



# AGENDA

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

**Tuesday 30 March 2021  
Commencing at 9.30 a.m.  
Nelson City Council Chamber**

**Floor 2A, Civic House  
110 Trafalgar Street, Nelson**

**1. Apologies**

Nil

**2. Interests**

2.1 Updates to the Interests Register

2.2 Identify any conflicts of interest in the agenda

**3. Confirmation of Minutes - 17 November 2020**

**4 - 7**

Document number R23753

Recommendation

***That the Civil Defence Emergency Management Group***

***1. Confirms the minutes of the Civil Defence and Emergency Management Group meeting held on 17 November 2020 (A2598690) as a true and accurate record.***

**4. Manager Emergency Management Report to CDEM - CEG 1 March 2021**

**8 - 26**

Document number R23763

Recommendation

***That the Civil Defence Emergency Management Group***

***1. Receives the report Manager Emergency Management Report to CDEM - CEG 1 March 2021 (R23763) and its attachment (A2599912).***

## CONFIDENTIAL BUSINESS

### 5. Exclusion of the Public

Recommendation

***That the Civil Defence Emergency Management Group***

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:***

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Particular interests protected (where applicable)</b>
<b>1</b>	<b>Appointment of Alternate Local Controllers</b>	Section 48(1)(a)  The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"><li>• Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person</li></ul>



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**MINUTES**  
of the  
**NELSON TASMAN CIVIL DEFENCE EMERGENCY  
MANAGEMENT GROUP MEETING**  
held  
**2.30pm, Tuesday, 17 November 2020**  
at  
**Tasman Council Chamber, 189 Queen Street, Richmond**

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**Present:** **Tasman District Council:** Mayor T King, Deputy Mayor S Bryant

**Nelson City Council:** Mayor R Reese, Deputy Mayor J Edgar

**In Attendance:** **Tasman District Council:** Chief Executive (J Dowding), Committee Advisor (H Simpson)

**Nelson City Council:** Chief Executive (Pat Dougherty), Group Manager Corporate Services (N Harrison), Joe Kennedy (Manager Emergency Management), Kathy Solly (Emergency Management Officer), Michelle Griffiths (Emergency Management Officer), Kay Anderson (Emergency Management Officer), Ros Gibson (Emergency Management Office Co-ordinator)

**Part Attendance:**

**1 OPENING, WELCOME**

Mayor King welcomed those present and opened the meeting with a karakia.

**2 APOLOGIES AND LEAVE OF ABSENCE**

It was noted that Sandra Jones, Regional Advisor – National Emergency Management Agency was unable to join the meeting owing to her deployment to assist with the ongoing Napier flood response.

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Rylee Pettersson, Group Welfare Manager had also asked that her apologies be noted for absence.

**3 DECLARATIONS OF INTEREST**

Nil.

**4 CONFIRMATION OF MINUTES**

**Moved Mayor Reese/Mayor King  
EMC20-11-1**

**That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 20 August 2019, be confirmed as a true and correct record of the meeting.**

**CARRIED**

**5 RECEIPT OF MINUTES**

**Moved Mayor Reese/Deputy Mayor Bryant  
EMC20-11-2**

**That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Thursday, 28 November 2019.**

**CARRIED**

**Moved Mayor Reese/Deputy Mayor Bryant  
EMC20-11-3**

**That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Monday, 30 March 2020.**

**CARRIED**

**Moved Mayor Reese/Deputy Mayor Bryant  
EMC20-11-4**

**That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Wednesday, 21 October 2020.**

**CARRIED**

**6 REPORTS**

**6.1 Report of the Nelson Tasman Emergency Management Office and Attachments**

Joe Kennedy, Manager Emergency Management took the opportunity to thank the Mayors and Chief Executives of both Councils for their support and leadership during the past twelve months, acknowledging that it had been a particularly challenging year for the region and for the Emergency Management team.

Mr Kennedy advised members that the Civil Defence ministerial portfolio had been renamed and that a new Minister for Emergency Management, Minister (Hon) Kiri Allan, had been

appointed. Members were also advised that the annual test of the Emergency Mobile Alert System had been cancelled this year in consideration of the ongoing COVID pandemic and the potential for confusion.

The Regional Fuel Plan was discussed and Mr Kennedy advised members that the Plan would be reported to the next Civil Defence Emergency Management Group meeting. In response to a question, Emergency Management Officer, Michelle Griffiths explained that the Plan did not make specific provision for electricity but that it did highlight a number of independent scenarios that people rely on, such as e-vehicles. Ms Griffiths said that a meeting of Lifelines and Emergency Service providers was scheduled to take place at Port Nelson the week commencing 23 November 2020, where such alternate provisions would be discussed.

Members heard that the Group's programme of community engagement was once again underway, having been interrupted most recently by the Pigeon Valley fire and the COVID-19 responses. Mr Kennedy said the Group was also in discussions around plans to develop a package of online web based offerings, in the event that Emergency Management Advisors were unable to engage with community groups in person.

