environment are reduced.

3.6 Some of the key measures in the Emergency Management Bill include:

- clarifying roles and responsibilities across the sector

- recognising and enhancing the role of Māori in emergency management
- enabling equitable outcomes for communities disproportionately impacted by emergencies
- enhancing the resilience and accountability of critical infrastructure
- modernising the legislative design, including establishing a more responsive regulatory framework for setting standards

3.7   At the time of writing, the first reading of the Bill and referral to Select Committee for submissions is likely to be in late June 2023.

3.8   A factsheet containing an overview and further information about the proposed changes can be found attached as Attachment 1.

Welfare and Needs Assessment

3.9   Following recent North Island weather events, a key focus for NEMA is developing a standardised national needs assessment tool. Planning for the provision of rapid relief in a catastrophic emergency is also being undertaken alongside the AF8 project using a 'push' model rather than a 'pull' model considering water, sanitation, hygiene, food security, nutrition and shelter. In addition to this, NEMA are looking at producing a National Catastrophic Handbook to support CDEM Groups in the event of a large-scale event.

Public Education

3.10   On 23 May NEMA launched the Get Ready Campaign to schools throughout the country. The focus this year is on flooding and provides the opportunity for children to enter a 'Get Ready' competition. Entries closed on 16 June and NEMA will be providing each CDEM Group with an iPad to present to a local winner.

3.11   This year's Shakeout campaign will be launched in Parliament on 27 June with registrations opening that afternoon. Shakeout itself will be held on 19 October 2023.

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Nelson Tasman CDEM Coordinating Executive Group -

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4	Nelson Tasman Civil Defence Emergency Management

Response Activities

Group Emergency Operations Centre (GEOC) Activations

4.1   Since the members of the CEG last met the GEOC was partially activated in response to tornado activity and severe weather warnings covering both Nelson and Tasman.

4.2   On 10 April (Easter Monday) the Duty Officer was alerted by Fire and Emergency New Zealand (FENZ) to tornado activity and damage to houses across the Redwood Valley and Mahana areas. The GEOC was activated, with a small number of NTEM team members, the Duty Controller and Public Information Manager to monitor the situation, share communications, assess welfare needs and work alongside the emergency services involved.

4.3   Ten members of New Zealand Response Team 2 (NZ-RT2) were deployed by the Duty Officer to support FENZ with initial damage assessment and welfare checks from the Monday afternoon through to Tuesday afternoon. FENZ requested assistance from Council Building Inspectors that was initially coordinated by the GEOC. All impacted properties were assessed within 24 hours of the tornado event initiating. The response to the tornado event quickly moved into recovery due to the small number of properties impacted and a relatively low level of arising community need.

4.4   Following the event a debrief was held with response and recovery personnel and partnering agencies to capture feedback for areas that could be improved, some of which had been implemented before a weather event in May.

4.5   On 2 May pre-activation tasks were being undertaken to prepare for a weather system by the NTEM team, partners and agencies. GEOC rostered shifts started from 5 May and ran through to 9 May with varying levels of staffing depending on the predicted impacts. Over the five days 63 response personnel were involved including staff from both Councils and volunteers. Multi-agency briefings were held daily in the lead up to and during the activation to ensure everyone had the latest information and could update the wider group regarding impacts and planning arrangements. NEMA deployed two Regional Emergency Management Advisors to the GEOC to support the response and provide guidance where required. Although the impacts from this event were not as severe as expected, multiple evacuations did occur and localised flooding and land movement impacts eventuated.

4.6   The response provided a good platform for key road closure and evacuation plans to be developed and assisted response personnel to come up to speed with new GEOC systems and processes. The recently instigated external supplementary Group Controller initiative worked well, with only one second tier council manager being utilized for one shift during the response over the five day period. Following the event a debrief survey was distributed to all response personnel, partners and agencies. The results of the debrief survey will be reviewed shortly and incorporated within GEOC corrective action planning processes.

North Island Deployments in support of the Cyclone Gabrielle Response

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

4.7　NTEM, Nelson City Council (NCC) and Tasman District Council (TDC) deployed at total of 15 people to regions around the North Island in support of the response to Cyclone Gabrielle. This included four members of NZ-RT2.

4.8　Kay Anderson from the NTEM team deployed three times, firstly to Auckland in an Intelligence function role, then to Central Hawkes Bay as Intelligence and Operations Manager, and then to the Hawkes Bay Emergency Coodination Centre as Response Manager.

4.9　It was great to be able to support regions affected, particularly following the support the North Island has provided to our region during the August Severe Weather Event and other akin events.

4.10　Valuable learning opportunities were apparent for everyone who was deployed, allowing us to gain further experience at both local and regional coordination centre levels in response to a large-scale event.

4.11　NTEM appreciates the support from both councils in releasing people to be available to support this response.

Group Emergency Operations Centre Operational Readiness

Corrective Action Planning (CAP)

4.12　As alluded to previously in the report, the recent weather event and tornado of 10 April have resulted in two more debriefs being undertaken. Debrief results are currently being reviewed in order to determine the improvements that need to be added to the Corrective CAP. As a reminder, the CAP serves as a collection of all the learnings from past and present event responses.

4.13　Once the results are added to the CAP they will be prioritised against existing work programme items.

4.14　Improvement ideas and results that fall within the Operational Readiness programme of work are also added to the Operational Readiness Improvement Programme (ORIP). Many items on the CAP are being included in the ORIP, as they have a particular focus on processes, procedures and systems. ORIP design and implementation workshops are three hours in duration and occur once a week with a focus on producing new systems, processes and templates. Results of the ORIP initiative have already shown benefit across recent responses.

Operational Readiness Improvement Programme (ORIP)

4.15　Through the Operational Readiness work programme and the ORIP, new operating tools and systems have been developed to assist with response efficiency. Processes that have been developed recently include a GEOC Readiness Checklist for setting up the GEOC, function Role Cards for three roles (Response Advisor, Controller's Assistant and Facilities Administrator), and an Event Life Cycle document that contains a checklist of key actions and considerations for pre-activation, activation, response and demobilisation phases. The latter of which was used and tested in the response to the recent weather event in May.

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4.16 Thought has also been given to the key items that would need to be uplifted within certain timeframes from the GEOC building itself in the event it became compromised and not able to be used for emergency response. The items have broken down by priority and set against access timeframes in the event restricted access has been put in place, and a subsequent checklist developed.

GEOC Systems/Processes

4.17 To ensure that the new systems, processes, and documents are well socialised training is occurring twice a month for NTEM team members. Topics covered so far include, managing Microsoft Teams access and set-up in response, practicing the GEOC Readiness Checklist, IT equipment familiarisation, Duty Officer dashboard and GEOC display set-up, and reviewing the pre-activation stage of the Event Life Cycle.

4.18 Future topics for training include Initial Action Plans, the set-up of Microsoft Forms and practice of response karakia. This programme of works is building resilience for the operations of the GEOC in response to emergency events.

4.19 The D4H Incident Management platform continues to be developed with new templates and systems being added overtime. At the end of February four online training sessions were held, with approximately 130 people receiving training across the four sessions. The sessions were also recorded for those who were unable to attend. D4H training was also delivered during an GEOC Incident Management Team (IMT) meeting that covered the basics of the system and provided an opportunity for attendees to ask questions and resolve issues.

4.20 To date, the training has been well received and continues to build familiarity with the system for response personnel. D4H was used in response for the first time in the May Weather Event that proved to be a good test of the system.

Geotech/NTEM Project Update

4.21 Several weather events have occurred since 2010 that have resulted in significant needs for geotechnical services in response to land damage impacts. A lot has been learnt about the delivery of these services and several different methods trialed.

4.22 In 2022 discussions were underway with representatives from Stantec and the NTEM team regarding a framework for the delivery of professional services in emergency events (e.g. geotechnical support). A key outcome would be the establishment of a Response Specialist Panel made up of differing consultants from across the region and a point of contact from NCC, TDC and the GEOC.

4.23 In the lead up to the August 2022 Weather Event a decision was made to trial the proposed framework to coordinate geotechnical professional services. The framework was well tested throughout the event with over 450 landslides and significant land damage impacts.

4.24 Further learnings have been reviewed and several iterations of the framework discussed. Small tweaks are currently being made to the proposed framework that, if it comes to fruition, will work across three different levels of response severity. The next step is to progress discussions with both NCC and TDC Infrastructure Managers, before building an

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understanding of the framework across both Councils, Lifeline Utilities and Geotechnical services.

Cyril Deployment Standard Operating Procedure (SOP)

4.25 The Multipurpose Habitation Unit (MHU) SOP has recently been completed to serve as a guide to those using the equipment during deployment, maintenance and demobilisation. The SOP covers a wide range of activities and scenarios whether it is being deployed by NTEM or one of our partnering agencies.

4.26 The SOP includes general guidance regarding storage, training, maintenance and working alongside other agencies. It details deployment and operational support requirements, together with a post set-up checklist.

4.27 A number of potential deployment locations and layouts have been outlined covering differing response scenarios with health and safety considerations incorporated throughout. Demobilisation is also outlined in the SOP with pack-down and post deployment checklists included. Several templates have been incorporated including a request for equipment form, an agreement for use form, a logbook, and a demobilisation form.

4.28 Next steps include socialising the SOP with partners and agencies via the Readiness and Response Committee, and the training of NZ-RT2 and NTEM Duty Officers on the newly developed systems and procedures.

Contingency Communications

4.29 The Regional Radio Network Scoping Project continues to work towards increasing the resiliency of communication systems across the region. The current area of focus is working through the installation of VHF radios at the Moutere Community Centre, Motueka Recreation Centre, and Tasman Church. A location in Pohara is also being investigated in partnership with Tasman District Council and Golden Bay Local Controllers.

4.30 Additionally, the project is working through potential options to resolve current outages being experienced with the Mt Burnett repeater (ESB 45), as well as setting up a portable repeater to replace ESB 164.

4.31 In the satellite communications space, a Starlink system has been positioned at the Takaka Customer Service Centre. This is available for use by the Golden Bay Local Emergency Operations Centre in emergency response. Training on the deployable Starlink equipment has been provided to Takaka based Tasman District Council staff and CDEM volunteers. NTEM team members have also been trained in the operation of Starlink systems with the same training being rolled out to NZ-RT2 members soon. Currently, the use of the alternative existing BGAN satellite equipment is being reviewed and compared to the Starlink system in order to establish the best alternative communication system option for our region.

NTEM Local Incident Management Teams

4.32 In April, the EM office held face to face meetings with NTEM Local Incident Management Teams in Tapawera, Motueka, Murchison, Wakefield, Takaka and St Arnaud. The meetings

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served as an opportunity to connect with communities and receive an update regarding their level of preparedness.

4.33 The next round of face to face meetings will take place towards the end of the year with interim phone catch ups occurring with Local Controllers, Situation Officers and Welfare leads.

Group Emergency Operations Centre (GEOC) Information Technology

Overview of GEOC Information Technology Response Systems

4.34 A range of online tools are used during a response. Each has a different purpose though they are all required to create an effective response. Software systems used include the Microsoft Office 365 suite, Sharepoint, Outlook, Forms and Lists, alongside ArcGIS Online and D4H.

4.35 The following provides a brief overview of how each of these systems are currently being used in a response environment.

4.36 Microsoft Teams and SharePoint: MS Teams continues to be used in the GEOC in a response environment. Teams is being used for the following aspects of a response:
- Response document management
- Online meetings
- A response library of templates
- Pre-activation user guides

4.37 Microsoft Outlook: Microsoft Outlook is used for email communication primarily with partners external to the GEOC. Email is used to distribute key documents and communications from the GEOC including Situation Reports, Action Plans, and GEOC activation statuses. The calendar function is used for meetings and briefings e.g. the scheduling of multi-agency briefings.

4.38 Microsoft Forms/Lists: Microsoft Forms is used in two main areas. Firstly, for internal processes, including:

- determining the availability of response personnel to assist in the Group Emergency Operations Centre (GEOC). This in turn feeds through to a spreadsheet used by the Logistics Function for rostering shifts.
- GEOC induction processes, including the ascertaining of dietary requirements, and emergency contacts etc.
- GEOC daily sign-in processes, that in turn complete relevant health and wellbeing checks e.g. screening for Covid-19.

4.39 Secondly, Microsoft Forms is used to collect information from impacted residents and properties via a Welfare Needs Assessment Form and a newly developed Initial Impact Assessment Form. Both of these systems feed data through to a centralised viewer where they are reviewed and tasked to the appropriate function or partnering agency.

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4.40 <u>ArcGIS Online:</u> ArcGIS Online is a geographic information system (GIS) response tool used by the Intelligence GIS function. The ArcGIS Online system is currently hosted through TDC.

4.41 The platform contains and displays data that may be required in a response including tsunami evacuation zones, lifeline utility infrastructure frameworks, Civil Defence Centre locations and capabilities, and population statistics.

4.42 ArcGIS is used to display response information through dashboards e.g., road closures and building assessment statuses. Whilst it sits as its own piece of software, layers can be imported and exported into and out of a D4H system.

4.43 <u>D4H:</u> NTEM are utilising two platforms within the D4H system, Personnel and Training, and Incident Management.

4.44 Personnel and training will be used to manage the administration of GEOC personnel, qualifications, training, attendance, and availability for both business-as-usual and response activities.

