



AGENDA

Ordinary meeting of the Nelson Tasman Civil Defence Emergency Management Group

**Friday 17 April 2015
Commencing at the conclusion of the meeting of the Joint
Shareholders Committee
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

Membership: His Worship the Mayor of Tasman R Kempthorne (Chair), Her Worship the Mayor of Nelson R Reese, Deputy Mayor of Tasman Councillor T King, Deputy Mayor of Nelson Councillor P Matheson

Nelson Tasman Civil Defence Emergency Management Group

17 April 2015

A1339315

Page No.

Apologies

1. Conflicts of Interest

- 1.1 Identify any conflicts of interest in the agenda.

2. Confirmation of Minutes – 17 December 2014 3-5

Document number A1292754

Recommendation

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Group, held on 17 December 2014, be confirmed as a true and correct record.

3. Minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) Meeting – 25 March 2015 6-11

Document number A1339327

Recommendation

THAT the unconfirmed minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting held on 25 March 2015, be received.

4. Report of the Emergency Management Office 12-26

Document number A1328509

Note: Attached for information is the report of the Emergency Management Office as presented to the Coordinating Executive Group on 25 March 2015.

Recommendation

THAT the Report of the Emergency Management Office (A1328509) and its attachments (A1304301 and A1329077) be received.

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

**Held in the Council Chamber, Civic House, 110 Trafalgar Street,
Nelson**

On Wednesday 17 December 2014, commencing at 12.33pm

Present: His Worship the Mayor of Tasman R Kempthorne
(Chairperson), Her Worship the Mayor of Nelson R Reese
(Deputy Chairperson), Deputy Mayor of Tasman Councillor T
King, Deputy Mayor of Nelson Councillor P Matheson

In Attendance: Nelson Chief Executive (C Hadley), Tasman Chief Executive
(L McKenzie), Group Manager Infrastructure (A Louverdis),
Manager Emergency Management (R Ball), Administration
Adviser (S McLean)

1. Apologies

There were no apologies.

2. Interests

No interests with agenda items were declared.

3. Confirmation of Minutes – 7 October 2014

Document number A1265545, agenda pages 4-6 refer.

Resolved

***THAT the minutes of the meeting of the Nelson
Tasman Civil Defence Emergency Management
Group, held on 7 October 2014, be confirmed as
a true and correct record.***

His Worship the Mayor of Tasman/King

Carried

**4. Minutes of the Nelson Tasman Civil Defence Emergency
Management Co-ordinating Executive Group (CEG)
Meeting – 12 November 2014**

Document number A1273547, agenda pages 7-14 refer.

Resolved

THAT the minutes of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG) meeting held on 12 November 2014, be received.

Matheson/King

Carried

4.1 Appointment of Alternate Group Controller

Tasman Chief Executive, Lindsay McKenzie, summarised best practice in the appointment of Group Controller, and provided detail on approaches made to staff. He emphasised that a steer was needed from the Group with regards to expectations for Group Controller transitions.

Resolved

THAT Roger Ball be appointed as Alternate Group Controller under the Civil Defence Emergency Management Act 2002, Section 26, and in accordance with the Nelson Tasman Civil Defence Emergency Management Group Plan 2012, Section 5.6.1, until 30 June 2015, becoming Group Controller effective 1 July 2015.

AND THAT Jim Frater be retained as Group Controller until 30 June 2015, and be Alternate Group Controller from 1 July 2015.

Her Worship the Mayor of Nelson/King

Carried

It was agreed that a letter would be sent to Jim Frater in appreciation of his efforts, time and commitment as Group Controller.

5. Report of the Emergency Management Office

Document number A1266174, agenda pages 15-23 refer.

Manager Emergency Management, Roger Ball, presented the report. He highlighted recent staff appointments and advised that Exercise Kaka in September had been successful.

Resolved

THAT the Report of the Emergency Management Office (A1266174) and its attachment (A1260526) be received.

Matheson/King

Carried

6. Appointment of Alternate Group Controller

Document number A1269214, agenda pages 24-34 refer.

Resolved

THAT the Appointment of Alternate Group Controller report (A1269214) and its attachment (A1269216) be received.

Her Worship the Mayor of Nelson/His Worship the Mayor of Tasman

Carried

Her Worship the Mayor of Nelson, unanimously supported by the Group, conveyed her appreciation to the Group Manager Infrastructure and the Emergency Management Office for their dedication and efforts during events that had occurred in 2014.