Members asked for an update on the AF8 exercise and were advised that a planning meeting with partnering agencies had been scheduled for 19 November 2020. Part of this meeting would be to compile a list of the Council representatives that will be invited to attend the exercise.

Mr Kennedy provided an update on some of the actions taken from previous meetings. He advised members of the following.

- An AF8 briefing had been held for elected members on 16 November 2020 and that a link to the webinar recording had been made available for those who had been unable to attend.
- Former Tasman Mayor, Richard Kempthorne had been appointed as the Chair of the Rural Advisory Group.
- Nelson Tasman Emergency Management were now sharing all AF8 Facebook posts on the CDEM Group Facebook page.

The Emergency Management team are awaiting formal guidance from NEMA that will serve to guide a review of regional hazards. This work cannot be progressed further until national guidance has been received.

Mr Kennedy acknowledged a previous meeting he and Ms Pettersson had with Deputy Mayor Edgar to discuss the Group Welfare Plan, and Mr Kennedy thanked the Deputy Mayor for her time.

With regard to the work programme for the year ahead, Mr Kennedy said that there would be a period of catch up following a rationalisation of the previous work programme in light of the increasing frequency of emergency events. He said that the aim of the team was to undertake a comprehensive overhaul of the work programme for the current financial year, beginning by ensuring that they were doing the basics right. This would also foreground what the team are not doing, particularly in terms of reputational risk or key operational items. Mr Kennedy said that the team were appreciative of the support of the CDEM Group in agreeing to change the timing of Group meetings to support the team work programme.

In response to a question, Mr Kennedy agreed that it had been a particularly demanding year for the team and offered assurance that the wellbeing of the team remained a priority. Work to

ensure the correct structure and adequate resourcing for the group was ongoing and in the meantime the team are working to manage excessive annual leave and TOIL balances.

Mayor Reese took the opportunity to thank the Emergency Management team for their professionalism and diligence, and commended the way the team engage with the Governance arm of Council and with the community. She said that the promptness of dialogue and the way that information comes through from the team is exceptional.

In response to a question, Mr Kennedy said that allowing use of the Emergency Operations Centre to other partnering agencies contributed to building and strengthening those collaborations and partnerships. He said that the team had been successful in resolving the challenges previously experienced around use of the space, with a working process and by identifying points of contact.

Mr Kennedy concluded by advising members that the Pigeon Valley fires review had been made publically available and confirmed that the actions for the Group had been captured in the Group work programme. He added that actions arising from the debriefs of all events that had occurred in the region since 2010 had now been captured and were also included in that programme of work

**Moved Mayor Reese/Deputy Mayor Bryant  
EMC20-11-5**

**That the Nelson Tasman Civil Defence Emergency Management Joint Committee receives the Report of the Nelson Tasman Emergency Management Office and Attachments  
REMC20-11-1.**

**CARRIED**

The meeting concluded at 3.08pm and was closed with a karakia.

Date Confirmed:

Chair:

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**Manager Emergency Management Report to CDEM - CEG  
1 March 2021**

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**1. Purpose of Report**

- 1.1 To update the Group on current emergency management matters.

**2. Recommendation**

***That the Civil Defence Emergency Management  
Group***

- 1. Receives the report Manager Emergency  
Management Report to CDEM - CEG 1 March  
2021 (R23763) and its attachment  
(A2599912).***

**3. Verbal Updates**

- 3.1 Report of the Nelson Tasman Emergency Management Office (attached - A2599912)
- 3.2 Brief Introduction to the Emergency Management Team
- 3.3 Covid-19 Resurgence Update
- 3.4 Tsunami Event 5 March 2021

**Author: Joe Kennedy, Manager Emergency Management**

Item 5: Manager Emergency Management Report to CDEM - CEG 1 March 2021

### **Attachments**

Attachment 1: A2599912 Manager Emergency Management Report to CEG  
01MAR2021 [↓](#)

## 6 REPORTS

### 6.1 REPORT OF NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

Information Only - No Decision Required

**Report To:** Nelson Tasman CDEM Coordinating Executive Group  
**Meeting Date:** 1 March 2021  
**Report Author:** Joe Kennedy, Manager Emergency Management  
**Report Number:** RCEG21-03-1

#### 1 Purpose of Report

- 1.1 To provide an update from the Emergency Management (EM) Office on activity since the meeting of the Nelson Tasman CDEM Coordinating Executive Group held on 21 October 2020.

#### 2 Recommendation

**That the Nelson Tasman CDEM Coordinating Executive Group receives the Report of Nelson Tasman Emergency Management Office**

Item 6.1

### 3 National Emergency Management Developments

#### COVID-19 Resurgence Planning

- 3.1 NEMA continues to support the COVID-19 All of Government Response Group as it develops and tests a national resurgence response plan. The framework and decision tools for boundaries between Alert Level 2 and 3 areas have been tested in workshops with local stakeholders in Auckland and Wellington.
- 3.2 Guidance has been updated and is being consulted with CDEM Groups on evacuation management at different alert levels including how to maintain as far as possible household bubbles during evacuation, registration, emergency accommodation and other welfare functions.
- 3.3 NEMA is also working with partner agencies, in particular emergency services and the New Zealand Defence Force on concurrent event planning, including how arrangements could be managed for international assistance if it was required after a national emergency.