4.45 The Incident Management platform is used as the main tool to manage a response. It is where situation reports, action plans, status reports, and handover notes are produced. Taskings, resource requests, field resources, response facilities and Civil Defence Centres are also managed alongside event logs and personnel on shift. The Incident Management platform is templated ready to go for the next event. As such, any new templates developed in the interim, or changes made to current templates will be uploaded into D4H as required.

4.46 Despite the above, it is worth noting that a sizeable proportion of the NTEM IT and GIS systems are not viewed as fit for purpose to meet the demands of current and/or future emergency responses. As such, working with both Nelson City and Tasman District Councils, an IT/GIS improvement programme of works has been initiated.

IT Improvement Project

4.47 The NTEM IT Improvements Project continues to progress with the aim of upgrading and developing a fit for purpose NTEM technology solution to meet the demands of both current and future responses, as well as the requirements and expectations of response personnel, the public, and business as usual activities.

4.48 To ensure the project continues to progress in a timely and efficient manner a Project Manager (Peter Denton) has come onboard to bring together multiple parties, create a productive structure, and keep the project moving along. The first meeting between both Council IT teams, NTEM team members and Peter Denton was held at the end of February where it was decided that monthly meetings would be instigated going forward.

4.49 Key focus areas of the project include the exploring of cloud based solutions, the development and establishment of a sole NTEM tenancy, and the potential use of a third-party provider to support ongoing system functionality, maintenance and document management. Learnings from recent emergency events in the North Island are also being considered, including the privacy of data and information.

4.50 Both the TDC and NCC IT/GIS teams have been working towards getting new hardware into the GEOC. As a result, 14 new mobile phones (one for each Coordinated Incident

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Management System (CIMS) function) have been installed in conjunction with two charging stations and 10 new computer station set-ups including monitors, keyboards, mice and docking stations. Audio-visual solutions for GEOC meeting rooms are also being investigated.

4.51 The IT Improvements Project will continue to progress over the coming months, with some key decisions being made regarding the use of external and/or internal resource to develop resilient systems and provide ongoing support.

GIS & NTEM Meetings

4.52 With the IT Improvements Project and subsequent meetings underway, the decision was made to change the regular IT, GIS and NTEM meetings to purely a GIS and NTEM meeting that occurs once every six weeks. These meetings bring together GIS teams from both NCC and TDC with representatives from NTEM. The meetings serve to:

- better understand system requirements
- ensure that data use and GIS systems are fit for purpose for use in an emergency response
- ensure that suitable arrangements are in place across TDC, NCC and NTEM in both BAU and times of activation
- identify ongoing NTEM related GIS projects, and training requirements
- keep abreast of developments within akin national groups
- enhance connections
- create and monitor planning to implement required work programmes across GIS and NTEM.

4.53 As a result of the first meeting several actions are being addressed, with a list of projects being compiled that will be prioritised by the group. A smaller sub-group meeting has also been scheduled with Eagle Technology to discuss a separate ArcGIS Online (AGOL) platform for NTEM with connections to the two Councils datasets. Additionally, the group is pulling together a list of resources from both within Council and external to Council who could work in the GEOC in response. This will increase the current pool of GIS personnel that can be called upon to assist in emergency event responses and ensure that they receive adequate training to gain and maintain competency.

NTEM Group Exercising

4.54 Due to the response required to the May weather event, it has been decided not to run a full-scale GEOC exercise this calendar year. Several factors were considered when determining this posture:

- The strain on Council staff time and the time/resource already provided as part of the May activation
- The small-scale response in May provided staff with the opportunity to use and test D4H in an activation, and thus has already provided valuable learning opportunities in a relatively low pressure but 'real life' situation
- There is a National exercise based on an Alpine Fault scenario being proposed for the middle of next year (2024)

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- During the planning of last year's 'Back to Basics exercise' the need was identified to run separate training sessions and exercise scenarios in our Local EOC's .

4.55 As a result, the focus for the remainder of this calendar year is to provide D4H training to our Local EOC's and run a half day exercise in Golden Bay. Following the success of last years 'Back to Basics' scenario-based training, we intend to adopt a similar model for the Local EOC training, potentially running a half day training session on the use of D4H and our response Teams setup, followed by a half day practical scenario-based training session.

4.56 The objectives of the LEOC training will be to:
- Increase familiarity with the operations of a Local EOC in a response environment
- Train responders in the use of D4H and attain experience using the tool in a response environment
- Practice response systems, in particular linking in with GEOC systems
- Provide a supported learning environment for new and experienced staff.

Welfare

Alternate Group Welfare Managers

4.57 A gap has been identified in the cover provided for the Group Welfare Manager role in the absence of Kathy King, or when Kathy is rostered off during a response. As such, an Alternative Group Welfare position description has been created and three additional Alternative Group Welfare Managers identified. Sarina Barron (NCC), Glennis Coote (TDC) and Jennifer Beatson (MSD) join Steve Stiles (NCC) and Tracy Waddington (TDC) as Alternate Group Welfare Managers. Training is currently underway to induct them into the role.

Welfare Agency and Community Collaboration

4.58 To further increase community resilience and awareness regarding how community groups and agencies can support each other in and following an emergency, a Community Collaboration hui was held at the beginning of May. The hui brought together 22 people representing 18 government agencies and community groups. The hui focused on relationship building, understanding roles and responsibilities, and how we can best collaborate prior to, during and following an emergency event. The hui was well received with interest being expressed to make it an annual event.

Civil Defence Centres

4.59 Developing the strength of the regions potential Civil Defence Centre (CDC) network continues. Gaps in coverage are being identified and efforts made to identify and bring onboard suitable facilities in Tapawera, Tahunanui and beyond the tsunami inundation zones in Motueka.

4.60 Updated documentation for CDC supervisors and staff to support them in their roles and provide reporting to the GEOC is complete, and training has been provided to Local Welfare Managers and key volunteers.

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Welfare Forum

4.61 A forum for Local Welfare Managers and volunteers was held in May with representatives attending from Golden Bay, Murchison, Nelson Lakes, Kaiteriteri, Motueka, Tasman, Wakefield, Red Cross and iwi.

4.62 The forum provided an opportunity to share experiences, network, receive training, learn about the Maori Emergency Management Strategy and Group Emergency Operations Centre systems and processes used to support the region during an emergency.

Community Preparedness Planning Template

4.63 Expressions of interest have been received from members of the community for guidance on how best to prepare for emergency events. At the time of writing, a Community Preparedness template and accompanying 'How to' guide is in its final draft. These documents will assist in enabling communities to prepare their own plan to support their community. It is expected that the template and guide will be ready to share with the community in the next quarter.

Welfare Subfunction Plans

4.64 Welfare subfunction plans are in various stages of completion. Processes and SOPs have been developed for the Needs Assessment and Registration subfunction, a plan is in draft form for the Inquiry subfunction and an Animal Welfare plan has been completed. A subgroup of supporting agencies is scheduled to reconvene in July to further progress these workstreams. The Ministry of Business, Innovation and Employment are actively pursuing opportunities to engage with councils and other stakeholders in the interests of creating temporary accommodation plans.

Spontaneous Volunteers

4.65 The August 2022 weather event highlighted the need for a process to be developed to effectively manage the support offered by spontaneous volunteers during an emergency event. A project is underway with Top of the South Neighbourhood Support, Volunteer Nelson, council community collaboration teams, and the Student Volunteer Army to develop a process to capture the details of those wishing to volunteer and match them with the needs of the community during and following an emergency event.

NTEM Group Response Personnel Capability

GEOC Training Programme

4.66 Currently there are 75 NCC (up from 66) and 103 TDC (up from 89) staff who have had a minimum of ITF Intermediate training and would therefore be eligible to fill Group EOC roles during response.

4.67 At the time of writing, to bolster these numbers the EM office has the following training scheduled for September and October 2023:

ITF Intermediate – 2 days x 2

Intelligence Function specific – 1 day

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Planning Function specific – 1 day

Operations Function specific – 1 day

Welfare Function specific – 1 day

Logistics Function specific – 1 day

Control and Leadership – 2 days

EM Team Continual Professional Development (CPD) Programme

4.68 An update of the CPD schedule for the 2023 calendar year is attached as **Attachment 2**. In May, the Team received a presentation on the theme of Personal Preparedness, delivered by Mark Buckmaster of St. John, formerly of the UK Metropolitan Police.

New Zealand Response Team 2

4.69 As a result of a recruitment drive and a 24 hour selection process the team numbers are now at 13 operational members, 9 probationary members, and 6 non-operational support members.

4.70 In response to a requests for assistance members of the team deployed to the North Island to assist with the response to Cyclone Gabrielle, and at a regional level assisted in the both the April Tornado and May weather events.

NTCDEM Group Controllers

4.71 A pool of seven Group Controllers has now been attained and a duty roster implemented, with each Group Controller acting in a duty capacity for approximately one week in seven. All Group Controllers are now on formal agreements with stipend payments (for non-council controllers) being made at the end of the each financial year.

NTEM Planning

Mass Evacuation Planning - Waimea Dam Evacuation Plan

4.72 As the filling of the dam officially started on 26 May the Waimea Dam Evacuation Plan led by Police has been completed.

4.73 Although the Plan is led by Police it has been developed alongside multiple agencies and organisations including Waimea Water and NTEM. To test the plan a tabletop exercise was held on 13 February by Waimea Water. This served as a useful session to validate planning and tweak notification procedures.

4.74 A community meeting, hosted by the Brightwater Community Association, was held on 1 May and saw Waimea Water, NZ Police, and NTEM present on various aspects of the Dam. Presentations covered dam design and resilience features, possible causes of an emergency, evacuation planning, evacuation zones, warning methods, and general preparedness.

4.75 The Police Communications Centre hold the Plan and are ready to be activated if required. NTEM Duty Officers have undertaken training on the new plan and have a good understanding of the role that NTEM will play in the event of an evacuation arising as a result of a breach of the dam.

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Rāhui

4.76 Following the May weather event a rāhui was put in place for the Nelson Tasman region. It became clear that there was some confusion regarding the process surrounding the lifting of a rāhui.

4.77 When a rāhui is put in place during the response to an emergency event the flow of information and communication to the public is relatively straightforward. However, the response is often finished and the GEOC deactivated by the time the rāhui may be lifted and therefore a clear process needs to be defined for the lifting of a rāhui in a recovery setting.

4.78 NTEM are currently working with iwi, public health, NCC and TDC to define roles and responsibilities regarding water testing, communication, and the dissemination of public information. The intent is to document a clear process from a rāhui being put in place through to the final lifting of the rāhui for the whole region.

Cordons

4.79 The NTEM team are currently working with the Canterbury CDEM Group to develop a Cordons Management SOP.

4.80 Cordons have often been problematic across New Zealand in larger scale events and often processes have needed to be developed and written up during every event. Confusion tends to exist regarding roles and responsibilities, especially when there are multiple agencies involved. Research from previous events has shown the significance and importance of cordons and how cordon management can impact health and safety, accessibility, housing, law, the socio-cultural fabric, and economics.

4.81 The experience of the Pigeon Valley Fires in 2019 highlighted many of the issues that arise when there is a need for ongoing cordon management and restricted access to affected areas. Frequent events across the country continue to highlight the need for processes to be developed to address a variety of differing scenarios.

4.82 It is hoped that creating an SOP for effective cordon management before a disaster occurs will allow for the effective operation and implementation of these cordons to reduce adverse impacts on the affected area(s) and its residents. This will also assist relevant stakeholders, emergency response teams and the wider emergency management teams to make informed decisions regarding if and when a cordon needs to be established.

4.83 This SOP aims to provide guidance on when and what type of cordon may be required, health and safety considerations, processes for varying scenarios and templates to make the implementation and running of cordons easier during an emergency event. It is also intended to clarify financial responsibilities.

Nelson Tasman CDEM Group Plan

4.84 As previously reported, the Nelson Tasman CDEM Group Plan is required to be reviewed and updated every five years as per the requirements placed upon CDEM Groups within the CDEM Act 2002.

4.85 The plan was last reviewed in 2018 and initial work has already been undertaken to review the regional hazard profile, with all regional hazards assessed using the NEMA guideline

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process. The project to review the plan is now underway, with the public notifcation of the process occurring in June. The hope is to complete the draft plan by late 2023 and for public consultation to occur through December and January. The intent is for the final plan to be presented at the first meeting of the Coordinating Executive Group / CDEM Group Joint Committee in 2024. The plan will then be sent to the Minister for Emergency Management to review and approve.

4.86 It is worth noting that the existing plan is still largely fit for purpose, so the review will look to ensure that the goals and objectives across the four R's (Reduction, Readiness, Response, Recovery) remain relevent and achievable, and meet the needs and ambitions of the CDEM Group. In addition, the review will ensure that the plan is consistent with the National Disaster Resilience Strategy (NDRS), changes to the Coordinated Incident Management System (CIMS) 3rd Edition, contains appropriate arrnagements for the engagement and inclusion of Māori / iwi in our regional arrangements, aligns to current climate change policy and risk assessments and will meet the requirements of the proposed Emergency Management Bill, that is likely to be passed into legislation before the completion of the plan.

4.87 The Coordinating Executive Group and key NTEM partners will be engaged throughout the review process to ensure that the plan truly reflects the views of all partners and allows for coordinated delivery of emergency management across the region. In addition, we will engage with community, including our Local Emergency Operation Centre team members in Takaka, Murchison and St. Arnaud, to ensure the plan reflects the variety of requirements for the delivery of our service across the region.