There being no further business the meeting ended at 12.44pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

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

**Held in the Nelson Fire Station Board Room, 1 Gloucester Street,
Nelson**

On Wednesday 25 March 2015, commencing at 10.33am

Present: Clare Hadley (Chairperson), Lindsay McKenzie, Janine Dowding, Karen Vaughan, Mathew Arnold-Kelly, and Harvey Ruru

In Attendance: Jim Frater, Chris Choat, Paul Shattock, Roger Ball, Joe Kennedy, Pete Kara, and Administration Adviser (Fiona O'Brien)

Apologies: Dennis Bush-King, Graeme Daikee, John Lovell, Alec Louverdis, Des Irving, James McMeekin, and Chris Ward.

1. Apologies

Resolved

THAT apologies be received and accepted from Dennis Bush-King, Graeme Daikee, John Lovell, Alec Louverdis, Des Irving, James McMeekin and Chris Ward.

Hadley/McKenzie

Carried

2. Confirmation of Minutes – 12 November 2014

Document number A1273547, agenda pages 5-12 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Co-ordinating Executive Group (CEG), held on 12 November 2014, be confirmed as a true and correct record.

Ruru/McKenzie

Carried

3. Updates from Agencies

3.1 Fire

Nelson Fire Service was unavailable for an update at this time.

3.2 Police

Mrs Hadley questioned whether the correct processes had been put in place so that the correct people knew to get in touch with the Police and vice versa in the case of an event.

Inspector Arnold-Kelly discussed the large role that the District Command Centre (DCC) played in day to day operations of the Police. An open invitation was extended to the group to visit the DCC and he suggested that future Readiness and Response Committee and Coordinating Executive Group meetings be held there. Mr Arnold-Kelly noted that the DCC was currently running 16 hours per day, 7 days a week but with support this could be open at all hours.

He also noted that the Cricket World Cup was a massive event for the Police but was successfully kept under control.

District Health Board

Mr Kara outlined the marine exercise conducted recently which had promoted good inter-agency relationships and provided on ground support.

Ms Vaughan said she was still continuing meetings and planning around Ebola but it was currently low risk. She mentioned she was reviewing plans and ensuring they were in line with national training which the Health Board was providing free of charge.

Mr Kara outlined the exercise due to take place in May. He noted that the DHB was taking the place of St John's in organising the event as St John's was unable to hold the exercise. He noted that this exercise was being combined with the annual DHB event using the Emergo system which allowed resources to be shown in real time to develop a clear visual picture of events. He noted that Emergo was an effective tool for sharing inter agency knowledge.

It was noted that Joe Kennedy was assisting in writing the May 2015 exercise and it was confirmed that Mr Ball would be the Controller on the day. It was highlighted that work was to take place with the Readiness and Response Committee and a number of KPIs developed for the exercise.

The CIMS training dates were established as 4 and 5 June and that an extra instructor could be brought in if both councils were to be involved. It was clarified that to reach controller standard, additional training would need to be undertaken.

3.3 Ministry of Social Development

Ms Dowding clarified that the Ministry of Social Development's main role concerned welfare which focused on responding to financial assistance needs and ensuring the security and protection of children, while working with other welfare groups. She noted that staff security measures had been significantly increased since the 2014 incident in Ashburton. Mr Ball added that safety of the responders was first priority.

A discussion took place around identifying known troubled individuals to the controller in an event. Privacy issues were discussed but it was noted that health and safety should take precedent over this. It was suggested that the list of troubled individuals could accompany the list of vulnerable community members in an event. The recommendations developed to deal with vulnerable people after the Canterbury earthquakes were discussed; it was suggested that these be shared with the group before the upcoming exercise.

Mr Kennedy discussed his plan to contact each agency and confirm the policies regarding health and safety of responders. It was queried as to what level of understanding volunteers had of safety in an event and clarified that in the Emergency Operations Centre (EOC), security staff would be activated if required.

4. Report of the Emergency Management Office

Document number A1328509, pages 13-27 refer.

Roger Ball presented the report.

Mr Ball noted that there will be close to 30 staff going through EOC level 3 training.

