

# Joint Committee West Coast Emergency Management

Meeting Time: 9.00am – 10.30am Wednesday, 9 November 2022  
Location: Buller District Council Chambers  
ZOOM Details: Meeting ID: 863 8260 3632  
Passcode: 203506

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## Agenda

Joint Committee Chair – Mayor Tania Gibson

1. Welcome and apologies
2. Appointment of new Joint Committee chair **Pg. 2**
3. Confirmation of the Minutes of last meeting held on Wednesday, 11 May 2021  
Matters arising from Minutes **Pg. 3-4**
4. Group Manager Report - Claire Brown **Pg. 5-7**  
*With Attachment ONE*
5. National Emergency Management Agency (NEMA) Update – Paul Renshaw **Pg. 8-10**
5. General Business
7. Meeting Close

**Next Meeting:**  
2023 Meeting Schedule tbc

## AGENDA ITEM TWO

**Prepared for:** West Coast Emergency Management Joint Committee  
**Prepared by:** Simon Bastion – CEG Chair  
**Meeting Date:** 9 November 2022  
**Subject:** Appointment of new Joint Committee Chair

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### **Purpose**

To seek nominations for and appoint a new Chair of the West Coast Emergency Management Joint Committee.

### **Term of Chair and Governance**

Joint Committee elect a new Chair and Deputy Chair following a local election, under provisions of section 24 of schedule 7 of the Local Government Act 2002.

### **Recommendation**

Seek nominations and conduct appointment process.

Simon Bastion  
Chair, Coordinating Executive Group  
Chief Executive, Westland District Council

**THE MINUTES OF THE WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE  
HELD AT WEST COAST REGIONAL COUNCIL CHAMBERS, GREYMOUT AND VIA ZOOM  
10 AUGUST 2022, 9:00AM**

Chair – Mayor Tania Gibson

**Attendees:**

Tania Gibson (Chair – GDC Mayor), Francois Tumahai (Te Rūnganga o Ngāti Waewae), Paul Madgwick (Te Rūnganga o Makaawhio), Allan Birchfield (WCRC Chair), Jamie Cleine (BDC Mayor) via zoom, Paul Morris (GDC), Claire Brown (WEM), Rachel Vaughan (WCRC) via zoom, Rachel Townrow (Acting CE - BDC) via Zoom, Simon Chambers (NEMA) via zoom, Amie Drnasin (minute taker).

**Guests:**

**Apologies:** Simon Bastion (CE WDC), Heather Mabin (CE WCRC), Sharon Mason (CE BDC)

**1. Welcome and apologies.**

T Gibson welcomed all present to the meeting

**Apologies:** Simon Bastion (CEO WDC), Heather Mabin (CEO WCRC), Sharon Mason (CEO BDC)

**Moved**(T Gibson/J Cleine)

*Carried*

**2. Confirmation of the Minutes**

The minutes from the last meeting held on Wednesday 11 May 2021 were confirmed as correct.

**Moved** (T Gibson/P Madgwick)

*Carried*

**Matters Arising**

There were no matter arising

**3. Regional Director's Report**

C. Brown took the report as read and noted there had been several Emergency Rresponse's and partial activations throughout June and July. C Brown acknowledged the passing of Tim Gibb who was on the panel for Franz Josef Community Support Officer position, highlighting the many years of service and committment that T Gibb and his family had provided to Civil Defence Emergency Managment over many years.

The other points highlighted included the Westport Evacuation Plan workshop that was scheduled for 16 August 2022, the good progresson the Review recommendation from October 2021, and the volumn of training occurring across the region with good levels of particiaptoin from councils.

C.Brown responded to a qustion from Mayor Cleine regading the Westport Evacuation plan that this would be excercised with the key agencies.

Discussion around the Controllers took place with C.Brown advising the additional approcahes she had received from people interested in the Controller positions were mainly base on the Coast.

**Recommendation**

Receive the report

**MOVED** (F.Tumahai / J.Cleine)

*Carried*

**4. Six Month Work Plan and Priorities**

C.Brown refered to the work priority attachment that had been revied in July by the Coordinating Executive Group who agreed to submit the plan to the Joint Committee for endorse. She drew the

attention to priority of the Westport Evauation plan and the EOC/ECC resource stock-take excercise and the connetion of this to the 'Better of Funding' packages that are currently being fleshed out.

A.Birchfield asked about the Controller advertismment and the referenc to Te Treaty o Waitangi. F-Tumahai noted that an understanding to the Treaty is a common requirement in many agencies and groups. C.Brown noted the need to take into consideration the driversity population and the role and support that Maori / Iwi contribute to a response. She noted it was critical that Controllers had an understanding of the Treaty but also acknowledged the support that may be required to develop this area for potential Controllers. She responded to a query to advise the Response and Recovery training programme that is available for Controllers has a significant section on the role of and engagemnt with Māori / Iwi. S.Chambers supported these comments.

**Recommendation**

To endorse the six-month work priorities form July to Decenber 2022.

**MOVED** (check no audio or visual)

*Carried*

**5. National Emergency Management Agency (NEMA) Update**

S.Chambers took his report as read and highlighted the follwoing points:

- Change in Minister to Hon Kieran McAnulty who had recently visited the region with is other portfolios. No change in focus from prior Minister, Hon Kiritapu Allan, noting the ongoing high poriority of working with Iwi/Māori
- The new emergency management Bill with an extension of submission to the Select Committee now not expected until next year. So the new incoming local government governance will have an opportunity to be involved.
- The new draft Emergency Management plan is expected to be available for consultation in the next few months.
- If there is a need to declare during the period between the announcement of the election results and the swearing in of the local authority NEMA advise to use the Minister if this is the case. Advised to have the discussion with himself of alternate advisor Paul Renshaw.