4.88 Hazard Risk Assessments

4.89 As previously reported, as part of the process to update the Nelson Tasman CDEM Group Plan we are required to re-assess our regional risks by undertaking a regional risk assessment. The process undertaken adhered to NEMA guidelines for risk assessment, that are based upon the AS/NZS 4360 Risk Assessment standards.

4.90 Full regional risk assessments have been conducted for eight of our regions hazards as part of several multi-agency workshops. These included the reviewing of identified hazards, determining maximum credible scenarios, together with the likelihood of occurrence and consequence ratings.

4.91 Unfortunately, iwi were unable to attend these workshops and therefore the direct impacts to local hapū and iwi are yet to be assessed. It is our intention to work with iwi to run a full day workshop later this year to better understand and capture the impacts of hazards upon whanau, hapū and iwi.

4.92 Continuing to run multi-agency workshops to assess the remaining 15 hazards identified is an ongoing piece of work. Information gained from the remaining workshops will feed into future reviews of the Group Plan.

4.93 The report generated as a result of the initial workshops contained several recommendations that will continue to be considered as we move forward with this workstream.

4.94 Recommendations from the report include:

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4.95 Conduct a review of the risk assessment results to identify where further assessment is required to refine the results. This may be required for elements assigned a low confidence due to the appropriate agency or organisation not being present at the workshops. Hazards with results from the survey that appear as high or medium risk, or with a major consequence to the region should be prioritised for full assessment.

4.96 Work in partnership with local iwi to understand the impact of hazards to whānau, hapū and iwi within the region.

4.97 Undertake further workshops throughout the life of the CDEM Group Plan to complete the full assessment of regional hazards currently only assessed via the hazard survey.

4.98 Work with relevant agencies, government departments and research organisations to facilitate research and understanding of major hazards within the region.

4.99 Continue to review current results to ensure that any new research, impacts from actual events, or planning workshops is captured within the tool.

4.100 Ensure the risk from regional hazards are understood and appropriate work is conducted across the 4Rs to address consequences that occur at a high level across all hazards where possible.

4.101 Conduct local level risk assessments for key communities who may be significantly impacted by a hazard within this assessment.

4.102 Utilise the results from this risk assessment to inform the development of the next CDEM Group Plan.

Recovery

4.103 Work has continued to develop a modular and scalable recovery framework including both recovery structures and a recovery timeline of tasks. Associated resources required to assist our region to transition from response to recovery in a planned rather than reactive mode are being explored. The recovery timeline resource was used to good effect following a regional tornado event earlier this year.

4.104 The need for councils to consider the development of a process for rubbish and waste disposal during and after an emergency event has been identified. The EM office will be arranging a hui with representatives from both TDC and NCC in the not-too-distant future to seek a joint approach and solution.

Reduction

4.105 The Reduction Committee continues to look to areas where it can influence most effectively.

4.106 There are three key points the Reduction Committee would like to highlight to the CEG:

- Encourage detailed consideration of the hazard reduction projects as proposed by the respective Councils via the present Long Term Plan process. An example of where we see immediate value is in supporting project work that sees the development of Emergency

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Action Plans, with the Motueka area, the Brook and the Nile valleys "needing urgent attention."

- Have a second tier manager assume the Chair role for the Reduction Committee, or at least maintain an attendance (from one or both Councils).

- That the Reduction committee have visibility of CDEM work programme with the potential to highlight to CEG any areas of concern in relation to reduction.

4.107 It has also been noted that other CDEM Groups see value in having a Reduction Committee in their area, and are interested in how this can operate effectively.

5	Emergency Management Office Financial Reporting

5.1 The Civil Defence Emergency Management Financial Report April 2023 is attached as Attachment 4. Of note:

- Income is $160,782 overbudget due to grants received from NEMA. $156,575 (ex GST) of this relates to the Welfare claim for the August 2022 weather event.

- Expenditure is $353,209 overbudget mainly due to the cost of items associated with the August 2022 weather event.. This is offset by the claimable income above.

  - The weather event costs of $411,440 include security costs ($51,000), aerial survey costs ($81,000), and costs associated with other Group EOC activity including travel and accommodation for out of town surge staff support and regional external Group EOC staffing which are not recoverable from NEMA.

  - The other expediture includes salary costs that are $18,288 over budget as a result of duty allowances that are not included in the budget and the outcomes of an annual salary review being slightly greater than that budgeted (remuneration budgeted at 3% overall against Council remuneration of 5%).

- These result in a net deficit of $274,803, which is $192,428 over budget. In the absence of the August 2022 weather event the year to date deficit would be $20,000 against budgeted deficit of $82,375.

- As a reminder, a deficit had been budgeted to include costs associated with a staffing review while the levy income from councils was not amended from the 2021 LTP as it was decided to fund the deficiet from reserves for 2022/23.

5.2 As a result of the impact on BAU work programmes from the responses to the August 2022, April and March weather events and the provision of support in response to Cyclone Gabrielle, OPEX budget of $8,000 in the current financial to undertake a review of the NTCDEM Group Plan has not been fully utilised. As such, it is requested that approval be given to carry unspent NTCDEM Group Plan budget of $5,168.00 (GL Code 80092730) at year end over to the 2023/24 FY.

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6	Attachments

1. EM Bill Factsheet - June 2023

2. Continuing Professional Development Plan - 2023

3. NTEM Work Programmes 2023-24

4. Civil Defence Ledger and Report - April 2023

National Emergency Management Agency
Te Rākau Whakamarumaru

The Emergency Management Bill
Overview of proposed changes

The Government is committed to ensuring New Zealand's emergency management system is geared towards inclusive, community-led responses to emergency events, as well as continuing work with iwi and Māori in emergency management.

The emergency management system needs changes so that:

- communities are better prepared to respond to and recover from emergencies
- iwi and Māori participation is recognised, enabled, and valued
- the impacts of emergencies on people, the economy, and the environment are reduced
- the emergency management system is well-coordinated, high-performing, and enjoys widespread trust and confidence.

An Emergency Management Bill has been introduced to replace the two decades old Civil Defence Emergency Management Act 2002 (CDEM Act). Information about the Bill, and its progress, can be found on parliament.govt.nz (search for "Emergency Management Bill").

When passed, the Emergency Management Bill will create an updated legal and regulatory framework within which Aotearoa New Zealand can prepare for, deal with, and recover from local, regional and national emergencies.

The Bill is not a fundamental transformation of the emergency management system, but instead makes practical improvements to ensure the system can meet current and future needs.

Some of the key measures in the Emergency Management Bill include:

- clarifying roles and responsibilities across the emergency management system (pages 2-3)
- recognising and enhancing the role of Māori in emergency management (pages 3-4)
- enhancing the resilience and accountability of critical infrastructure (page 5)
- enabling equitable outcomes for communities disproportionately impacted by emergencies (page 6)
- improving operational effectiveness (page 6)
- updating the legal and regulatory frameworks for the emergency management system (pages 7-8)
- replacing the term 'civil defence emergency management' with 'emergency management'.

These measures are explained in more detail in this factsheet.

These proposed changes will set the system up to be more responsive, and set a solid foundation for adaptations that might be required in the future.

The Bill does not change the current emergency powers available under a state of emergency, and while the Bill changes the name of 'Civil Defence Emergency Management Groups' to 'Emergency Management Committees', it does not remove the existing key local and regional roles and responsibilities.

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Clarifying roles and responsibilities across the emergency management system

Clarifying the roles and responsibilities of Emergency Management Committees and local authorities

Clauses 29 and 37

To improve role clarity, the Bill specifies the distinct and separate functions of local authorities, and Emergency Management Committees (currently Civil Defence Emergency Management (CDEM) Groups).

Lack of clarity about roles and responsibilities of CDEM Groups and local authorities has impacted the effectiveness of the emergency management system.

The Bill clarifies that:

- Emergency Management Committees are responsible for regional co-ordination and governance
- local authority members are responsible for delivering local emergency management in their communities, and for participating in the Emergency Management Committees.

Clarifying the administering authority process

Clause 35

The Bill enables greater flexibility for who can act as an administering authority for Emergency Management Committees (currently CDEM Groups).

The Bill further clarifies the processes by which Emergency Management Committees can agree their administering authority.

For example, the Bill removes the current requirement that the administering authority can only be changed if the Minister agrees.

Clarifying the roles of the Chief Executive of the National Emergency Management Agency (NEMA), and Director of Emergency Management

Clause 5

The Bill sets out that the Chief Executive of the responsible department (currently NEMA) holds the role of Director of Emergency Management.

The current legal arrangements for the national statutory role holders require updating to account for NEMA's creation (in 2019) as an autonomous departmental agency with a chief executive.

Consistent with the current arrangements, the Director would be able to delegate response and recovery functions and powers to the National Controller, and National Recovery Manager as appropriate.

Confirming the roles of lead and support agencies

Clause 146

The Bill includes regulation making powers to confirm the roles and responsibilities of lead and support agencies.

The current uncertainty contributes to misunderstanding of roles and responsibilities before, during, and following emergencies.

The regulations enabled by the Bill will also:

- establish the mechanisms and criteria by which lead and support agencies are allocated
- provide for the governance of lead and support agencies for their emergency management activities
- specify the triggers and thresholds that determine the lead agency for a specific event.

Roles and responsibilities will be determined via consultation. The Bill requires the Minister for Emergency Management to consult with other relevant Ministers and agency chief executives when developing new regulations for lead and support agencies.

Publication of Emergency Management Committee Plans

Clause 72(2)

The Bill makes it explicit that Emergency Management Committee Plans (formerly CDEM Group Plans) must be published on a publicly available internet site.

The Bill also introduces updated principles to guide which documents can be incorporated by reference as part of Emergency Management Committee Plans.

This will improve consistency of what information is published, and ensure that all documents that form part of Emergency Management Committee Plans are easily accessible to the public.

The current CDEM Act does not explicitly set out requirements for the publication of CDEM Group Plans. It is also unclear which documents are reasonable to incorporate by reference.

Ambulance services

Clauses 5 and 33(1)

The Bill includes ambulance services in the definition of 'emergency services' to reflect their core role in emergencies.

Ambulance services play a vital role in responding to emergency events, but are not included within the definition of emergency services in the current CDEM Act.

The Bill also introduces a permanent position for a chief executive or senior officer of an ambulance service on an Emergency Management Co-ordinating Executive.

Recognising, enhancing, and valuing Māori participation in emergency management

Māori members on Emergency Management Committees and Co-ordinating Executive

Clauses 26, 33 and 144

The Bill includes a requirement to have one or more Māori members on both Emergency Management Committees, and Emergency Management Co-ordinating Executives (currently the CDEM Group and Co-ordinating Executive Group).

The Bill enables regulations to prescribe locally appropriate appointment mechanisms for members, which will be developed with Māori and local government.

However, where decisions cannot be agreed or are not made, the Bill includes a Ministerial backstop for appointments to be made.

National Māori Emergency Management Advisory Group

Clauses 20 and 21

The Bill enables the appointment of a National Māori Emergency Management Advisory Group.

This Group will advise the Director of Emergency Management (Chief Executive of NEMA) on Māori interests, and knowledge relevant to emergency management.

This includes advising on NEMA's role as it relates to the delivery of positive outcomes for Māori through the emergency management system.

Treaty of Waitangi / Te Tiriti o Waitangi clause

Clause 4

The Bill includes a descriptive Treaty of Waitangi / Te Tiriti o Waitangi clause.

The clause expressly references the Crown's Treaty responsibilities and describes how these are given effect to in the emergency management context.

It also gives effect to proposals which aim to strengthen the role of Māori.

Emergency Management Committees are not a Person Conducting a Business or Undertaking (PCBU)

Clause 32

To ensure the Māori members of Emergency Management Committees (currently CDEM Groups) have the same protection from liability as elected members, the Bill clarifies that an Emergency Management Committee is not a PCBU for the purposes of the Health and Safety at Work Act 2015 (HSWA).

Currently, members of territorial authorities elected in accordance with the Local Electoral Act 2002 are excluded from liability. However, this would not extend to the proposed Māori members.

If Emergency Management Committees are not PCBUs, then all members will be treated the same and will, therefore, not be exposed to liability.

Requirement for Emergency Management Committees to recognise and plan for the needs and contribution of Māori

Clause 29(1)

The Bill establishes new responsibilities for Emergency Management Committees (currently CDEM Groups) to recognise and plan for the needs and contribution of iwi and Māori in their area.

Emergency Management Committees will be required to collaborate with Māori and iwi in the development of Emergency Management Committee plans.

The Bill requires Emergency Management Committees to establish systems and processes to ensure they have the capacity and capability to engage with iwi and Māori.

Inclusion of Māori in the National Emergency Management Plan

Clause 67(1)

The Bill introduces a requirement for the National Emergency Management Plan (currently the National Civil Defence Emergency Management Plan Order 2015) to include the role of Māori in emergency management.

Iwi and Māori play an important role in the emergency management system, and this needs to be reflected in the National Emergency Management Plan.

Permanent legislative authority to reimburse iwi and Māori organisations

Clause 149

The Bill updates the permanent legislative authority so that iwi and Māori organisations can be reimbursed directly for welfare costs incurred during an emergency.