He also mentioned that DHB had carried out CIMS training in the EOC and it had been very successful. Mr Ball added that Rural Fire had also used the EOC facilities.

Resolved

THAT the Report of the Emergency Management Office (A1328509) and its attachments (A1304301 and A1329077) be received.

Hadley/McKenzie

Carried

5. Community Response Planning – Discussion Paper

Document number A1327413, agenda pages 28-31 refer.

It was queried as to whether a lack of alternate controller in Golden Bay reflected the lack of engagement in the area. It was discussed that difficulty in filling this position may be due to the risk involved and education requirements.

Mr Frater noted there had been a number of volunteers for the position but none were suitable to date. He added that the trend had been veering away from controllers to situation officers. It was discussed that in an event, a controller could be sent to the area.

Ms Vaughan noted that consumers needed to have a say in their healthcare and that a strategy was to be developed around this in the next three months. She queried whether the healthcare assessment and response plan updates could be combined.

It was requested that a report on community response planning should be an item on the following agenda.

Mr Ball noted he would consult with Mr Ruru regarding a stronger link with iwi in terms of response planning.

6. Update on Tsunami Evacuation Mapping

Document number A1327504, agenda pages 32-33 refer.

It was discussed that maps were almost fully updated by GIS and in May it was hoped that all agencies involved in emergency response could review the maps together and validate them. When confirmed the maps would then return to a meeting of the Coordinating Executive Group. It had been previously discussed that this would then go to councillors for review.

Mr Ball noted that he would be on leave in early April and Mr Kennedy will be acting manager.

Resolved

THAT the report Update on Tsunami Evacuation Mapping (A1327504) be received.

Ruru/Vaughan

Carried

7. Reports from Committees

7.1 Nelson Tasman Civil Defence Emergency Management Group Reduction Committee - 6 March 2015

Document number A1325643, agenda pages 34-38 refer.

Resolved

THAT the minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group Reduction Committee, held on 6 March 2015, be received.

Hadley/Dowding

Carried

- 7.2 Nelson Tasman Civil Defence Emergency Management Welfare Coordination Group – 4 March 2015

Document number A1328236, agenda pages 39-46 refer.

Resolved

THAT the minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Welfare Coordination Group, held on 4 March 2015, be received.

Dowding/Arnold-Kelly

Carried

- 7.3 Nelson Tasman Civil Defence Emergency Management Group Readiness and Response Committee – 3 March 2015

Document number A1323426, agenda pages 47-50 refer.

Resolved

THAT the minutes of a meeting of the Nelson Tasman Civil Defence Emergency Management Group – Readiness and Response Committee, held on 3 March 2015, be received.

Vaughen/Hadley

Carried

- 7.4 Nelson Tasman Civil Defence Emergency Management Group Public Education Public Information Committee – 2 March 2015

Document number A1324931, agenda pages 51-54 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Group Public Education Public Information Committee, held on 2 March 2015, be received.

McKenzie/Hadley

Carried

7.5 Nelson Tasman Civil Defence Emergency Management Group Recovery Committee – 27 February 2015

Document number A1323168, agenda pages 55-58 refer.

Resolved

THAT the minutes of the meeting of the Nelson Tasman Civil Defence Emergency Management Group Recovery Committee, held on 27 February 2015, be received.

Vaughan/McKenzie

Carried

7.5.1 Review of the CDEM Group Recovery Plan in 2015/16

There was a query as to whether there were sufficient resources to progress this. It was agreed that this item would be brought back to the following meeting in July.

There being no further business the meeting ended at 11.36am.

Report of the Emergency Management Office

1. Purpose for Report

- 1.1. To provide an update for the Coordinating Executive Group (CEG) on recent activity of the Emergency Management Office.

2. Recommendation

THAT the Report of the Emergency Management Office (A1328509) and its attachments (A1304301 and A1329077) be received.

3. Group Emergency Operations Centre (EOC)

- 3.1. There have been no recent significant emergency events requiring activation of the Group EOC. Over recent months EOC and Welfare staff have been placed on standby in response to a local rural fire and a number of severe weather events. Liaison was also established with West Coast (rain event) and Marlborough (rural fire) in regard to events occurring in those regions, and assistance offered.
- 3.2. Improvements to the Group Emergency Operations Centre are continuing. An Uninterruptible Power Supply (UPS) has been quoted and is due to be installed. This will ensure that, in the event of a power cut, the computers will remain running until the generator starts up.
- 3.3. Facility documentation relating to systems, policies and procedures is continuing to be developed.