#### Establishment of Regulatory Framework Review Programme

- 3.4 NEMA has established a Regulatory Framework Review Programme to bring together three projects that have significant alignment. The projects are:
  - a) amendments to the Civil Defence Emergency Management Act 2002;
  - b) review of the National CDEM Plan Order (the Plan) 2015 and the accompanying Guide to the National CDEM Plan (the Guide) 2015; and
  - c) development of the National Disaster Resilience Strategy (NDRS) roadmap.
- 3.5 The programme will ensure the Plan, Act and NDRS roadmap are aligned in content and outcomes. It will also ensure the projects are coordinated and aligned with other NEMA projects and work streams, including the Coordinated Incident Management System (CIMS) 3rd edition Guidelines project (particularly iwi/Māori representation in an incident response) and NEMA's Designing for the Future and System Capability work programmes.
- 3.6 As there is significant overlap, and to reduce disruption to stakeholders, the programme will coordinate stakeholder engagement and communications across the three projects.

#### ShakeOut 2020

- 3.7 Over 680,000 people took part in New Zealand ShakeOut|Whakahaumarua Aotearoa on 15 October 2020, our national earthquake drill and tsunami hīkoi. NEMA have extended their thanks to CDEM groups all around the country, and ShakeOut 2020 partner EQC, for their efforts in making this a success. New Zealanders across the country got together to Drop, Cover and Hold with their families, schools and businesses.

#### CDEM Group PIM Managers' National Hui

- 3.8 NEMA welcomed the CDEM Group Public Information Managers (PIM) to Wellington in late October 2020 where a wide range of matters were discussed, including COVID-19. The Hui provided a forum to learn and gain insights for how NEMA can effectively provide stewardship in this area. Diversity and accessibility was a key theme, with presenters joining from Te Puni Kōkiri, Ministry of Pacific Peoples, Ministry of Social Development, Office of Ethnic Communities, Auckland University and Auckland Council to share strategies and approaches for communicating with a wide range of audiences.

### **CDEM Groups COVID-19 State of National Emergency debrief reports**

- 3.9 The Government's response to the TAG review in August 2018 included a system leadership statement *'we want greater nationwide consistency ... to work collaboratively with stakeholders to improve the performance of the emergency management system'*. In March 2020 under a State of National Emergency (SONE), CDEM groups were required to support Health led outcomes to manage and eliminate the spread of COVID-19 amongst the general population. This required CDEM Groups to operationalise directives, work with new and established partners, engage with a wide spectrum of central government decision making and deliver novel outcomes.
- 3.10 In order to establish high level themes which will benefit overall system improvements, NEMA will undertake a project to harness the collective intelligence contained in these reports to generate a national picture of what worked, what was more challenging and where system-wide improvements may be required. NEMA's Senior Regional Emergency Management Advisors will be approaching Group Managers shortly to request copies of the debrief reports. Once completed, the final product will be made available to CDEM Groups and system stakeholders with findings formally promulgated into the emergency management system.

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

- 3.11 EMAT has been a part of the wider CDEM sector capability for over 12 months and has been engaged on deployments assisting with West Coast flooding, Southland flooding and supporting the National Crisis Management Centre (NCCMC) and Queenstown Emergency Operations Centres (EOCs) for COVID-19.
- 3.12 There are currently over 30 members of EMAT and they are continuing to grow the pool. A larger pool will provide an increased likelihood that requirements of any given deployment can be met.
- 3.13 Interviews for the third intake of EMAT candidates have been completed. Thirty-three people were interviewed throughout the country, with approximately two-thirds invited to complete the next phase (psychometric testing and reference checks). The final stage of selection is a residential course in March 2021. Luci Swatton, Emergency Management Officer for the Nelson Tasman office has been successful in gaining a place on the residential course.

### **Formalising Working Arrangements**

- 3.14 On 1 December 2020, the one-year anniversary of NEMA, the Chief Executives of DPMC and NEMA formalised their working arrangements by signing a Departmental Agency Agreement (DAA) and an accompanying Shared Services Agreement (SSA).
- 3.15 Both DPMC and NEMA play key and complementary roles in keeping Aotearoa New Zealand resilient, safe and secure. The DAA, agreed by the Public Service Commission, provides a framework for how DPMC (NEMA's host agency) and NEMA will work together, and clarifies the roles and responsibilities of each agency. These roles and responsibilities are underpinned by legislation and Cabinet decisions. It also outlines the accountabilities of the Prime Minister and the Minister for Emergency Management to Parliament for their respective portfolio responsibilities in relation to the DAA.