This will reduce the burden of administration, and increase the security and confidence of iwi and Māori organisations to continue performing essential activities in an emergency.

Iwi and Māori carry out vital work in ensuring the welfare of their people, and those in the communities surrounding them. Iwi and Māori entities often incur similar costs as local authorities in an emergency response, and are currently unable to access reimbursements directly from Government. Instead, they are required to lodge claims with local authorities, who in turn, request reimbursement from the Government.

Increasing the resilience of critical infrastructure

Updating terminology and definition of Critical Infrastructure

Clause 5

The Bill replaces the terminology 'Lifeline Utilities' with 'Critical Infrastructure', which is more fit for purpose and reflects international practice.

The Bill also includes a definition of 'Critical Infrastructure' that encompasses services that are essential for everyday life and is aligned with international best practice.

Specifying critical infrastructure sectors and entities

Clauses 50 and 51

The Bill will enable specifying the critical infrastructure sectors and entities via a notice made by the Minister in the *New Zealand Gazette*.

This change from using an Order in Council that allows for increased responsiveness to changes within the sector.

The Bill sets out the criteria for recognition of critical infrastructure entities and sectors.

Requirement for critical infrastructure entities to develop response plans

Clause 54(1)

The Bill introduces a new requirement for critical infrastructure entities to develop, or contribute to the development of, sector-specific plans for responding to and recovering from emergencies.

This will enable effective and efficient response during major disruption to services.

Currently the only supporting plan that exists is the National Fuel Plan.

Critical infrastructure planning emergency levels of service

Clause 57

The Bill introduces a requirement for critical infrastructure entities to establish and publicly state their planning emergency levels of service.

The current duty for lifeline utilities to "ensure that [they are] able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency" is vague and not measurable.

The Bill also includes a five-year review requirement, and an empowering clause for regulations setting our further detail.

Critical infrastructure annual compliance reporting

Clause 58

The Bill introduces a requirement for critical infrastructure entities to report annually to the Director of Emergency Management and their regulatory agencies.

Currently, critical infrastructure entities are not required to report on how well their organisations are meeting their obligations under the CDEM Act.

Enabling equitable outcomes

Clause 76

The Bill requires Emergency Management Committees (currently CDEM Groups) to engage with representatives of communities likely to be disproportionately impacted by emergencies in the development of their Emergency Management Committee Plan.

This will require Emergency Management Committees to identify and then engage with communities in their area that are likely to be disproportionately impacted by emergencies.

This will ensure that the needs of people and communities disproportionately impacted by emergencies are included at the outset.

Emergencies amplify existing inequalities across a number of indicators. This change represents a way to better provide for the needs of communities disproportionately impacted by emergencies.

Improving operational effectiveness of the emergency management system

Concurrent Emergencies

Clause 93

The Bill includes a clause to enable management of concurrent local and national emergencies.

There has been an increasing number of emergency events in recent years, but the CDEM Act does not provide explicit guidance for the management of concurrent events.

The Bill will enable local states of emergencies and transition periods to remain in force concurrently with national states of emergencies or national transition periods.

The Bill also includes a clause to ensure Local or Area Controllers do not contradict priorities set by the Director, National Controller, or National Recovery Manager.

Secondary legislation and emergency management rules will set out the operational approach to the management of concurrent emergencies.

Emergency Management Committees can meet via audio or audio-visual link during a state of emergency

Schedule 2(5)

The Bill will allow representatives of Emergency Management Committees to attend meetings of the Committee via an audio or audio-visual link during a state of emergency.

Meeting in person during an emergency can be impractical or unsafe, and can result in delayed decision-making.

The current inability for a CDEM Group to meet in person has been an issue in several past emergencies, such as the Kaikōura/Hurunui earthquakes and COVID-19.

Updating the legal and regulatory framework

National Emergency Management Plan no longer an Order in Council

The prescriptive form of the current legislation has created issues in terms of enabling the responsiveness and durability of systems, processes, roles, and responsibilities.

The Bill empowers the Minister for Emergency Management to approve a new or revised National Emergency Management Plan.

The current CDEM Act requires the National CDEM Plan to be made by Order in Council. However, as the primary role of the National Plan is to explain and draw together arrangements that exist across the legislation system, it does not require legislative effect.

This change will enable greater responsiveness and ensure that the Plan can be kept up to date. The National Emergency Management Plan will be published in the *New Zealand Gazette,* and on a publicly available internet site.

Director's power to make rules

The Bill empowers the Director of Emergency Management (the Chief Executive of NEMA) to make rules prescribing matters of detail and procedure in relation to the emergency management system.

Rules would be made as required to cover administrative, operational, and technical matters during 'peacetime' only - such as specifying forms, setting qualification standards, and prescribing requirements for maintaining and operating warning systems.

The Director could not, for example, prescribe rules to modify emergency powers available under a state of emergency.

The emergency management rules would be made by the Director following a process that includes consultation with partners and

stakeholders (including iwi and Māori, and local authorities).

The key advantage of the rules approach is that it helps ensure that the legal framework keeps up-to-date with technical and operational advances in emergency management. For example, as technical standards for warning systems change the Director will be able to update the rules expediently.

This rules-based approach is already being used in other sectors. For example, the relevant chief executives are empowered to make rules under the Customs and Excise Act 2018 and the Education and Training Act 2020.

Climate change and definition of emergencies

Schedule 2(3)

The Bill includes the Climate Change Response Act 2002 in the list of relevant legislation for Emergency Management Committees to promote and raise public awareness of, and to monitor and report on compliance with provisions relevant to the purpose of the Bill.

To reflect the impact of climate change and work currently happening across government, the inclusion of this relevant legislation in the Bill serves as an acknowledgement of the effects of climate change as an exacerbator of hazards and risks.

Offences and Penalties

Clauses 125 to 132

The Bill updates the offences and penalties regime to ensure it is fit for purpose.

The penalties set out in the CDEM Act have not been updated since 2002, and there is scope for the maximum amounts to be increased in line with other legislation.

The Bill introduces an infringement offence regime, which will provide an additional tool for requiring compliance in emergency situations.

To ensure flexibility, the Bill also empowers regulations to prescribe the infringement offence regime.

Naming conventions: shifting from 'civil defence emergency management' to 'emergency management'

Clauses 4(2) and 5(2) of Schedule 1

The Bill provides an opportunity to update naming conventions in the current CDEM Act to better reflect the modern understanding of emergency management.

The Bill replaces the term '*civil defence emergency management*' in the Act with '*emergency management*'. This better reflects the broad and integrated nature of the emergency management sector.

The change from civil defence to emergency management is consistent with international practice and reflects a progressive change already underway in New Zealand.

Civil defence is a trusted national brand with wide recognition across New Zealand, so the concept will be retained for frontline facing activities.

Implementation

A phased implementation approach will be used to minimise the impacts, especially for local government and critical infrastructure entities, of the changes on operational activity, and to enable the changes to be delivered effectively.

This includes transitional arrangements to ensure that new Emergency Management Committee Plans are not required immediately upon commencement of the Bill.

Other changes, such as appointing Māori members, establishing an Administering Authority, developing new Standard Operating Procedures,

The Bill also updates other terminology:

- *Civil Defence Emergency Management Group* becomes *Emergency Management Committee*.
- *Co-ordinating Executive Group* becomes *Emergency Management Co-ordinating Executive*.
- *Group Controllers* become *Area Controllers*.

Removing Minister's and Emergency Management Committees' duties when creating regulatory instruments

The CDEM Act imposes duties on the Minister for Emergency Management and CDEM Groups to be complied with when creating specific types of regulatory instruments. For example, the duty to complete a cost benefit analysis.

These duties no longer need to be set out in an Act. It is unusual for Acts to deal with policy methodologies, including cost benefit analyses. Since 2002, for central Government agencies, requirements such as those set out in section 65 have been incorporated within regulatory impact analyses. Accordingly, the duties in section 65 of the CDEM Act are not carried over in the Bill.

and negotiating cost sharing agreements, will also have a phased implementation.

These changes will be further developed and brought into force via other regulatory instruments such as Regulations, the National Emergency Management Plan or Rules.

The Bill includes delayed commencement of some provisions for two years to give existing lifeline utilities time to comply with the new legal requirements relating to critical infrastructure 'planning emergency levels of service' and annual compliance reporting.

CDEM Continuing Professional Development Plan – this update: 27/06/23

	Topics Planned for 2023	Delivery	Status
1.	Team Leadership – action oriented	25 & 26 Feb	Delivered
2.	Controller/Response & Recovery Leadership RRANZ course	Feb 27 & 28 Sept & Nov	Delivered Planned
3.	Resilience – Coping Strategies	Hummingly discussion Mark Buckmaster – Hato St John – Team Talk	Delivered Delivered
4.	Response systems and processes	Topics to flow out of the ORIP.	Alternate Weeks during the years, so approx. 20 sessions
5.	People and Capability Topic	To be discussed with our P&C partner	
6.	4WD Driver Training	Two team members attended RT2 4WD Driver Training, in 2022. Is there scope to run another course.	Luci and Kay completed (2022).
Cultural Competency			
7.	Deaf Community	9 June PEPI Portfolio Committee – A presentation by members of the Nelson Deaf community	Delivered
8.	Blind Community	9 June Blind Citizens NZ Nelson, Blind Low Vision NZ Blind Citizens NZ Nelson, Blind Low Vision NZ	Delivered
9.	Homeless/Migrant Communities	9 June PEPI Committee presentation - presentation by the former Refugee and Migrant Community – Bill Huppler	Delivered
Health & Safety			
10.	First Aid	Kathy Solly – Workplace refresher	Delivered
		Kay Anderson – Workplace refresher	Delivered

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	Due for renewal	Joe Kennedy Ros Gibson – 12/05/23	Booked
		Kathy King – 21/02/24	
		Luci Swatton – 08/03/24	
11.	**Fire Warden Training**	NCC/TDC via their H&S Team – Barbara & Malcolm	Ros to discuss with H&S Mgrs in Councils

Training completed during 2022			
1.	**Conflict Management**	Via TDC: Lance Burdett, Warn International. Attended by 3 team members KS & RG,	Held – September & November
2.	**4WD Driver Training**	Two team members attended RT2 4WD Driver Training LS & KA.	Held – September
3.	**Resilience**	In house: EMAT Video and Discussion session, Joe Kennedy.	Held April/May
4.	**Meeting Facilitation/Chairing**	Adrian Humphries, Regulatory Services Manager (TDC) "Toastmaster Tips for Meeting Chairs".	Held April
5.	**Introduction to Unconscious bias**	Rebecca Taylor, People and Capability (NCC) Presentation on-line.	Held – April, with follow up discussion Held – May
6.	**Understanding our Rural Communities**	Panel Discussion chaired by Richard Kempthorne and shared with the IMT Team on-line.	Held - May
7.	**Older People & Emergencies**	Panel discussion involving Age Concern.	2022 – November
8.	**First Aid**	Completed. All team members hold current First Aid Certificates.	2022 –Held

Training completed during 2020/21			
1.	Manual Handling	Hemisphere Health	Held – Dec 2020
2.	VHF Radio	Andrew- Radio Ops volunteer	Held - 2020

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3.	Giving Effective Presentations	Chalkbox	Held – June 2021
4.	Anaphylaxis – Training/Refresher	Resus	Held - July 2021
5.	Fire Warden training	Booked via TDC H&S	Held – July 2021
6.	First Aid	Resus	Held – March, May 2021
7.	Learning styles, Leadership	"Thinking Skills" - Workshop with Kathy Jamieson	Held - Oct, 2021

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Nelson Tasman Emergency Management Work Programme March 2023 - June 2024

Vision - A Resilient Nelson Tasman Community

Goal 1 - Build strong safe resilient communities, **Goal 2** - Reduce the risk of hazards, **Goal 3** - Enhance response and recovery capability