4. Controllers

Controller Development

- 4.1. Professional development standards for CDEM Controllers have been revised nationally and there is now a greater expectation of formal training and certification. I have commenced the inaugural national Controllers course, which is an 18 month long professional development programme run by staff from Massey University, Auckland University of Technology and the Ministry of Civil Defence and Emergency Management (MCDEM). Jim Frater was a guest speaker on the inaugural course, so we were well represented! It is proposed to nominate Alec Louverdis to undertake the programme later this year.

- 4.2. All of the Local Controllers are scheduled to attend EOC training in May 2015.

Murchison

- 4.3. Since the Committee last met, a meeting has been carried out with the Murchison Local Controller and CDEM team, and another is planned for April 2015. The primary purpose of the meeting was to introduce the team to new Welfare arrangements.

Golden Bay

- 4.4. In spite of ongoing efforts, we have been unsuccessful in identifying personnel to fill the two Alternate Controller roles (earlier advertising and 'shoulder tapping' has not produced a result). There is one possible candidate with whom we are due to have further talks.

5. Lifelines: Next Steps

- 5.1. As agreed at previous CEG meetings, an application to the NZ Lifelines Committee for a \$10,000 grant from EQC to assist with a review and updating of our regional Lifelines work has been made.
- 5.2. We hosted a good meeting of the regional Lifelines Group on 10 March 2015, with presentations from the national Lifelines Committee and the Wellington Lifelines Coordinator. Discussion then focused on the planned review and updating of our 2009 regional Lifelines report. If funding in the Long Term Plan (LTP) and from EQC comes together for the next financial year, this will be a major project in 2015/16. The focus of the project will be on a survey of regional Lifelines asset vulnerability, and mitigation options and priorities. The process will involve Councils and other utilities, and also emergency services.
- 5.3. Dennis Bush-King, as Chairman of the Reduction Committee, has agreed to be the executive level sponsor for the project.

6. Exercise Te WaiPuke

- 6.1. A multi-agency exercise led by the Nelson Marlborough District Health Board is scheduled to take place on 6 May 2015. This forms part of the CDEM Group's ten year Exercise Programme.
- 6.2. We will activate the Group EOC for exercise Te Waipuke and we are also taking the opportunity to undertake a Welfare Exercise at the same time. This will involve activating the Salvation Army Centre on Rutherford St. This will be a test of one of our newly designated Civil Defence Centres (CDCs).

7. Emergency Operations Centre Training

- 7.1. The delivery of Emergency Operations Centre training across all areas is continuing. We are aiming to rebuild a cadre of trained staff following quite a high level of turnover in recent years.

- 7.2. Our EOC Packages are being progressively updated to reflect the new national Integrated Training Framework, and the revision of the Coordinated Incident Management System (CIMS).
- 7.3. Partnering agencies were invited to attend the training and we will continue to facilitate joint training ventures in the future.
- 7.4. The following training has been scheduled for the upcoming year:
 - Emergency Operations Centre level one - (29 April 2015 and 4 August 2015);
 - Emergency Operations Centre level two - (29 May 2015 and 1 September 2015);
 - Emergency Operations Centre level three - (24-26 March 2015);
 - Coordinated Incident Management System level four - (date to be confirmed).

8. Welfare

- 8.1. Following a review of our Civil Defence Centres (reported to the previous CEG), we have confirmed in writing new arrangements with the Salvation Army building in Rutherford St Nelson, the Trafalgar Pavilion at Trafalgar Park, the ATEC buildings at Riwaka, and Bethany Park at Kaiteriteri. As noted above, we will exercise an activation of the Salvation Army facility on 6 May 2015.
- 8.2. Focus is presently being directed towards the updating Civil Defence Centre documentation according to earthquake assessment data and service level agreements. In addition, our welfare training package is being redeveloped to equip personnel with the skills and resources they require to open and manage a Civil Defence Centre effectively.
- 8.3. As reported to the CEG at the last meeting, the formal leadership of the Welfare function will transition from the Ministry of Social Development to Councils from 1 July 2015. We are awaiting the outcome of consultation on the Councils' Long Term Plans and, subject to that, will be in a position to acquire some further resource to assist in this area. We have been informed that the new Director's guideline for Welfare to be released later this year. Staff will attend the next national Welfare Forum in Palmerston North, to be held 21-22 May 2015.