**Item 6.1**

**Preparing for and Managing Recovery: Workshops for Recovery Leaders (shift to National section)**

- 3.16 Following the 2020 release of the Recovery Preparedness and Management Director's Guideline for CDEM Groups, NEMA is delivering a series of workshops that assist in the strategic planning for and building of operational capabilities in emergency management recovery.
- 3.17 The objectives of the workshops are to:
- a) Build recovery capability across the emergency management sector;
  - b) Contribute towards a more consistent and standardised recovery practitioner skill set across the country;
  - c) Foster a more integrated and engaged New Zealand recovery sector; and
  - d) Increase awareness of how CDEM recovery is delivered, it's strategic objectives and roles and responsibilities of the wider sector.
- 3.18 At the time of writing, two Recovery Managers, our Alternate Recovery Managers and two representatives from the Emergency Management Office are scheduled to attend the March 2021 workshop.

**4 Nelson Tasman Civil Defence Emergency Management**

**Exercise Rū Whenua**

- 4.1 Exercise Rū Whenua, planned for 15 April 2021 will use a scenario developed for the AF8 project that is based around a Mg.8 maximum credible event occurring in the portion of the Alpine Fault that runs from Fiordland to Kelly. The scenario sees the fault rupturing for approximately 400km from the south to the north, causing widespread damage throughout a large part of the South Island. Shaking in the Nelson Tasman region is expected to last between 120-180 seconds with intensities of MM7 to MM8 being experienced.
- 4.2 The scenario will begin 24 hours after the simulated earthquake has occurred with several severe aftershocks resulting in further impacts within the region.
- 4.3 The objectives for the exercise are set out below.
- a) A coordinated response from the Group EOC is established in accordance with the NT CDEM Group Plan;
  - b) Plans and procedures outlined within the AF8 Framework are reviewed as part of the response;
  - c) An effective Action Plan is developed in accordance with the NT CDEM Group Plan for the operational period of the response;
  - d) Functional activities that enable clear coordination of the event are practiced;
  - e) Effective consultation of key stakeholders in the decision-making process occurs;
  - f) Response systems are utilised to support information sharing and decision making;
  - g) CDEM Partners practice liaison and coordination and have the ability to support the response; and

- h) The exercise provides a suitable environment for participation and learning.
- 4.4 At the time of writing, exercise planning is progressing well with a second multi-agency planning meeting scheduled for 18 February 2021.
- 4.5 Partnering agencies have requested we consider increasing the severity of impacts resulting from the earthquake to better test their systems. This request is being accommodated, whilst ensuring that the exercise expectations remain achievable for participants.
- 4.6 In addition to the previously listed objectives, Exercise Rū Whenua will provide the opportunity for the Group Emergency Operations Centre to test new information sharing, data collection and needs assessment software systems used for managing an event, namely Microsoft Teams. Their ability to integrate into the national NEMA Emergency Management Information system (EMI) will also be tested.

#### **Community Engagement**

- 4.7 As part of the wider community engagement framework, Emergency Management Office staff have connected with local controllers and welfare staff in Golden Bay, Murchison and Nelson Lakes. This provided an opportunity to give local personnel an update from the Emergency Management Office and for the office to receive an update from local communities. The next round of face-to-face visits are planned for May 2021. The Emergency Management Office continues to maintain a presence at community group and stakeholder meetings/events where resources and time allow.

#### **New Zealand Response Team 2 (NZRT2)**

- 4.8 January 2021 saw members of NZRT2 assisting as part of a medical team at a Bay Dreams music event. This was a planned event with a direct request from the Nelson Marlborough District Health Board (NMDHB) that the team assist both them and St John on-site. This is a large undertaking for the team over the three days that they are involved.
- 4.9 At the request of Fire and Emergency New Zealand (FENZ), the team were deployed to assist in the response to a hail event in Motueka on 26 December 2020. The tasking from FENZ fitted well with the skill set of NZRT2.
- 4.10 By the end of February 2021 all necessary training for new recruits will have be completed, taking the team to a total of 22 operational team members.

#### **CDEM Training Programme**

- 4.11 Since the last meeting of the Coordinating Executive Group, training courses have been held for First Aid and Psychological First Aid in Golden Bay, Murchison and Nelson Lakes. This resulted in an additional 52 volunteers being trained across the two areas.
- 4.12 During the first quarter of 2021, the following 15 training courses have been scheduled for CDEM staff, Council staff, volunteers and partnering agencies. We are pleased to advise that at the time of writing this report all courses were fully subscribed.
- 4.13 The courses are:
- 1 x Psychological First Aid
  - 2 x First Aid
  - 5 x Civil Defence Centre
  - 1 x one day CIMS refresher
  - 1 x 2-day CIMS4

**Item 6.1**

- 1 x 2-day ITF Intermediate
- 1 x Lifelines Function
- 1 x Planning Function
- 1 x 2-day Logistics Function
- 1 x Intelligence Function

4.14 The next round of training will take place in September 2021, where additional function specific training will be included.