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Key						
		Green – on track for completion in current financial year or as per specified timeframe	Blue - completed this financial year					
		Amber - the deliverables of the project are at risk of not being completed this financial year or as per specified timeframe	Purple – not programmed					
		Red – not going to be completed in current financial year or a specified timeframe	Asterisk (*) denotes unscheduled projects of significance. These could have political, operational or reputational risk, significant					
Risk Reduction involves identifying and analysing long-term risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level.	**Reduction**							
	Hazard Risk Assessment Matrix	Lead project to update the Nelson Tasman CDEM Hazard Risk Assessment Matrix	Kay	Contractor		Ongoing		G
		Facilitate workshops to assess our regions the top 7 hazards in accordance with NEMA DGLs				Completed		B
		Undertake further workshops to complete the full assessment of regional hazards						P
		Liaise with Councils Climate Adaptation Strategy work	Kay	Joe		Ongoing		G
		Facilitate a workshop to work in partnership with local iwi to understand the impact of hazards to whānau, hapū and iwi within the region	Kay	Contractor		December 23		G
	Tsunami signage	Explore the installation of educational coastal tsunami signs						P
	Generators	Explore and potentially advocate budget provision for CDC permanent generators			*			P
	Reduction Committee	Lead the planning and facilitation of the Reduction Committee, including the TOR and work programme	Kay	Ros		June 23 October 23 February 24		G
	Building assessment	Installation of Sentinel Accelerometer				Completed		B
		Develop a process for engineering checks of the GEOC/CDCs and discuss other key operational buildings with partners			*			P
		Create centralised coordinated post-earthquake engineering building check system across emergency response agencies. - Compile a list of contact details for engineering consultants - Check with engineering consultants across the region on potential availability - Prioritisation of buildings and contingency planning - MOUs with engineering consultants			*			P
Readiness is the preparation of operational systems and capabilities prior to an event, to reduce the potential impact or suffering the event may cause and assist with an effective response to, and recovery from, the event or emergency. **Response** involves actions taken immediately before, during or directly after an emergency to save lives and property and to help communities begin to recover. Response ends when the response objectives have been met or a transition to recovery has occurred.	**Readiness and Response**							
	Duty officer competence	Maintain the Duty Officer training register	Luci			Quarterly updates (exact dates to be set between Luci & Joe)		G
		Facilitate the running of Duty Officer training sessions	Luci			Ongoing (bi-weekly)		G
	Duty officer readiness	Review and update the Duty Officer Handbook	Luci			December 23		G
		Maintain the currency of the Duty Officer handbook including the updating of team members memory sticks when the handbook is updated	Luci			Ongoing		G
		Ensure correct Duty Contacts are maintained (FENZ, Police, etc.)	Luci			Ongoing		G
		Get the Duty Officer handbook formatted, graphically designed and printed						P
		Fulfil the role of Duty Officer during rostered time	EM Team			Ongoing		G
		Change to Duty 0800 Transfer system for Duty phone	Luci			October 23		G
		Explore Duty Controller phones						P
		Develop duty officer guidelines for role responsibilities in response						P
		Develop Duty Controller backpacks	Kathy	Luci		September 23		G
		Develop Duty Officer backpacks				Completed		B
	GEOC Space requirement project	Determine potential costs for leasing upstairs office space in the future and changes to layout of building				Completed		B
		Explore layouts/fitout of both response and BAU spaces with use of upstairs - consider breakout spaces for quiet taskings (writing action plan/sit rep) - consider storage of personnel belongings - consider space for hot debriefs at end of shift				Completed		B
		Determine if the current BAU layout of desks is making best use of space						P
	Operational Readiness Improvements Programme	Manage and implement the Operational Readiness Improvements Programme, including: - Facilitate weekly workshops with ORIP team - Details of work outlined in ORIP tab attached to spreadsheet - Document all improvements/projects for the GEOC - Document and store all projects in the appropriate place (Teams/D4H) - Track progress towards fully operational systems	Luci	Joe/Kay		Ongoing		G
	Operational Readiness of the GEOC	Maintain the Group EOC to ensure its readiness for emergency events, including: - Infrastructure - IT - Systems and Processes	Luci	Kay		Ongoing		G
		Develop a Group EOC activation and operating handbook						P
		Assess the robustness of the Group EOCs sewerage system						P

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Develop resiliency of GEOC internet - Fibre				Completed		B
		Ensure Group EOC function drawers are kept up to date	Luci	EM Team		Ongoing		G
		Garage fit-out (shelving, storage)	Luci	Ros		July 23		G
		Purchase GEOC vests				Completed		B
		Develop a testing schedule for response equipment (generators, satphones, radios etc.)	Luci	Ros		October 23		G
		Consider layout of wall displays including large map to be more usable by all functions						P
		Consider display of CIMS org chart in GEOC						P
	Group EOC staffing	Develop and maintain staff training records including contact information	Kathy	Luci		Ongoing - Oct/Nov		G
		Transfer training records data into D4H Personnel & Training platform	Luci	Kathy		November 23		G
		Review the Group EOC rostering system used prior to an event				Completed		B
		Update the overarching guideline to GEOC staffing that is approved by both Council's SLTs	Kathy	Joe/Kay		June 23		G
		Develop wellbeing plan for response personnel - including focus on psychological first aid for dealing with impacted people - consider when working remotely from GEOC - sleep tips post shift						P
		Develop pool of Response Managers	Joe			November 23		G
		Identify and recruit three Alternate Group Welfare Managers	K2	Joe		December 23		G
		Develop pool of administration personnel						P
		Develop pool of technical liaisons for the GEOC, including building, infrastructure, geotech.						P
		Review requirements on night shift personnel to stand down from BAU with enough time to rest before shifts commence						P
		Develop health and safety protocols of teams deployed into the field						P
		Ensure response personnel are provided with information and support on how to prepare for emergency events and responding to them. - Get ready to get through without me						P
		Investigate use of volunteer/outside agencies for GEOC Progress the option of utilising partnering agency staff for use in the Group EOC in an emergency			*		Progression in Lifelines & Recovery only at this stage.	P
	Group EOC in preparation for a response	Support the smooth running of the Group EOC during a response including: - Catering (dehydrated food on site) - Cleaning - H&S Considerations - Resourcing	Ros	Luci		Ongoing		G
		Develop a process to manage VIPs visiting the Group EOC and affected areas. [Ensure in the process visits are not a distraction to EOC staff and there is a dedicated staff member to manage visits]					PEPI Committee - Paul	P
		Develop a process to brief Mayors, CEOs and other key parties					PEPI Committee - Paul	P
		Develop catering agreements with providers						P
		Establish agreements with local suppliers for access to resources in outlying communities						P
		Investigate the ergonomics of the GEOC set-up						P
		Develop guidelines to define parameters for expenditure for key activities (e.g. helicopter flights) between CDEM and partnering agencies						P
		Investigate the requirement for security of the GEOC in response - if required establish contracts with security companies and an expected level of security on site.						P
		Develop list of suitable Karakia for opening and closing the day and for food.	Joe			August 23		G
		Installation of generator plug on GEOC as back-up supply if portable generator was required	Luci	Joe		July 23		G
		Investigate a family space for staff during an event						P
	Group EOC functions	Oversee and coordinate the Group EOC function catch ups	Kay	EM Team		Ongoing		G
	Professional Services in response	Review how we utilise technical experts during an event, eg. Geotechs	Joe	Luci		April 24		G
	Alternate Group EOC	Identify potential alternate Group EOC locations	Luci			June 24		G
		Establish Group EOC overflow arrangements	Luci			February 24		G
		Develop plans for alternate GEOC locations			*			P
		Installation of external power supply for marquee/Cyril set-up in carpark area	Luci	Joe		July 23		G
		Develop an Alternate Group EOC Activation Plan and MOUs with facilities			*			P
	Exercising	Manage the overall Nelson Tasman CDEM exercise programme	Kay	Luci		Ongoing		G
		Assist the external consultant with the Nov 2022 SBT Exercise				Completed		B
		Develop a programme of exercising for Local Emergency Operation Centres						P
		Run basic systems/processes exercises with partnering agencies - test the basics like printing - IT familarisation						P

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Develop a programme of exercising for lifelines plans and protocols						P
	Debriefing	Post exercise or event, carry out hot and cold debriefs	Luci			Ongoing		G
		Create plan for hot debriefs at the end of shifts in a safe place						P
		Develop template of catergories and presentaions for debriefing post response				Completed		B
		Develop post event report template						P
	Corrective Action Plan	Transfer debrief material into a Corrective Action Plan (CAP) and maintain currency	Luci	Joe		Ongoing		G
		Ensure that the tasks in the CAP are prioritised	Luci			Ongoing		G
		Work with the Manager, Emergency Management to ensure that the tasks are woven in to the NTEM Work Programme	Luci	Joe		Ongoing		G
	Event planning	Develop Large event (non-emergency) protocols						P
		Develop a plan for EM team readiness contingency mobilisation plan (AF8 level event)	Kay			January 2024		G
		Brook Camp Mobilisation Plan				Completed		B
	Communications	Cement Brian FM arrangements	Joe			December 23		G
		Ensure GEOC Satellite communications are investigated and installed.				Completed		B
		Ensure an effective contingency communications framework is in place e.g. VHF and sat phone	Luci			Ongoing		G
		Explore options for deployable satellite communications with Starlinks	Luci			December 23		G
		Develop Starlink use protocols and train users	Luci			August 23		G
		Develop sat phone use protocols and train users				Completed		B
		Develop BGAN use protocols and train users	Luci			December 23		G
		Develop radio use protocols and train users	Luci	Andrew/Barry		November 23		G
		Develop and run a radio comms exercise						P
		Develop and maintain a multi-agency satellite phone testing schedule	Luci			Ongoing		G
		Develop a communications strategy/plan						P
		Purchase kit and deploy sat phones out to the community				Completed		B
		Purchase kit and deploy BGANS out to the community	Luci			December 23		G
		Develop a satellite phone and VHF list for **all** partners, partnering agencies and key stakeholders						P
		Radio Project - with Andrew and Barry Determine solutions for improving the network both with resilience and coverage across the region.	Luci/Joe	Andrew/Barry		Ongoing		G
		Review VHF radio locations within the community, including VHF radio towers and options for other systems/repeaters	Luci/Joe	Andrew/Barry		June 24		G
		Relocate radio equipment to new locations and remove from old locations	Luci/Joe	Andrew/Barry		December 23		G
		Create maps showing radio coverage				Completed		B
		Explore HF network with Marlborough and West Coast						P
		Facilitate radio schedule between Marlborough, Nelson Tasman and West Coast						P
		Develop processes/checklists and distribution lists for communications to Local EOCs and Council hubs in response						P
		Develop field team briefing guidelines/templates						P
		Develop user guide on 0800 number for incoming calls during response	Luci	Kathy		February 24		G
		Develop communications processes between the GEOC and customer services teams	Luci	ORIP		February 24		G
		Develop EOC main phone line protocol for response and call routing within functions	Luci	ORIP		February 24		G
	PIM in response	Develop a check list covering off key actions for PIM to undertake in a response	Paul	Kathy		TBC		G
		Develop a multi-agency media stand up process				Completed		B
		Develop templates for public messaging fliers for several different sceanarios			[orange]			G
		Develop processes for public messaging into LEOCs from the GEOC (i.e. sharable specific content for local area)			[orange]			G
		Develop process for holding inter-agency PIM meetings			[orange]			G
		Develop community thank you messaging templates for post response community engagement						P
		Develop guidelines and templates on running a community meeting			[orange]			G
		Explore use of e-text services to impacted residents in an emergency						P
		Review distribution lists for key messages - customer services both councils - Local EOCs - Council hubs			[orange]			G
	Local EOCs	Identify a Local EOC and alternates for Golden Bay, Nelson Lakes and Murchison				Completed		B
		Assess requirement for additional laptops at local EOCs	Luci	Kay		March 24		G
		Gain understanding of the Local EOCs operational readiness set-up and requirements to scope what may be needed in a response.	Luci	Kay		March 24		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Ensure that the Local EOC - Golden Bay is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P
		Ensure that the Local EOC - Murchison is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P
		Ensure that the Local EOC - Nelson Lakes is supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, satphones, radios etc.) - Teams/email accounts			*			P
		Ensure that the Local Community Groups are supported in their operational readiness e.g. - Kit/equipment - SOPs - Command and Control Structure - Regular testing of equipment (generators, radios etc.) - Teams/email accounts			*		Occuring on an ad-hoc basis as resources allow.	P
		Identify an alternate Local EOC for Golden Bay				Completed		B
		Identify an alternate Local EOC for Murchison						P
		Identify an alternate Local EOC for Nelson Lakes						P
		Collate CIMS structure details for Local EOCs						P
		Develop and implement the orange contact page and key location model for LEOCs and other community locations and incorprate into Duty Officer documentation.	Kathy	Luci		January 2023 June 2023	ongoing	G
		Community Frameworks - Generate and implement an annual local IMT engagement including - Local IMT meetings x 2, Local controller catch ups x 2. Facilitate the implementation of Local IMT meeting actions. Develop and maintain orange page contacts	Kathy	EM Team		August 2022 November 2022 January 2023 May 2023		G
		Re-review the need for a Local EOC in Motueka			*			P
	Deployable EOC (Cyril)	Manage the use of the multipurpose habitation unit, including: - Transport - Storage - Training	Luci			Ongoing		G
		Manage the deployment planning and development of: - Processes - Templates	Luci	Emma		October 23		G
		Build a deployable EOC Kit for Cyril Deployable Multi-Habitation Unit - Satellite communications - Kit/Equipment - Floor plan						P
	Business continuity planning	Set up and facilitate a scenario-based workshop for businesses on BCP						P
	NEMA working groups	Represent Nelson Tasman EM on Tsunami Reference Group	Luci	Kay		As per date set		G
		Represent Nelson Tasman EM on the National Exercise Programme Governance Group	Kay			As per date set		G
		Represent Nelson Tasman EM on the Operational Readiness Managers Group	Luci			As per date set		G
		Represent Nelson Tasman EM on the CDEM Intelligence Community of Practice	Kay			As per date set		G
		Develop a CDEM Document Sharing Group						P
	Capability Assessment Report (NEMA)	Progress the recommendations of the NEMA Capability Assessment Report May 2015			*			P
		Goal one: To increase community awareness, understanding, preparedness and participation in CDEM Improvements: - Social capital is invested in as a method of enhancing community resilience - Community resilience and related programmes are monitored and reviewed - Volunteer participation in CDEM is supported and encouraged			*			P
		Goal two: To reduce the risk from hazards to New Zealand Improvements: - Implementation of risk reduction programmes is inclusive and coordinated - Viable risk reduction options are identified, evaluated and used to inform planning			*			P
		Goal three: To enhance New Zealand's capability to manage emergencies Improvements: - Critical resources can be sourced rapidly in response to an emergency - Lifeline utilities are coordinated in a response			*			P