9. Emergency Management Information System (EMIS)

- 9.1. A meeting of the national EMIS User Group was hosted at the Group EOC during March 2015, focused on developing the next stage for the application. EMIS has suffered from a number of complications since its launch, leading to the development by MCDEM of a simplified "version 2". This is being launched in March 2015 and we expect to host a demonstration for top of the south agencies in May 2015.
- 9.2. In the meantime, we remain committed to training and roll-out of the package. Our focus has been on the development of 'expert groups' and

their training, with the regional trainer also travelling to Marlborough and West Coast for this purpose.

10. Public Education

- 10.1. Our major public education focus this year will centre on the national "Shakeout" campaign, scheduled to occur in the week of 12 October 2015. This campaign will repeat a successful exercise from two years ago to promote and test effective community responses to a major earthquake event.
- 10.2. We are currently looking at changes to the regional CDEM website, in particular how it can better used as a public education tool. The site will also need to be ready to host the tsunami evacuation maps later in the year.

11. Monitoring and Evaluation

- 11.1. MCDEM is undertaking a 'monitoring and evaluation' process around New Zealand, and we are being evaluated in May 2015. A number of CEG members will be asked to participate in the CDEM Group's self evaluation on 30 April 2015, and others will also be interviewed by the visiting MCDEM team in the week of 11 May 2015. We should have the outcomes for the next CEG meeting on 31 July 2015.

12. MCDEM Resilience Fund

- 12.1. MCDEM have advised that we have been successful in gaining funding of \$114,281 for a regional trainer role for the financial year 2015/16. This position will replace the current EMIS trainer role, and instead have a wider mandate to focus on training in EOC processes, Exercises, training support to Controllers, and EMIS. This is a shared role with Marlborough and the West Coast, based at the Group EOC. One of the objectives of the role is to help get better integration between training in EOC processes and EMIS.
- 12.2. Discussion is currently underway regarding the recruitment process.
- 12.3. The letter of grant specifies that this will be the final year of funding for a trainer. So either the role will finish in July 2016, or the three CDEM Groups will need to look at other funding sources.
- 12.4. We wish to express our thanks to the Ministry of Civil Defence and Emergency Management for this on-going support to the three CDEM Groups.

13. New Zealand Response Team 2 (NZ-RT2)

- 13.1. There are two key focus areas for the Response Team at present:
 - Base relocation: Changes at the Nelson Fire Station have previously raised the possibility that the Response Team may need to find a new base outside the Fire Station premises. However, discussions are ongoing with Fire Service and there may be an option to remain onsite at the station, albeit housed in a different manner. If this can be achieved, it would present the best option for the team.

Alternative options to the Fire Station have been explored, and while we are continuing to look at those possibilities, there are no obvious or inexpensive alternatives to recommend at this time. Remaining at the Fire Station is very likely to be the most sensible path from both an operational and financial point of view.

- Health and Safety: In light of the Health and Safety Reform Bill due to come into effect later this year, the Response Team together with the Emergency Management Office are reviewing their health and safety policies and procedures. The Response Team has placed a temporary hold on high risk training while this internal review is talking place.

- 13.2. Along with other training, the Response Team participated in a successful emergency services training day at Rabbit Island on 8 March 2015, organised by Rural Fire.

14. Emergency Management Office: Business Unit Planning

- 14.1. Following recent changes in staff, the Emergency Management Office has refreshed internal planning on our current work programme. With the finalisation of Council Long Term Plans expected in coming months, we have also commenced work on a three year plan covering the period 2015/16-2018/19.

- 14.2. This planning helps to ensure clarity in our focus, an understanding of what we need for successful outcomes, and ensures alignment with the CDEM Group Plan, Council Long Term Plans, and national strategies.

- 14.3. In Attachment 1 is an updated Business Unit Plan for the second half of the 2014/15 financial year, which the Emergency Management team prepared in January 2015. This re-confirmed the following areas as our main outputs in the current period:

- Readiness and Response to emergency events;
- New Group EOC – procedures and training;
- Training and professional development of CDEM personnel;
- Extend Welfare capability and incorporate new national guidelines;
- Engage community including preparation for Shakeout;
- Community Response Planning;
- Tsunami map and signage project;
- Develop funding and work programme for Lifelines;
- Build recovery team and plan for review of recovery arrangements.