**Nelson Tasman Regional Fuel Study 2020**

4.15 The Nelson Tasman Regional Fuel Study 2020 is in final draft, and is currently being circulated amongst members of the Nelson Tasman CDEM Lifelines Committee for final endorsement that the study be presented to the next meeting of the Coordinating Executive Group for approval. NEMA has reimbursed the funding for the project and all matters of this nature have been completed.

**Recovery and Lifelines Work Programme Priority Documents**

4.16 Recovery and Lifelines work programme priority documents (**Attachments 1 and 2**) have been finalised and approved by the respective committees. Key focus areas across the two documents are the identification of key partners/stakeholders in both rural and urban settings, the development of business as usual and response operational structures, training, and the firming up of systems and conduits by which information flows between various parties.

**Welfare sub function plans**

4.17 In collaboration with our partnering agencies, Household Goods and Services, and Registration and Needs Assessment plans are being developed. In addition, a plan outlining animal welfare arrangements has been completed.

**Local and Alternate Group Welfare Managers**

4.18 An induction pack for local Welfare Managers has been developed, and Emergency Management Office staff have committed to investing more time with Local Welfare Managers in their local areas to enhance our partnerships and provide the knowledge and support needed to be successful in their role. Towards the middle of this calendar year, a similar process for Alternate Welfare Managers (at Group level) will begin. The Emergency Management Office would also like to take this opportunity to welcome Claire Webster as the Local Welfare Manager for Golden Bay.

**Group and Local Controllers**

4.19 A suite of documents is being created to support the recruitment and subsequent development of Local and Group Controllers. This covers the recruitment process and supporting policies, together with contractual arrangements for Local and Group Controllers. It also includes induction material and a Local/Group Controller Handbook, training pathways and annual review documentation. It is hoped that this will help new and existing Controllers be more connected, prepared and supported to meet the expectations of their role to successfully lead a local or regional response.

### **Iwi Partnerships**

- 4.20 Following our commitment to progress the recommendations arising from the COVID-19 debrief hui in October 2020, we are pleased to advise that the Emergency Management Office has made good progress and continues to work towards building strong and genuine partnerships with iwi. At the time of writing, Emergency Management Office staff have commenced meetings with iwi General Managers and intend to visit all regional marae prior to the end of June 2021.
- 4.21 We have also been working with the Kaihautū at both councils regarding a cultural review of Emergency Management and have committed to a number of other changes, including:
- a) amending structure charts to reflect the inclusion of iwi in the CIMS structure;
  - b) upskilling Emergency Management staff in te reo and tikanga;
  - c) opening and closing hui with a karakia;
  - d) including a hapū/iwi update in CEG and WCG;
  - e) implementing appropriate koha arrangements for iwi representation at CEG and WCG;
  - f) progressing reimbursement for iwi services and support during the COVID-19 response;
  - g) working towards gaining formal appointment of an iwi representative to the CDEM Group (often referred to as the Joint Committee);
  - h) inviting iwi representatives to attend Emergency Operations Centre training, Incident Management Team meetings and exercise activities.

### **Covid-19 resurgence planning**

- 4.22 At the end of 2020, an All of Government (AOG) Covid-19 resurgence plan was released. This pulled together AOG arrangements and material from the 16 CDEM group regional resurgence plans. A guidance document for welfare resurgence planning was also released.
- 4.23 At a regional level, the NMDHB are exploring five potential locations for community based assessment centres (CBAC). If a resurgence were to occur, the number of CBACs opened would be dependent on the case history. Presently, approximately 100-200 COVID-19 tests are being administered on a daily basis across the Nelson, Tasman and Marlborough region.
- 4.24 A CBAC planning meeting has occurred between NMDHB and Police, where the following roles and responsibilities were agreed.

#### ***NMDHB***

- a) Coordination and management of CBACs
- b) The development of associated traffic management plans
- c) In the event of queueing, distribution of water and provision of amenities
- d) Site security

#### ***NZ Police***

- a) Visual presence/general patrols
- b) Traffic management (in conjunction with NZTA)

**Item 6.1**

**NTCDEM**

- c) Supplementary support if required
- d) Assistance with supply of resources (predominantly NMDHB funded)

**Emergency Management Office Professional Development Programme**

4.25 As part of striving for continuous improvement a Professional Development Programme for the office has been compiled. The topics outlined in the Table 1 below have been identified by the Emergency Management team for delivery in the 2020-2021 financial year.