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Goal four: To enhance New Zealand's capability to recover from emergencies **Improvements:** - Recovery planning is integrated with risk reduction and other community planning - Impact assessments are conducted before, after and during events to inform recovery planning and management - The community is an integral part of recovery planning and management			*			P
		Enabler two: Organisational resilience supports effective crisis management **Improvements:** - Adaptive capacity is fostered through active learning and capability development			*			P
	AF8	Act as liaison with the AF8 project	Kay	EM team		Ongoing		G
		Develop Initial Action Plan for first 24 hours for AF8				Completed		B
		Develop Initial Action Plan for days 1 to 3 for AF8			*			P
		Develop Initial Action Plan for days 4 to 7 for AF8			*			P
		Develop an overarching response plan for Alpine Fault rupture			*			P
	Cordon management	Participate as a member of the Canterbury CDEM Group cordon project (as required)	Kay					G
		Develop a clear planning process and approach for the establishment and running of cordons during the response and recovery phases of an event	Canterbury CDEM	Kay		TBC		G
		Gain inter-agency agreement	Kay	Joe				G
		Develop a plan to ensure that a permeable cordon is both safe and benefits the needs of the affected community	Canterbury CDEM	Kay		TBC		G
	Training	Manage the development and implementation of CDEM training including the CDEM Training Fund Allocations	Kathy			November 2023 Annually		G
		Conduct police checks (where relevant e.g. community and response teams)	Kathy	Ros/K2		Ongoing		G
		Development of Council Induction material	Kathy			September 2023		G
		Undertake council inductions - drop in sessions	Kathy	Ros		Ongoing - February, May, August		G
		Facilitate IMT sessions including developing the agenda	Kathy	Kay/Luci		4x/year		G
		Organise and facilitate supplementary training (e.g. PFA, CDC and first aid) and community training to include CIMS overview plus where the functions fit in with each other	Kathy	Ros/K2		As required		G
		Develop and maintain an external CDEM training register				Completed		B
		Develop a training package for Controllers				Completed		B
		Creat a Position Description for Alternate Group Welfare Managers				Completed		B
		Develop a training package for Alternate Group Welfare Managers						P
		Develop a training package for Local Welfare Managers						P
		Implement and facilitate EM Team Response Systems training to develop the skills of the EM team in the Operational running of the GEOC	Luci	Kay		Ongoing (bi-weekly)		G
		Develop a training package for the Safety function						P
		Develop a training package for non CDEM response Council staff (building inspectors) to build greater understanding of processes and systems.						P
		Ensure emergency response personnel are trained in processes around building assessments, USAR processes, Geotech, etc.						P
		Create a partnering agency GEOC operating cheat sheet and train relevant people on the instructions. (induction to facility and basic operations).						P
		Offer training in psychological first aid to Council staff working in the field during response (infrastructure, building, etc.)	Kathy			Annually		G
		Undertake training on the AF8 SAFER Framework with response personnel						P
		Undertake training for Office 365				Completed		B
		Undertake training for ArcGIS online/Survey 123				Completed		B
	R&R Committee	Facilitate the Readiness and Response Committee, including TORs and work programme	Luci	Ros		June 23 October 23 February 24		G
	Volunteers	Work with Volunteer Nelson, the Student Volunteer Army, and Taskforce Kiwi to pre-organise a system to utilise spontaneous volunteers in an emergency	K2			December 2023		G
		Nelson 4WD Club involvement with NTEM and NZ-RT2 - SOP for response - H&S - Training - Police Checking						P
		Develop process for dealing with donated goods						P
		Organise an annual event to recognise CDEM volunteers						P
	Joint agency community resilience	Progress and scope multi agency approach to community engagement and community resilience planning						P
	Mass evacuation planning	Continue to advocate for, and express the importance of mass evacuation planning by NZ Police. Scenarios include, but are not limited to: Bay Dreams, tsunami, AICA plant, Maitai Dam	Luci/Joe			Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Mass evacuation planning alongside NZ Police - Waimea Community Dam - EMA Templates - Evacuation plan - Agency meetings - Public information				Completed		B
	Pandemic planning	Refresh current pandemic plan			*		Plan reviewed in early stages of Covid-19 event, needs to be refreshed with latest thinking post update of the NZIPAP	P
		Maintain currency of Covid-19 Planning	Luci	Joe		Ongoing, as required		G
	Emergency accommodation	Develop a list of pet friendly accommodation for Nelson Tasman						P
		Investigate the details and application of the Airbnb MOU					Paused as being worked on by NEMA	P
		Investigate potential and suitable accommodation options for surge staff						P
		Investigate real time tourist/accommodation numbers for Nelson Tasman [check with Southland and the NRDA]				Completed		B
	NZ-RT2	Advocate for NZ-RT2 – provide financial, administrative and information sharing liaison	Kathy			Ongoing		G
		Update NZ-RT2 standard operating procedures	Kathy	Barry/Ian (RT2)		July 2023		G
		NZ-RT Accreditation	Kathy	Ian (RT2)		July 2023		G
		Develop Work programme for non-operational team members	Kathy	Ian (RT2)		July 2023		G
		NZ-RT2 Recruitment and Selection for new team members				Completed		B
		Source replacement vehicle for NZ-RT2 to replace the van	Kathy	Ian (RT2)		July 2023		G
		Manage the effective running of NZ-RT2 to ensure opertional readiness including the running of management meetings, that training, competency, equipment, H & S aspects are fit for purpose.	Kathy			Ongoing		G
	Murchison Response Framework	Explore the need for an enhanced response framework for Murchison with agency representation and volunteers. Plan for the recuitment and induction of suitable volunteers.			*			P
	Identification cards	Investigate, develop and implement an identification card system for response personnel including: - Core EM Team - GEOC Staff - NZ-RT2 Team - Controller's, Recovery Managers, etc. - CDC Staff - Response partners						P
	Roles & Responsibilities	Regular catch-up's with building teams across both Councils to build systems/processes for response and develop good relationships	Luci	Joe		Ongoing (quarterly)		G
		Regular catch-up's with infrastructure teams across both Councils	Luci	Ros		Ongoing (quarterly)		G
		Gain understanding of who is responsible for remediating temporary fire breaks						P
		Consider placing a GEOC liaison into FENZ (or equivalent) for gaining situational awareness						P
		Develop understanding of roles between EM and Council BAU structures.						P
		Gain understanding of Police powers for road closures under FENZ legislation						P
IT & GIS systems and processes	IT & GIS							
	IT Improvements Project (subject to NCC & TDC IT Project Progress)	Joint scoping project with NCC, TDC IT Teams				Completed		B
		Investigate and create business case for D4H				Completed		B
		Oversee, drive and support new CDEM IT solution for the GEOC	Luci	Kay				G
		Research into other CDEM Group solutions	Luci	Kay				G
		Support upgrade of hardware	Luci	Kay				G
		Purchase more mobile phones and laptops/computers for the Group EOC	Luci	Kay		Awaiting Project Timelines (NCC/TDC IT)		G
		GIS computers to be upgraded to incorporate GIS software	Luci	Kay				G
		Headsets required for phones in GEOC	Luci	Kay				G
		Develop audio visual solution to ensure online meeting capability. - key consideration is around audio for large scale meetings	Luci	Kay				G
	D4H	Review suitability of D4H for Nelson Tasman EM, gain approval from NCC & TDC to implement software.				Completed		B
		Complete system configuration for Incident Management platform				Completed		B
		Complete system configuration for Personnel & Training platform	Luci	Kay		November 23		G
		Develop Templates for Incident Management	Luci	Kay		Ongoing		G
		Develop SOP/User Guides for Incident Management				Completed		B
		Develop SOP/User Guides for Personnel & Training	Luci	Kay		December 23		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Training given across both platforms (Incident Management and Personnel & Training) - EM Team as Administrators - EOC Personnel - Agencies/Partners	Luci	Kay		Ongoing		G
		Attend South Island D4H Group meetings	Luci			As per date set		G
		Maintain D4H software - updates to templates - user accounts - improvements	Luci	Kay		Ongoing		G
	GEOC Operational Readiness	Review Group EOC equipment, including IT structure and systems				Completed		B
	Common Operating Picture	Develop a multi-agency response Common Operating Picture			*			P
		Explore Hawkes Bay COP initiative (Teresa Simcox)				Completed		B
		Liaise with NEMA and other parties re COP (Common Operating Picture) and determine next steps						P
	Information systems in Group and Local EOCs	Develop and embed MS Teams into the EOC environment (including the national interface)				Completed		B
		Undertake MS Teams training and develop quick user guides	Kay	Luci		As required		G
		Develop and undertake Teams training for the Emergency Management Team				Completed		B
		Maintain the MS Teams system	Kay			Ongoing		G
		Develop a standby MS Teams event site after each event	Kay			As required		G
		Ensure accessibility to Teams during response is clearly defined and recorded	Kay	Luci		December 23		G
		Develop system to link GEOC accounts into Council Teams chat (TDC Flood chat)				Completed		B
		Liaise with NCC to assist with set up of NCC Flood chat	NCC	Kay		Driven by NCC		G
		Create Welfare Needs Assessment Tool for response				Completed		B
		Train EM Team in use of Needs Assessment Tool				Completed		B
		Train EM Team and Welfare Team in use of Needs Assessment Tool				Completed		B
		Develop system between Welfare Needs assessment data and other agencies data like the RST Survey 123 data						P
		Develop agency checklist (10 point) for system integration						P
		Develop system for digital collection of data in the field - consider accurate addressing to provide geo-location for GIS plotting	Luci	Kay		June 24		G
	Data Management	Assist in the development of a Data Management system - Data management of photos/video post response - Develop system for post-event archiving of data and Teams sites - Review information/data collection, display and storage	Luci	Kay		June 24		G
		Create system to hold a coordinated source of truth dataset for response - including building data, welfare data, impact assessments, USAR, Geotech, etc.	Joe	Luci		June 24		G
	GIS and digital technology	Facilitate the bi-monthly Nelson Tasman GIS and IT Group	Luci	Kay		As required		G
		Facilitate bi-monthly GIS CDEM meetings	Luci	Kay		Ongoing		G
		Make contact with NZGIS4EM and add a Nelson Tasman CDEM contact				Completed		B
		Attend GEMA meetings as required	Luci/Kay			Ongoing		G
		Attend South Island GIS Intel Group meetings	Luci/Kay			Ongoing		G
		Access to GIS information in response to those not in the GEOC (situation maps, displays)	Luci	Kay		June 24		G
		Separate Nelson Tasman region into 'zones' to assist planning and response (see Marlborough CDEM Group 'sector maps' example)	Kay	Joe		June 24		G
	Initial impact assessment	Develop a software system/process for initial damage impact assessment including devices and training required	Luci			June 24		G
	CDEM website	Lead the maintenance of the CDEM website						P
		Update of the CDEM website						P
		Investigate the options for additional functions of the Nelson Tasman CDEM website during activation					Kay might be able to add it in with other website work	P
		Investigate the options for additional functions of the Nelson Tasman CDEM website for Community Response Groups						P
Recovery is the coordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.	**Recovery**							
	Group Recovery Plan	Finalise the Nelson Tasman Group Recovery Plan				Completed		B
	Recovery committee	Maintain membership, set the agenda and maintain the Terms of Reference and work programme for the Recovery Committee	K2	Ros		June 23 October 23 February 24	Membership maintained, agenda set but Terms of reference has not been worked on	G
		Build a strong and robust recovery function with an operating framework with clear processes and procedures and develop liaison with other CIMS functions	K2			June 24		G
		Build (in association with NEMA) an internal training pathway for all levels of recovery						P
		Develop a stakeholder engagement framework to foster stronger relationships with our partners, agencies and stakeholders from both a local and group level				Completed		B