- 14.4. The next phase is the preparation of a longer term plan, covering the next three years. We have had one planning session on this and another will be held in May 2015. The intention is to build in outcomes from the MCDEM Monitoring and Evaluation report next May, as well as priorities identified in the development of the business unit's Long Term Plan

resource bids. I hope to present a draft of this three year plan to the CEG at the next meeting. If there are any suggestions or points of emphasis that the CEG wishes to signal at this stage, that would be most welcome.

15. Budget Update

- 15.1. A Statement of Income and Expenditure for the Emergency Management Office to the end of February 2015 is in Attachment 2. This shows a current surplus for the year of \$26,798. It is likely that we will underspend the budget slightly this year due to changes in staff (and subsequent delays in some projects) and lower running costs at the EOC than expected (notably electricity).
- 15.2. Capital expenditure is not shown in Attachment 1, however I can advise that in November 2014 we projected downwards the sum of \$20,000 capital expenditure earmarked for tsunami signage. This was due to delays in tsunami research from GNS, and consequences for preparing the maps. We have a further allocation of \$20,000 in the budget for 2015/16 (subject to approval of the Long Term Plans) to support this project.

16. Brief Updates

Director MCDEM Visit

- 16.1. The new Director of the Ministry of Civil Defence and Emergency Management, Sarah Stuart-Black, will attend the next meeting of the CEG on 31 July 2015, starting at 10.30 am. The venue is the Group EOC at 28 Oxford St, Richmond.

Cricket World Cup (CWC)

- 16.2. The Emergency Management Office was involved in planning for the CWC and provided liaison for the three games held at Saxton Oval.

Roger Ball

Manager Emergency Management

Attachments:

- Attachment 1: Emergency Management Office Business Unit Plan Update 2015 ([A1304301](#))
- Attachment 2: Statement of Income and Expenditure to September 2014 ([A1329077](#))

Nelson Tasman Emergency Management Office Business Unit Plan Jan-June 2015

Purpose

This updated plan sets out the Emergency Management Office's (EMO) Business Unit Plan for the second half of the 2014/2015 financial year. It covers January-June 2015. This plan enables us to:

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

Vision of the Nelson Tasman Civil Defence Emergency Management Group

A resilient Nelson Tasman Community

Mission of the Emergency Management Office

To build resilience, assisting the community to understand and manage their hazards.

Key Outputs in This Period

- Readiness and Response to emergency events
- New Group EOC – procedures and training
- Training and professional development of CDEM personnel
- Extend Welfare capability and incorporate new national guidelines
- Engage community including preparation for Shakeout
- Community Response Planning
- Tsunami map and signage project
- Develop funding and work programme for Lifelines

- Build recovery team and plan for review of recovery arrangements

PLANNED OUTPUTS

Priority definition:

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

B = highly desirable to complete

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

OBJECTIVE 1: HAZARDS AND LIFELINES

TASK	LEAD PERSON	PRIORITY	DEADLINE
Lifelines			
Leadership of the Lifelines Group (new), organise meetings, source funding for a review of the 2009 NTEL report in 2015/16	RB	B	3 meetings p.a.
Hazards / Risk Reduction			
Undertake project to publicise tsunami evacuation maps and establish signage	RB	A	Dec 2015
Assist Councils with Natural Hazards projects	RB	B	On-going
Review of Reduction Committee Terms of Reference	RB	C	March 2015

OBJECTIVE 2: ENGAGEMENT WITH THE COMMUNITY

Public Education			

Attend Public Engagements ie:(Ageing Expo – March 2015)	LS	B	Ongoing
Review PEPI Strategy - June	LS	B	June
Shakeout Planning	LS	A	March- September
Stakeholder engagement	All	B	All year