*Table 1 - Nelson Tasman Emergency Management Office Professional Development Programme*

Topic	Description	Status
Vehicles	Maintenance	Awaiting confirmation of dates.
	4 x 4 Driving/anti-skid	Awaiting confirmation of dates (Nelson City Council H&S).
	Vehicle safety	<b>Completed:</b> Crash management: What to do in an accident - delivered in-house.
Manual handling	Lifting techniques	<b>Completed:</b> Delivered by Hemisphere Health, Richmond
Wellbeing	Dealing with Anxiety	Awaiting confirmation of dates.
VHF Radio Training	A practical guide for using VHF radios.	<b>Completed:</b> Delivered by Andrew Mackie, Amateur Radio Emergency Communications Volunteer
Leadership	Delivering effective briefings	Awaiting confirmation of dates.
	Delivering effective presentations	Awaiting confirmation of dates.
	Meeting facilitation and chairing	Awaiting confirmation of dates.
	Accommodating different learning styles	Awaiting confirmation of dates.
	Conflict resolution techniques (business solutions)	Awaiting confirmation of dates.

**Multipurpose Habitation Unit (Cyrell)**

4.26 The National Emergency Management Agency (NEMA) allocated a grant to the Nelson Tasman Emergency Management Group to fund the purchase of a deployable multi-purpose habitation unit (Cyrell). This was part of the Civil Defence Emergency Management (CDEM) Resilience Fund to enhance resilience of coordination centres in response to local, regional and national emergencies.

- 4.27 Cyrell is a 9mx6m air shelter designed for response operations. It is fully inflatable and can be deployed rapidly at any location, thereby providing a self-contained structure for use during an emergency response. Cyrell was delivered to Richmond on 11 December 2020 and is stored at the NZ RT2 base on Redwood Road. Deployment training will be undertaken at the end of March 2021 and this will be supported by NEMA and Emergency Management Assistance Team (EMAT) personnel. This training will involve setting up Cyrell with members of NZ RT2, partnering agencies and neighbouring emergency management groups.

#### **Sentinel Seismic Monitoring Services**

- 4.28 Sentinel provides seismic monitoring services, giving information about the physical state and safety of a building immediately after an earthquake. Sentinel uses a network of ground-shaking sensors. In the event of an earthquake sensors collect real time data which can be used to work out what impact the ground shaking has on an area, street or individual building.
- 4.29 A meeting was held with Hamish Avery, Chief Technical Officer from Sentinel in December 2020 to discuss what Sentinel offers and how that could benefit the GEOC building in Richmond. Installation of a ground-shaking sensor in the building alongside an alerter panel would mean that the building would be monitored during any ground shaking event. The system would then alert the building owners/tenants to the safety status of the building before re-entering, through both the alerter panel and an app. Hamish Avery also presented to the Readiness and Response Committee on 3 February 2021 to give members of that committee greater knowledge of the services Sentinel provide.
- 4.30 We are working towards installing a Sentinel ground shaking sensor in the Richmond GEOC building to ensure the safety of those people working in the building after a significant earthquake.

#### **Satellite Communications**

- 4.31 Following discovery that the satellite communication functions of the GEOC were non-operational, an overhaul of the system is currently being undertaken.
- 4.32 The Duty Officer and Nelson Lakes satellite phones have been updated, with Golden Bay and Murchison to follow. A review of standard operating procedures will be undertaken and training and testing schedules developed.
- 4.33 To increase the resilience of GEOC communications we have been working towards a permanent solution with a hardwired (fixed site) voice and data satellite system. This would involve the installing of an antenna on the roof of the building, cabling and connecting a router. This would allow for multiple landline phones to be connected to the satellite system as well as Wifi. The set-up should be able to deliver an encouraging level of service to staff working in the GEOC, and give capability in an emergency event if all other communication services fail. We are currently working with Wireless Nation on different options for establishing a permanent solution to satellite communications.

### **5 Emergency Management Office Financial Reporting**

- 5.1 **Attachment 3** provides a summary of the Emergency Management Office accounts for the six months to December 2020. The summary shows that we are tracking well, with the net deficit in the six months to December of \$66,000 being \$37,000 better than budget.

**Item 6.1**

- 5.2 At the time of writing, members of the Emergency Management team are liaising with NEMA regarding our request for reimbursement of expenses incurred in response to COVID-19. NEMA has asked for clarification and/or further information relating to 69 items where we have sought reimbursement.

**Attachments**

- |    |  |    |
|----|--|----|
| 1. | Recovery Plan on a Page                          | 15 |
| 2. | Lifelines Plan on a Page                         | 17 |
| 3. | Civil Defence Monthly Financials - December 2020 | 21 |

Report to CDEM - CEG 01MAR2021

**Nelson Tasman**

# Recovery Committee Priorities

2020/2021

**NELSON TASMAN CIVIL DEFENCE** EMERGENCY MANAGEMENT GROUP  
[nelsontasmancivildefence.co.nz](http://nelsontasmancivildefence.co.nz)

**tasman** District Council  
Te Kaunihera o te tai o Aorere

**Nelson City Council**  
Te Kaunihera o Whakatū

**Recovery:** a coordinated effort to bring about the immediate, medium, and long term holistic regeneration and enhancement of our communities following an emergency.



**Our vision**

A resilient community that has the capacity and capability to prepare for and recover from short, medium and long term emergency event, across the built, economic, natural, social and cultural environments.