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
	Regional Hazards Matrix	Development of Recovery pre-determined consequence matrix for region and per community						P
	AF8	Alpine Fault pre-planning			*			P
	Mayoral Disaster Relief Fund	Develop a process (in conjunction with NCC and TDC Mayoral offices) to ensure the smooth running of the MDRF including resourcing, systems, processes, decision tables etc. including a review of the grant assessment/allocation process.			*			P
	Staffing	Develop both a Group and Intra-Council Recovery Structure				Completed		B
		Identify the resources needed to manage and deliver recovery.				Completed		B
		Consider utilising external staffing and agree principles for payment	K2	Joe		June 24	Recovery workshop on 27 Nov will look at this	G
		Ensure staffing for response is available for the same shift patterns as GEOC including outside normal BAU hours						P
	Additional items	Develop a proposed recovery work programme for the 2023/2024 financial year	K2	Joe		June 23		G
		Visit and build relationships with local CDEM groups	K2			Ongoing		G
		Develop a Recovery key tasking and timeline document for both the response and transition to response phases incorporating actions and the associated resources required and place into the resource library	K2			June 23		G
		Develop guidance and templates for transition to recovery planning	K2			December 23		G
		Build awareness of social recovery with WCG, WOT and Local Welfare Managers to ensure that social recovery functions are understood and planned for	K2			Aligned to committee meetings and community visits		G
		Develop a Recovery Managers toolkit with relevant information that can be used during response and recovery				Completed		B
Welfare is responsible for coordinating and delivering emergency welfare services and resources to affected individuals, families/whānau, and communities.	**Welfare**							
	Civil Defence Centres	Formulate a theoretical CDC network to ensure adequate coverage across the network				Completed		B
		Undertake a CDC stock take against the CDC coverage model to identify gaps				Completed		B
		Develop a comprehensive understanding of the purpose, functions and running of a CDC				Completed		B
		Ensure CDC network agreement is in place with TDC				Completed		B
		Complete agreements for the remainder of the CDC network (i.e. those organisations outside NCC and TDC) - Takaka and Murchison	K2			June 23		G
		Explore and if required implement alternate emergency power sources for Takaka CDC				Completed		B
		Develop a CDC induction pack	K2			June 23		G
		Update and replace documentation in Civil Defence Centre boxes	K2			June 23		G
		Provide training to volunteers and the Welfare Function team on updated documentation	K2			December 23		G
		Maintain currency of resources in CDC boxes	K2			Ongoing		G
		Work with GIS team to record key CDC information on ArcGIS online						P
		Identify CDCs requiring welfare boxes and deploy	K2			December 23		G
		Identify CDCs requiring toy boxes and deploy	K2			December 23		G
		Arrange back-up power for CDCs			*			P
		Source and deploy IMT boxes for CDCs				Completed		B
		Assess the CDC network to ensure that there is adequate regional coverage				Completed		B
	Sub functions	Lead 3.5 sub function clusters (Registration/Needs Assessment, Household goods & services, Emergency accomodation)	K2			Ongoing		G
		Develop familiarity with the Needs assessment system currently being developed				Completed		B
		Develop Emergency Accomodation sub-funtion plan	K2			June 24		G
		Develop Household Goods and Services sub-funtion plan	K2			June 24		G
		Develop Registration and Needs Assessment sub-funtion plan	K2			June 24		G
		Facilitate and lead a Needs Assessment Subcluster workshop	K2			December 23		G
		Facilitate and lead a Household Goods and Services Subcluster workshop	K2			December 23		G
		Facilitate and lead a Registration and Needs Assessment Subcluster workshop	K2			December 23		G
		Continue to encourage the setting up of clusters and writing plans for the remaining 5.5 sub functions	K2			3x/year at WCG committee		G
	EOC welfare team	Ensure the operational readiness of the EOC welfare team	K2			Training 4x/year		G
		Build familarisation for welfare function team members with local facilities by undertaking site visits to CDCs and meet the local welfare managers/volunteers.						P
	Local Welfare Managers	Work with Local Welfare Managers to increase their understanding of their roles and responsibilities.	K2			Ongoing		G
		Lead the strategic welfare direction for the Nelson Tasman CDEM Group	K2			Ongoing		G
		Develop a Local Welfare Manager induction pack	K2	Kathy		June 24		G
		Support local welfare managers to appoint Alternate Local Welfare Managers for GB, Murchison and Nelson Lakes						P
		Engage with Local Welfare Managers a minimum of four times per annum (Once a quarter)	K2			Ongoing		G
		Support local welfare managers to maintain and grow their local welfare groups	K2			Ongoing		G

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	Welfare Committees	Chair and facilitate the Welfare Coordination Group including Terms of Reference and work programme	K2	Ros		June 23 October 23 February 24		G
		Chair and facilitate the Welfare Operational Team including Terms of Reference and work programme	K2	Ros		June 23 October 23 February 24		G
		Develop an induction pack for WCG members	K2			June 24		G
	Rural Advisory Group (RAG)	Provide a CDEM representative on the RAG	K2			Ongoing		G
	AF8	Take part in the Af8 welfare project	K2			Ongoing		G
	Group Welfare Managers Forum	Attend Group Welfare Managers forum	K2			2x/year		G
	Navigators	Understand the navigator roles available in social service agencies				Completed		B
		Hold a multi-agency navigator hui				Completed		B
		Investigate the role of navigators in the early stages of the response phase, rather than only moving into recovery				Completed		B
		Define the role of navigators to be used to support CDEM post event	K2			December 23		G
	Local IMTs	Develop and implement a template for community-led planning by local community response groups and an accompanying user guide	K2	Kathy		December 23		G
		Follow up on action points after community visits	Kathy	Joe		Ongoing		G
		Support the establishment of a community response group in Nelson North						P
	Additional items	Identify and build relationships with existing community groups	K2	Kathy		Ongoing		G
		Lead NTEM office's activity in the welfare space for national an regional engagement	K2			Ongoing		G
		Create a SOP response check list that can be used by Welfare and alternative Welfare Managers				Completed		B
		Develop key welfare priorities for 2022 and assure alignment with relevant sections of the NTEM office work programme				Completed		B
		Develop the NT Animal Welfare plan				Completed		B
		Hold a biennial Regional Welfare Forum	K2			June 23		G
		Develop a cultural competency training programme for the NTEM office staff with a view to training response staff				Completed		B
		Identify, liase with and plan Cultural Awareness huis with presenting panel	K2	Ros		Ongoing		G
		Facilitate Cultural Awareness huis for EM staff, IMT and Welfare function team.	K2	Ros		Ongoing		G
		Develop CDC volunteer packs (joint project)						P
		Develop and produce CDC volunteer IDs (joint project)						P
		Local exercise (welfare)						P
		Local exercise (IMT)						P
		Develop ideas on how to support and inform the vulnerable communities who require additional assistance in response.	K2/Ros			Ongoing		G
		Explore options for reduce risk to vulnerable communities	K2			Ongoing		G
		Refresh community volunteer welfare agreements						
		Explore real time tourist statistics project				Completed		B
		Develop processes and understanding with support agencies on roles in response to build consistency around items like welfare support when visiting damaged properties						
		Develop processes for response on: - call backs - needs assessment - inbox sorting						
		Neighbourhood Support - Volunteer Coordination - Urban CREP - Messaging				Completed		B
Iwi/Māori Partnership	**Iwi/Māori Partnership**							
	Relationship/partnership	Increase links with NCC and TDC Kaihaūtu	Joe			Ongoing		G
		Develop and maintain relationships with the 8 iwi General Managers of Te Tau Ihu	Joe	K2		June 24	Joe/K2 lead on behalf of all EM Team	G
		Visit and build relationships with the four marae of Te Tau Ihu	Joe			February 24		G
	Committees	Maintain iwi representation on CEG/WCG/CDEM Group	Joe	K2		As per dates set		G
		Arrange a per meeting payment				Completed		B
	Hui	Facilitate and attend the Marae Working Group						P
		Facilitate and attend Rōpū Tautoko	K2	Joe		As per dates set		G
		Secure the opportunity for iwi representation around the CDEM Group (Joint Committee) table				Completed		B
	EOC/response	Continue to work with iwi to define the roles and responsibilities within the iwi function	Luci			March 24		G
		Investigate the option of a stipend payment for non-government employed Iwi Liaison Officers			*			P
	Culture	Develop a set of principles to create a culturally aware EOC						P
		Ensure that the EM Team are culturally aware (via training and presentations)	Ros	Joe		Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Collaborate with NCC Kaihautu to name Rooms within EOC	Ros	Joe		December 23	Delayed due to Covid, not enabling meetings inside the EOC	G
		Arrange for a cultural review of Nelson Tasman CDEM	Joe	Pania		TBC		G
Lifeline utilities are entities that provide essential infrastructure services *to the* community such as water, wastewater, transport, energy and telecommunications. These services support communities, enable business, and underpin the provision of public services.	**Lifelines**							
	Lifelines framework	Maintain an effective lifelines framework to meet BAU and response requirements (local and group level needs) and develop liaison with other CIMS functions	Luci			Ongoing		G
		Identify and embed supplementary Lifeline Utility Coordinators	Luci	Joe		February 24		G
	Lifelines committee	Chair and facilitate the Lifelines Committee including Terms of Reference, work programme, agendas and membership	Luci			June 23 October 23 February 24		G
		Develop an internal training pathway to form a cohesive knowledge base for all levels of lifelines.	Luci	Kathy		December 23		G
		Maintain a Lifelines Key Contacts List for all stakeholders	Luci			Ongoing		G
	Response Handbook/Protocols	Build a strong and robust Lifelines function, with an operating framework and clear processes and procedures.	Luci			June 24		G
		Create a handbook for NTEM Lifelines Utility Coordinator (LUC), including: - SOPs - Command and control structure - Communication/reporting lines	Luci			March 24		G
		Create protocols for lifelines utilities during an emergency and develop liaison with other CIMS functions - consider feed of information between Lifelines and Intelligence						P
	Fuel	Lead the roll out of the manual petrol pumps in to the community with a standard operating process to support the deployment	Luci			February 24		G
		Understand the implications of the Regional Fuel Study, prioritise recommendations going forward.	Luci			February 24		G
	Plans	Lead the process and finalise the Regional Fuel Plan				Completed		B
		Develop a Regional Power Outage Plan						P
		Develop Regional Generator Plan						P
		Develop a Regional Priority Routes Plan						P
		Develop protocols around the coordination of aerial reconnaissance and produce an Air Reconnaissance Operations Plan						P
	AF8	Alpine Fault pre-planning						P
	Vulnerablity Study	Conduct a review and if required refreshment of the 2016 Nelson Tasman Vulnerability Study	Luci	Contractor		June 24		G
	Critical operating supplies in the Group EOC	Assess the robustness of the Group EOC water tank						P
		Assess the robustness of the Group EOC UPS system						P
		Develop a user guide for the GEOC water tank system	Luci			December 23		G
	Critical lifelines investigation/understanding	In the event of a significant lifelines failure, improve the understanding of the vulnerability of FMCGs and other critical community support mechanisms			*			P
		Research study regarding alternate evacuation routes						P
		Develop protocols around use/access along priority road routes and alternate routes (including consideration of rapid creation of alternative routes and Railway Reserve)						P
		Investigate cross-boundary lifelines vulnerabilities					Outcome of Lifelines Committee + Fuel Plan	P
		Lead the investigation into water storage tanks in Nelson Tasman. Promote the use of private water tanks.						P
Public Information	**Public Information**							
	Public education presentations	Facilitate the office's involvement in Public Education talks	Kathy	EM Team		As requested		G
	Public education videos	Facilitate the multi-agency PEPI public education videos	Kathy			Ongoing		G
	Clued Up Kids	Run annual week long Clued Up Kids programme	Kathy	EM Team		Annually - September		G
	Shakeout	Facilitate regional Shakeout activities	Kathy	EM Team		Annually - October		G
	Awareness of CDEM	Lead a project to explore the awareness and understanding of CDEM within our councils						P
	Community preparedness guides	Develop information sheets for the community (See WENIRP example)						P
		Develop a Community Preparedness Plan template and how to guide	K2	Joe / Kathy		September 23		G
	AF8 School presentations and roadshows	Assist Alice Lake-Hammond in delivering AF8 school presentations and Roadshows - St Arnaud and Motueka				Completed		B
	PEPI Committee	Lead the planning and facilitation of the PEPI Committee, including the TOR and work programme	Kathy	Paul		June 23 October 23 February 24		G
		Facilitate the multi-agency PEPI campaign calendar				Completed		B
	Staffing	Review staffing requiements for PIM function in response.	Kathy	Paul		February 24		G
	NPERG	Represent Nelson Tasman on the National Public Education Reference Group (NPERG)	Kathy			Monthly		G
Health and Safety	**Health and Safety**							