OBJECTIVE 3: EMERGENCY MANAGEMENT PLANNING

GROUP and CEG			
Hold meetings three times per annum and provide advice	RB	A	March, July, Oct
CEG Committees			
Provide support for regular meetings of Readiness and Response, Reduction, Recovery, PEPI, WCG, Lifelines committees.	All	B	March, June, Sept
Community Response Planning (CRP)			
Tsunami signs - temporary	JK	B	April
Petrol pumps	JK	C	June
Community Response Planning strategy	JK	A	March
Plans and SOPs			
Finalise activation SOP for GEOC	JK	A	May
Building/kit SOPs resulting from GEOC SOP including how to guides	JK	A	April
Review First Actions SOPs: Weather event, Tsunami, Earthquake	JK	A	April
Volunteer arrangements	LS	C	June
Activation Procedures – Guidelines (incl EMIS Rostering)	JK/MS	B	May
Welfare			
Procedure for EM team to activate CDC	LS	A	May
CDC Arrangements confirmed	LS	A	June
Welfare Capability Framework	LS	B	June
Transition to new National guidelines	RB/LS	B	July-Dec
Review the terms of reference for the WOT	LS	C	June

Rural Fire			
Represent NCC on the Waimea Rural Fire Committee	RB	B	On going
Provide liaison between Rural Fire, Hira Station and NCC	RB	B	On going

OBJECTIVE 4: READINESS AND RESPONSE

Exercises			
Murchison Exercise/Training	JK/LS	C	April
NMDHB/CDEM exercise	JK	A	May
CDC activation centre exercise	JK/LS	B	August
Group and Local Controllers			
Provide professional development for Controllers	RB	B	Ongoing
Group Emergency Operations Centre (GEOC)			
(A) Group Emergency Operations Centre			
Overhaul Duty Box	JK	A	March
EQ proofing for the facility (furniture etc)	Cadet	A	May
Flood barrier protection	JK	A	March
GEOC finishing touches	JK	A	March
(B) Group Emergency Operations Centre – Equipment			
(C) Group Emergency Operations Centre - Staffing			
EOC I, II & III	LS/RE	A	March, April, May
EMO Training in EOC	LS	A	June
Welfare			
Develop Welfare training	LS	B	June
Develop and deliver Psychosocial support workshop/training	LS	C	June

EMIS			
Continue training – EM Staff & other Council staff – Marlborough West Coast	MG	A	On going
Development of new site	MG	A	Feb/March
Sustainability Plan for delivery of EMIS in the next FY	MG	A	Feb/March/April
Small Exercises over the 3 regions	MG	A	April
Information Technology			
Clarify the process for troubleshooting with TDC	MG	A	Feb
Objective internal training & data & process development	MG	B	On going
Resolve outstanding equipment issues in ops room	MG	B	March
Communications			
Establish comms room	JK	A	March
Develop comms H&S check system	JK	B	June
NZ-RT2			
Team relocation project	JK	A	June
Establish Charitable trust (inc shift Team Manager role to a voluntary position)	JK	B	May
Building Welfare Capacity for RT2	LS/JK	B	June
Local EOCs			
(A) Golden Bay:			
Training TDC Staff in EMIS	MG	A	March
Appoint an Alternate Controller	RB	A	June
CIMS 4	LS	B	June
(B) Murchison:			
Exercise	JK	B	June
Capacity Build IMT	JK	B	June
Confirm New Welfare Manager	LS	A	May
(C) St Arnaud:			
Lake Rotorua – need a radio person	JK	C	April
(D) Update LEOC & Welfare boxes	JK/LS	A	April

(E) Strategy and Engagement Plan incl Training, Kit & Equip schedule inc smaller CD groups	JK/LS	B	June
Response to Events and Actions After			
Respond to emergency events as required	All	A	As required
Conduct post-event reviews and implement actions	All	A	As required

OBJECTIVE 5: RECOVERY FROM DISASTERS

Recovery			
Contribute to the recovery phase following an event (coordination of agencies, Welfare assistance etc)	RB	A	As required
Review Recovery Committee Terms of Reference	RB	C	March 2015
Prepare plan for review of regional recovery plan in 2015/16	RB	C	July 2015
Recovery Workshop	RB	B	July 2015
Support professional development of new Recovery Team members	RB	B	June 2015

OBJECTIVE 6: EMERGENCY MANAGEMENT OFFICE MANAGEMENT/PLANNING

Management of the Emergency Management Office	RB	A	Ongoing
Resilience Fund – management of grant, reporting, liaison with Marlborough, West Coast, MCDEM	RB	B	Progress reports quarterly. Applications ?July each year
Recruitment for Regional Trainer (with Marlborough and West Coast)	RB	B	March 2015
Manage Health and Safety requirements - GEOC/EMO - NZ-RT2	RB/JK	A	Ongoing. NZ-RT2 component March/April