**Our mission**

To work with our communities to understand what they want their environments to look and feel like in the short, medium and long term following an emergency. In order to achieve our vision.

**Priority One**

Building a strong and robust recovery function, with an operating framework and clear processes and procedures.

**Priority Two**

To build an internal training pathway for all levels of Recovery.

**Priority Three**

To develop a stakeholder engagement framework to foster stronger relationships with our partners, agencies and stakeholders at both a local and group level.

**Priority One**

**What we know and where we want to be**

**Current State:**

The Recovery function has limited depth within the team, with limited supporting processes and procedures. Roles and expectations need to be defined with recovery members being fully knowledgeable about the full recovery process from response, transition and post recovery. A clear process for handover from response is required.

The MDRF (Mayoral Disaster Relief Fund) process needs to be finalised and ownership handed to both Nelson City Council and Tasman District Council with a liaison/support role from the NTCDEM Group.

**Future State:**

To have a fully functioning Recovery and MDRF team across both the Nelson and Tasman regions that have a sound understanding of the recovery space, therefore able to support the event from response, transition and post event. Processes and procedures are in place to support the staff within the function. With a Recovery liaison in:

- Murchison
- Golden Bay
- Nelson Lakes

**What we are working on now**

Investigating what is needed to build a work programme to support the needs identified.

Design and development of the Nelson Tasman Recovery structure

**Priority Two**

**What we know and where we want to be**

**Current State:**

Aside from an ITF (Integrated Training Framework) Recovery Manager course, there is currently no training pathway in place for the full Recovery function.

**Future State:**

To have a training pathway embedded with ongoing training/workshops for the Recovery team at both the local and group level, with clear roles and responsibilities for each team member.

Also have a strong understanding and knowledge of how Recovery fits into the other CIMS functions and liaison roles.

**What we are working on now**

Building a picture of the training needs of the Recovery function, looking at what training will be needed and at what level

**Priority Three**

**What we know and where we want to be**

**Current State:**

The current structure of our stakeholder engagement is limited. It is currently focused at a high strategic level only. Greater depth and understanding is needed at all levels.

Levels of engagement with stakeholders, partners, agencies and communities at both a regional and local level is required. An understanding of who is needed to be communicated with for decision making, consultation and/or information only in all levels of response (pre and post) including BAU is required.

**Future State:**

There will be a clear understanding of recovery requirements amongst all are our key stakeholders, partners, agencies and communities within Recovery.

We will have achieved a healthy picture of who at what level we need to engage with and at what stage within BAU, and pre/post events.

**What we are working on now**

Mapping out the key stakeholders, agencies and partners within recovery and determining which of the following categories they align too:

1. Decision makers
2. Consultation group
3. Information only
4. Implementers

**Nelson Tasman**  
**Lifelines Committee Priorities**  
2020/2021 - Phase one

**NELSON TASMAN CIVIL DEFENCE**  
EMERGENCY MANAGEMENT GROUP  
[nelsontasmancivildefence.co.nz](http://nelsontasmancivildefence.co.nz)

**tasman**  
District Council  
Te Kaunihera o te tai o Aorere

**Nelson City Council**  
Te Kaunihera o Whakatō

**Lifeline utilities:** essential community services such as water, wastewater, transport, energy and telecommunications. These services act as foundations, enabling business, and underpinning the prosperity of our communities.



### Our vision

To help the Nelson Tasman region reduce the vulnerability of its lifeline utilities and improve resilience through working collaboratively with our partners, key stakeholders, agencies and communities.



### Our mission

Facilitate all lifeline, stakeholders, partners and agencies to be more knowledgeable about their and each other's lifeline responsibilities. Achieving an effective lifelines function with clear processes and procedures to support all levels of communication in BAU and response.

## Priority One

Create stronger relationships and communication frameworks with our partners agencies, emergency services and key stakeholders.

## Priority Two

Strengthen our communication structures between the local EOC's and Group EOC pre-event, in an event, and post event.

## Priority Three

Building a strong and robust Lifelines function, with an operating framework and clear processes and procedures. Develop an internal training pathway holding workshops to form a cohesive knowledge base for all levels of Lifelines.

## Priority One

### What we know and where we want to be

#### Current State:

There is inadequate knowledge regarding who to engage with other than at a strategic level. There is a level of stakeholder engagement with some of our key lifeline utility groups, however a deeper understanding of each other's businesses and how we operate in BAU and in an event is needed. There is a need to grow better relationships with iwi, other agencies, emergency services and our communities as the end users of our lifeline assets.

#### Future State:

There will be a clear understanding of lifeline requirements amongst all our key stakeholders, partners, agencies and communities. We will have achieved a healthy picture of who at what level we need to engage with and at what stage within BAU, pre, during and post events.