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	Office health and safety	Lead the CDEM Office work in relation to health and safety planning and risk identification - including H&S toolbox talks	Ros			Monthly		G
		Represent the EM office on the NCC H&S committee	Ros			As per dates set		G
		Develop and maintain an annual health and safety activity plan	Ros			Annually		G
	Vehicles	Implement the [monthly] vehicle checklist	Ros			Monthly		G
	Wellbeing	Initiate and lead a project to incorporate the 5 ways of wellbeing into the EM Office				Completed		B
		Consider team wellbeing innovation requirements	Ros	Joe		Ongoing		G
	PPE	Ensure PPE is in place for each EM team member	Ros	Joe		June 23	This is an Induction Item	G
	Events	Compile a list of possible events and make an assessment of the hazards and risks						P
Administration	**Administration**							
	Admin support	Provide general administration support	Ros			Ongoing		G
	Committees	Document/update a process to support the successful running of the CDEM committees				Completed		B
		Liaise with Minute Secretaries	Ros			As per dates set		G
		Schedule and calendar the annual committee meeting dates	Ros			Ongoing - November/December		G
	Office activity calendar	Maintain the currency of the office activity calendar	Ros			As required		G
		Transfer items from the office activity calender into EM Admin/team calendars	Ros			As required		G
		Oversee the maintenance and actioning of the calendar	Ros			Ongoing		G
	Controllers - Terms of Engagement	Liaise with Legal Services to finalise Terms of Engagement for Controllers, Local and Alternate Controllers				Completed		B
	Social media	Post fortnightly updates on the Nelson Tasman CDEM Facebook page	Ros			Fortnightly		G
	Continual professional development (CPD)	In consultation with the EM Team, maintain an annual CPD programme for the 2023/24FY	Ros			June 24	Consultation held with team	G
	Style guide	Design and facilitate the implementation of an EM Office style guide	Ros			December 23	Consultation required with team	G
	Vehicles	Manage the fleet of EM vehicles	Ros			As required		G
		Oversee the replacement of EM Hyundai vehicle				Completed		B
	Migration to Sharepoint	Office Champion role				Completed		B
	Promapp	Maintain updates of Promapp for the EM Office	Ros			As required		G
	Policies	Develop an 'After hours work' policy (including food provision etc)						P
	Objective	Ensure that documents saved in other locations (e.g. Teams and Z Drive) are transferred into Objective				Completed		B
	Privacy	Ensure the requirements of the Privacy Act are understood and implemented in response			*			P
	Asset register	Review and update the EM office asset register	Ros			As required		G
	Controller and Recovery Managers breakfast	Schedule and facilitate Controller and Recovery Managers breakfast	Ros			3 x per annum		G
	Controller's Duty calendar	Maintain the Controller's duty calendar	Ros			Ongoing		G
	Holiday internal people availability	Develop a system to determine internal holiday availability				Completed		B
		Update internal holiday availability	Kay			November 23		G
	Council engagement	Develop and implement a Council engagement strategy (review existing strategy)	Ros			March 24		G
	Newsletters	Faciltate the provision of four EM items per annum to council newsletters	Ros			Four times per annum		G
	Operations room	Set up the GEOC Operations room daily for day to day operations	Ros			Daily		G
	Team stand-ups	Facilitate daily EM team stand-ups	Ros			Daily		G
	Office contracts	Maintain oversight of EM office contracts (cleaning, generator servicing, fire extinguisher testing etc.) and underatke acitivity as required	Ros			Annual check/As required		G
	Continuous Improvement	Admin area/stationery cupboard/Office storeroom. Reorganise/sort				Completed		B
		EOC Storage Cupboard. Reorganise/sort				Completed		B
	Contacts register	Review the contacts register	Luci	EM Team		December 23		G
	Asset Register - development	Work with Finance to review the format						P
	Post-Event Thank yous	eg. Cyril Function at Saxton Field					Delayed due to Covid	P
	Distribute an annual stakeholder Xmas card/newsletter							P
	Ancillary items		All					G
Business Unit Management	**Business Unit Management**							
	Recruitment	Undertake a recruiment process for a Regional Welfare Advisor/Group Welfare Manager				Completed		B
	Strategy	Determine the focus and direction of the business unit for the next 12 months, with a look to 3-5 years incorporating the potential repercussions of the EM Bill	Joe			June 24		G
		Develop work programme matrix to assess and prioritise line items	Joe			October 23		G
		Strengthen relationships with key regional and national partners.	Joe	All		Ongoing		G

Supporting Rationale	Work Stream	Description / Accountabilities	Responsibility (LEAD)	Responsibility (SUPPORT)	Unprogrammed Significant Project	Timeframe	Comments	Colour Index
		Oversee the appointment of an iwi representative to the CDEM Joint Committee and continue work to embed iwi related response structures and remuneration methodologies into CDEM structures inc. the consideration/liaison regarding a permanent iwi FTE.	Joe			June 24		G
		Maintain and present a consolidated business unit work programme and annual delivery framework that demonstrates alignment with regional and national policy	Joe			3x/annum		G
		Lead work to build a happy high performing team that has an enjoyable, appropriate and productive workplace culture, and is well regarded	Joe	All		Ongoing with bi-annual reviews		G
	Budgets/finance	Oversee and lead business unit activities at strategic, policy and operational levels in accordance with the vision, purpose and values of the business unit and wider organisation	Joe			Ongoing		G
		Further develop the business unit and wider response arenas so that they are structured and resourced (both people and assets) in such a way that they are fit for purpose and on track to meet future demand.	Joe			Ongoing with bi-annual reviews		G
		Ensure that budgets are utilised in a manner that enables the business unit to operate in a fiscally prudent and viable manner	Joe	All		Ongoing with bi-annual reviews		G
		Oversee the reimbursement of response-related expenditure				Completed		B
		Review EM team remuneration bands inc and Duty Officer arrangements				Completed		B
		Arrange a NEMA led finance briefing for Council/CDEM	Joe			Subject to NEMA availability		G
		Finalise a system for pre-loaded credit cards for use during response				Completed		B
		Financial delegation in response, need processes and limitations recorded - GEOC - Local EOCs						P
		Formalise and document finance and procurement process in response, including support from Council finance teams						P
	Planning	Oversee the development and ratification of the CDEM Group Recovery Plan and the Regional Fuel Plan				Completed		B
		Continue to advocate for, and express the importance of mass evacuation planning by NZ Police	Joe			Ongoing		G
		Oversee the smooth running of the Nelson Tasman Group committee and reporting cycle	Joe	All		As per dates set		G
		Facilitate the conclusion of discussions regarding council IT and administartion support to the EM office and potential resultant RFPs				Completed		B
		Produce Terms of Reference for Joint Committee				Completed		B
		Produce EM office report for, and support the successful facilitaion of CEG	Joe	All		3x/annum		G
		Produce Terms of Reference for CEG						P
	Policies	Oversee the development of a Group Controller Policy including selection criteria				Completed		B
		Oversee and lead business unit activities at strategic, policy and operational levels in accordance with the vision, purpose and values of the business unit and wider organisation.	Joe			Ongoing		G
		Initiate work to develop the NTCDEM Group Plan 2023	Joe			December 23		G
		Undertake the recruitment and training of two external (to Council) Group Controllers				Completed		B
		Oversee the development of a Local Controller Policy including selection criteria				Completed		B
		Design and undertake a Local Controller annual review process	Joe			1x/annum		G
	National	Represent Nelson Tasman on the National Emergency Management Development Group (NEMDG)	Joe			4x/annum		G
		Review the government's response to the Technical Advisory Group recommendations and incorporate relevant actions in the office work programme	Joe			January 24		G
		Review the recommednations arising from the Monitoring and Evaluation report and incorporate relevant actions in the office work programme	Joe			January 24		G
		Review the National Disaster Resilience Strategy recommendations and incorporate relevant actions in the office work programme	Joe			January 24		G
		Facilitate conversations between MBIE and Council regarding the identification of land for temporary accomodation sites				Completed		B
	Controllers	Attend National Controllers forums	Joe			As per date set		G
		Manage and support Local Controllers	Joe			Ongoing		G
		Induct and embed Regional CDEM Group and Local Controllers; design, develop and deliver a CDEM Controller Induction pack and associated training package.	Joe	Ros		October 23		G
		Conduct an annual CDEM Group and Local Contrller review process	Joe/Ros			May 24		G
		Implement casual meetings with Mayors, CEs and Controllers to build relationships in BAU times						P
		Document Controller and IMT financial delegations for use during reponse to emergency events	Joe			December 23		G
		Identify and appoint Alternate Controllers for Golden Bay				Completed		B
		Identify and appoint Alternate Controller for Murchison						P
		Identify and appoint Alternate Controllers for Nelson Lakes				Completed		B

Nelson Tasman Emergency Management

Statement of Income and Expenditure
For Period to April-23

	Current Month		Year to Date			Full Year
	Actual	Budget	Actual	Budget	Variance	Budget
Income						
Levies	80,500	80,500	805,000	805,000	0	966,000
Other Income	2,099	781	170,590	7,806	(162,784)	9,367
Interest	123	333	1,330	3,333	2,003	4,000
	82,721	81,614	976,921	816,139	(160,782)	979,367
Less Expenditure						
Staffing Costs	49,430	48,812	506,401	488,113	(18,288)	585,735
Operational Costs	22,459	20,058	164,324	200,585	36,261	240,703
Maintenance	612	500	4,197	5,000	803	6,000
Public Engagement	1,315	1,083	5,677	10,833	5,156	13,000
Consultancy	-	1,917	1,165	19,167	18,003	23,000
Fixed Overheads	7,868	8,100	81,325	81,000	(325)	97,200
Depreciation	5,455	6,000	54,340	60,000	5,660	72,000
NZRT-2	334	3,132	22,855	31,316	8,461	37,579
Event Costs	63	250	411,440	2,500	(408,940)	3,000
Total Expenses	87,536	89,852	1,251,723	898,514	(353,209)	1,078,217
Net Income (Deficit)	(4,814)	(8,238)	(274,803)	(82,375)	(192,428)	(98,850)

Statement of Financial Position

As At	Apr-23	Feb-23	Jun-22
Opening Equity	589,251	589,251	614,604
Plus YTD Surplus (deficit)	(274,803)	(269,988)	(25,354)
Equity	314,448	319,262	589,251
Which was invested as follows -			
Assets			
Prepayments	7,137	7,137	-
Accounts Receivable	-	-	16,925
Fixed Assets	239,280	244,440	290,275
Intangibles	3,250	3,375	4,500
NCC Reserve Account	145,281	185,061	277,550
	394,948	440,012	589,251
Liabilities			
Income in Advance	80,500	120,750	-
	80,500	120,750	0
	314,448	319,262	589,251

Capital Expenditure Summary	April-23	YTD Actuals	Full Year Budget
EOC and Office		873	58,500
Vehicles (22/23 NZRT2)		-	35,000
Communications		1,222	16,500
NZRT2		-	13,000
Generators		-	-
Airshelter		-	-
		2,094.89	123,000

MINUTES
of the
NELSON TASMAN CDEM COORDINATING EXECUTIVE GROUP MEETING

held
2.00 pm, Wednesday, 5 July 2023
at
Emergency Operations Centre, 28 Oxford Street, Richmond

Present: Mike Gilooly (NEMA), Anne-Marie Harris (Hato Hone St John), Kay Anderson, Darren Crawford, Grant Haywood, Steve Trigg (FENZ) Martin Tunley (NZ Police) Trevor Marshall (Whakatū Rotary), Pete Kara, Andrew Lindsay (Te Whatu Ora), Richard Kirby, Gabrielle Drummond, Becky Marsay (Tasman District Council), Nikki Harrison, Paul Shattock (Nelson City Council)Joe Kennedy, Kathy Solly, Kay Anderson, Kathy King, Luci Swatton (Nelson Tasman Emergency Management)

1   OPENING, WELCOME

Ros Gibson offered the opening karakia.

2   APOLOGIES AND LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Mayor T King.

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Moved Kara/Haywood

CEG23-07-1

Recommendation

That apologies from Craig Churchill, Ronnie Gibson, Janine Dowding, Nigel Philpott, Oli Varley, Steven Collins, Te Ra Morris be accepted.

CARRIED

3   DECLARATIONS OF INTEREST

Nil.

4   CONFIRMATION OF MINUTES

Moved Haywood/Kara

CEG23-07-2

That the minutes of the Nelson Tasman CDEM Coordinating Executive Group meeting held on Wednesday, 8 March 2023, be confirmed as a true and correct record of the meeting.

CARRIED

5   PRESENTATIONS

6.1   Update from the National Emergency Management Agency (NEMA)

Mike Gillooly spoke to his presentation on the Emergency Management Bill.

6.2   Whanaū, Hapū, Iwi Update

No update provided.

6.3   Community Hub Proposal – FENZ/Rotary

Grant, Trevor and Darren spoke to their presentation Community Hub Proposal.

6.4   NTCDEM Work Programme

Joe Kennedy spoke to his presentation on the Nelson Tasman Civil Defence Emergency Management work programme.

6   REPORTS

7.1   Report of the Nelson Tasman Emergency Management Office

Joe Kennedy presented his report and took it as read discussion included the following

- North Island Deployments – 15 people across Nelson City and Tasman District Councils were deployed to assist across the country.
- Weather events since last CEG meeting, tornado and May weather event.
- Communications update - review of systems, currently using Microsoft Suite, GIS online.
- Update on qualified staff across Nelson City and Tasman District Councils and

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upcoming group exercises.

Moved Tunley/Harrison
CEG23-07-3

That the Nelson Tasman CDEM Coordinating Executive Group

2.1 <u>Receives</u> the Report of the Nelson Tasman Emergency Management Office and its attachments; and

2.2 <u>Receives</u> the Nelson Tasman Emergency Management Civil Defence Emergency Management Accounts to April 2023 (Attachment 4);

2.3 <u>Approves</u> unspent NTCDEM Group Plan budget of $5,168.00 (GL Code 80092730) at year end to be carried over to the 2023/24 FY.

2.4 <u>Approves</u> the Nelson Tasman Emergency Management Work Programme March 2023 - June 2024

CARRIED

7.2   Report of the Nelson Tasman Civil Defence Emergency Management Subsidiary Committees

The following update reports were received and taken as read:

- PEPI Committee
- Readiness and Response Committee
- Reduction Committee
- Welfare Coordination Group
- Recovery Committee
- Lifelines Committee

Moved Harris/Kara
CEG23-07-4

That the Nelson Tasman CDEM Coordinating Executive Group receives the Report of the Nelson Tasman Civil Defence Emergency Management Subsidiary Committees

CARRIED

AGENCY UPDATES

Te Whatu Ora

- Covid still continuing in the community.
- Port Nelson now required to have Water Management procedures as required by IHR (International Health Regulations)
- Flooding advice in future to be coordinated through the Nation Public Health Service, health and sanitation group and drinking water through Taumata Arowai.

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FENZ

- Now has an ablution and a shower trailer.
- Building a USAR Drone Capability for members of the Southern USAR based in Nelson Tasman.
- Establishing a local advisory committee for Nelson Tasman.

Hato Hone St John (formally St John) has had a name change.
- Workload increasing, not yet at winter peak.
- Remote telehealth in place in top of the south.

Ros Gibson offered the closing karakia.

The meeting concluded at 4.05 pm

Confirmed as a correct record of proceedings by resolution on Enter date .