- LEOCs
- Contractors
- Deployed kit and equipment

Contribute to NCC organisational requirements	RB	A	Ongoing
Prepare for MCDEM Monitoring and Evaluation	RB	A	May 2015
Professional development of staff	RB	B	Ongoing
Participate in national policy discussions	All	C	Ongoing

Attachment 2

Nelson Tasman Emergency Management						
Statement of Income and Expenditure						
For Period to		February-15				
		Current Month		Year to Date		Full Year
		Actual	Budget	Actual	Budget	Budget
Income						
1	Levy NCC	28,248	25,470	225,985	203,757	305,635
2	Levy TDC	28,219	25,470	225,985	203,757	305,635
3	Grant Internal Affairs	-	9,083	-	72,667	109,000
4	Interest	1,949	125	15,582	1,000	1,500
5	Sundry Income	-	-	401	-	-
		58,416	60,148	467,954	481,181	721,770
Less Expenditure						
Staffing Costs						
6	Salaries	10,447	22,862	210,896	182,895	274,343
7	Staff Reward	-	-	317	-	-
8	Staff Training	-	625	1,028	5,000	7,500
9	Travel & Conference	320	417	2,980	3,333	5,000
10	Long Service	-	-	-	-	-
11	Fringe Benefit tax	-	-	413	-	-
12	Accident Insurance	572	572	4,573	4,573	6,859
13	Superannuation	494	514	7,553	4,115	6,173
14	Recruitment	-	-	-	-	-
Operational Costs						
16	Vehicle	1,009	833	5,499	6,667	10,000
17	Weather Forecasting	215	208	1,717	1,667	2,500
18	Equipment Maintenance	198	417	480	3,333	5,000
19	Mtce Tsunami Signage	-	83	-	667	1,000
20	Insurance	126	100	1,008	800	1,200
21	Maps	-	-	-	-	-
22	Public Education/Advertising	-	1,083	10,789	8,667	13,000
23	Training Council Staff	-	-	-	-	-
24	Training Exercises	-	-	177	-	-
25	Info tech Mtce	-	258	-	2,067	3,100
26	New Eoc	249	8,750	2,183	70,000	105,000
27	Postage	-	-	-	-	-
28	Electricity	-	-	1,560	-	*
29	General Expenses	-	208	400	1,667	2,500
30	Computer Rental & Records	2,750	2,750	22,003	22,003	33,005
NZ - RT2						
31	NZRT2 Training	262	1,083	3,477	8,667	13,000
32	NZRT2 Repairs & Maintenance	-	333	1,001	2,667	4,000
33	NZRT2 Response Vehicle	812	333	2,779	2,667	4,000
34	Welfare	824	208	3,423	1,667	2,500
35	Emergency Response	-	167	-	1,333	2,000
36	Resilience	-	-	112	-	-
37	health & Safety	-	-	539	-	-
38	Uniforms	378	208	1,683	1,667	2,500
39	Training CDEM Group	894	2,500	9,919	20,000	30,000
40	Training Exercice	-	333	-	2,667	4,000
CDEM Plan						
		-	-	-	-	-

41	Lifelines		333		2,667	4,000
42	Office Costs					-
43	Printing & Stationery	147	125	374	1,000	1,500
44	Photocopying	-	42	-	333	500
45	Postage	-	4	-	33	50
46	Rental	6,063	-	60,633	-	*
47	Audit Fees	6,850	308	6,850	2,467	3,700
48	Administration Fee	1,092	1,042	8,738	8,333	12,500
	Relief Staff Provision	-	-	-	-	-
49	EMIS	378	9,083	2,209	72,667	109,000
50	Communication Costs					-
51	Telephones	264	750	3,183	6,000	9,000
52	Radio System	609	167	4,169	1,333	2,000
	Satellite Comms	-	300	-	2,400	3,600
53	Depreciation	7,312	7,312	58,493	58,493	87,740
54						
55	Total Expenses	42,265	64,311	441,156	514,515	771,770
56	Net Income (Deficit)	16,151	(4,163)	26,798	(33,334)	(50,000)

* Budget for these items shown in line 26