### What we are working on now

Mapping out the key stakeholders, agencies and partners within lifelines and determining which of the following categories they align too:

1. Decision makers
2. Consultation group
3. Information only
4. Implementers

## Priority Two

### What we know and where we want to be

#### Current State:

The lifelines group has limited depth and capability at a local level to foster community relationship. As a result structures to support the group level in information gathering and sharing in both BAU and in an event is lacking. Work with all three local EOC's is needed:

- Murchison
- Golden Bay
- Nelson Lakes

#### Future State:

That the LUC and the wider lifelines function, key stakeholders, agencies, partners and local EOC IMT's at all levels have a communication structure to share information, along with a comprehensive contact list for all levels of communication. To develop communication structures between our key stakeholders, partners and agencies at all levels. This is needed to be able to respond in a timely manner in an event.

### What we are working on now

A comprehensive contact list is being compiled.

## Priority Three

### What we know and where we want to be

#### Current State:

At this stage the lifelines group only meet three times a year as part of a committee and this tends to be at a strategic level only. The lifelines function has limited depth within the team, with limited processes, procedures, and personnel. Roles and expectations need to be defined and the knowledge of the full lifeline process from response, and post event.

#### Future State:

To have a fully functioning Lifelines team across Nelson Tasman that has a sound understating of the Lifelines space, therefore able to support the event from response through to recovery. Processes and procedures to support the staff within the function are in place. With a Lifelines liaison in:

- Murchison
- Golden Bay
- Nelson Lakes

A training pathway is in place. With ongoing training/workshops with clear roles and responsibilities for each team member. A strong understanding and knowledge of how lifelines fits into the other CIMS functions and liaison role is in place.

### What we are working on now

- Investigating what is needed to build a work programme to support the needs identified
- The design and development of a Nelson Tasman Lifelines structure
- Investigating the key lifeline agencies to improve the Groups knowledge of their business and how they fit in.

Report to CDEM - CEG 01MAR2021

Report to CDEM - CEG 01MAR2021

Item 5: Manager Emergency Management Report to CDEM - CEG 1 March 2021:  
Attachment 1

Nelson Tasman CDEM Coordinating Executive Group Agenda – 01 March 2021

Item 6.1

**Nelson Tasman Emergency Management**

**Statement of Income and Expenditure**  
For Period to

	December-20		Year to Date		Variance	Full Year Budget
	Current Month		Year to Date			
	Actual	Budget	Actual	Budget		
<b>Income</b>						
Levies	58,694	58,694	352,163	352,164	1	704,326
Other Income	11,652	-	11,652	-	(11,652)	-
Interest	-	1,391	-	8,346	8,346	16,687
	<u>70,346</u>	<u>60,085</u>	<u>363,815</u>	<u>360,510</u>	<u>(3,305)</u>	<u>721,013</u>
<b>Less Expenditure</b>						
Staffing Costs	44,605	42,481	248,243	254,886	6,643	513,970
Operational Costs	7,793	10,981	67,382	65,886	(1,496)	156,780
Maintenance	1,226	833	3,198	4,998	1,800	10,000
Public Engagement	14	1,083	4,466	6,498	2,032	13,000
Consultancy	-	1,667	16,592	10,002	(6,590)	20,000
Conferences	-	-	-	-	0	-
Fixed Overheads	7,234	8,348	46,083	50,088	4,005	100,163
Depreciation	5,213	8,392	31,277	50,352	19,075	100,700
NZRT-2	674	2,916	10,189	17,496	7,307	35,000
Event Costs	286	583	2,710	3,498	788	7,000
<b>Total Expenses</b>	<u>67,045</u>	<u>77,284</u>	<u>430,140</u>	<u>463,704</u>	<u>33,564</u>	<u>956,613</u>
<b>Net Income (Deficit)</b>	<u>3,302</u>	<u>(17,199)</u>	<u>(66,324)</u>	<u>(103,194)</u>	<u>36,870</u>	<u>(235,600)</u>

**Statement of Financial Position**  
As At

	Dec-20	Nov-20	Jun-20
Opening Equity	892,119	892,119	1,089,049
Plus YTD Surplus (deficit)	<u>(66,324)</u>	<u>(69,626)</u>	<u>(196,930)</u>
<b>Equity</b>	<u>825,795</u>	<u>822,493</u>	<u>892,119</u>
<b>Which was invested as follows -</b>			
<b>Assets</b>			
Prepayments	6,763	6,763	55,216
Accounts Receivable	36,464	36,464	36,464
Accrued TDC Grant invoicing/ Wel	694,891	665,544	753,585
Inventories	-	-	-
Fixed Assets	288,886	291,898	248,189
Intangibles	6,750	6,875	7,500
NCC Reserve Account	-	-	-
	<u>1,033,753</u>	<u>1,007,544</u>	<u>1,100,954</u>
<b>Liabilities</b>			
NCC Current Account	195,948	173,040	184,013
Income in Advance	-	-	-
Sundry Creditors	<u>12,010</u>	<u>12,010</u>	<u>24,822</u>
	<u>207,958</u>	<u>185,050</u>	<u>208,835</u>
	<u>825,795</u>	<u>822,493</u>	<u>892,119</u>

Attachment 3