**Recommendation**

To receive the report.

**MOVED** (T.Gibson / A.Birchfield)

*Carried*

**6. General Business**

J.Cleine advised he as invited by NEMA to participate in a national training excercise at the end of the month and present on local government expereince in emergencies, and how governance operates during an event

**7. Meeting closed at 0919**

Next meeting: 9 November 2022 at Buller District Council or via zoom.

## AGENDA ITEM FOUR

**Prepared for:** West Coast Emergency Management Joint Committee  
**Prepared by:** Claire Brown  
**Meeting Date:** 9 November 2022  
**Subject:** Group Manger Report

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### **PURPOSE**

To update the West Coast Emergency Management (WCEM) Joint Committee on work progress, key projects, and highlights since the last meeting on 10 August 2022.

### **EMERGENCY RESPONSE MONITORING AND ACTIVATION**

The following response activity has occurred since Joint Committee last met:

#### 15 – 19 August 2022 Red Rain Warning

This event resulted in a state of emergency declaration on 16 August. Resources were deployed across and into the region with both Buller and Westland EOCs and the ECC activated. Voluntary evacuations occurred in the Westport area, with the hospital relocated and evacuation centres prepared. Sand-bags were distributed and placed around critical areas. Schools were closed for several days.

This course of this weather event resulted in state of emergency declarations for both Nelson / Tasman and Marlborough Groups with significant damage to homes, property, and infrastructure.

#### 2 – 3 November 2022 Orange Rain Warning

This event forecast up to 550mm rain over 32 hours mostly in the Westland District. An EOC was activated in Westland to monitor the event and coordinate preparations. The EOC was activated from 1100 Wednesday 2 November through to 0900 Thursday 3 November. Sand-bags were made available for the public at strategic locations around the Hokitika township. Localised local and state highway closures, surface flooding, school closures took place.

### **COORDINATING EXECUTIVE GROUP (CEG) UPDATE**

A report to the CEG on 26 October 2022 contained the following key points:

#### Staff

The Readiness and Response Emergency Management Officer (EMO) and Buller EMO positions are now filled. The Westland EMO position was advertised and interviews are in progress.

#### 2022 – 2023 Resilience Fund Projects

Good progress is made on both the Fuel and Alternate Communication's projects. A highlight has been the initiation of a South Island group to collaborate in the design a HF Radio network, that a portion of the NEMA resilience fund (\$30,000) will contribute to.

#### Franz Community Support Officer

A contract has commenced for a 12-month position to enhance community preparedness for the Franz Josef community. This work is funded through a successful application made by the Franz Josef community through a lotteries grant. This position will work closely with WCEM, particularly the new Westland EMO and is a great resource boost for south Westland.

### Westport Operational Evacuation Plan

The draft evacuation plan was tested in the August flood activation in Westport. A follow-up de-brief and review of the plan took place on 28 September. Overall, it was agreed the plan worked well but required some changes including the addition of the staged evacuation steps that were used in August. A version two with these changes will be circulated to the working group this month.

### Lifelines, Welfare, and The Farming Community Advisory (FCAG) Networks

We are addressing the lack of regular meetings for all three main network groups: Lifelines Utilities, Welfare Community and the Farming group.

The WCEM Welfare Community Resilience met last week with twenty-six agencies attending. There was a strong emphasis on collaborating on community resilience plans. Ministry of Social Development and Ministry for Primary Industries agreed to work with WCEM to develop a template. A future date was set for MPI to present on planning with regards Foot and Mouth Disease (FMD).

A Lifelines and Farming Community network are both set to meet before the end of the year.

### FENZ Local Advisory Committee (LAC)

I attended the LAC meeting last month. It was a good opportunity to discuss how we work together to improve the emergency management network across the region. We intend to keep more connected with this group in future.

### NEMA Resilience Project Ideas 2023-2024

CEG endorsed the progression of two funding proposals topics for next year's funding round. The included 1) 'KitMe' Household Preparedness Web based tool – phase two national rollout, and 2) Alternate EOC / ECC Emergency Equipment Cache with early discussion with Makaawhio, Ngāti Waewae and Ngāi Tahu regarding the location of emergency equipment at Marae.

More detail on the content of the proposals will be discussed by the Operational Sub-Committee end of November, before presenting to CEG for approval and submission by 31 January 2023.

### Operational Sub-Committee Updates (OSC)

The OSC Chair reported to CEG the good progress on the work programme but the need for more traction on Alpine Fault Agency Planning and the Controller Network Programme.

Progress on growing response capability across council and agencies reported. It was also acknowledged however, that due to the limited training subsidy from NEMA that each council would be asked to consider what funding they could contribute for the next financial year to support building their staff and community's capability.

CEG accepted the recommendation to endorse the regional roll-out of the D4H digital response platform and that discussions are held with each council on the funding implications and timeframe.

### Progress Update on October 2021 Review

CEG were advised that of the 40 recommendations in the October 2021 Review that thirty-three were complete, five were underway and two were still to be progressed. The two to be progressed involved incorporating exercises into the training programme, and that the Lifeline's group profile and support is lifted.

The Group Manager also advised the changes in her title and reporting line had occurred that were directly aligned with the relevant recommendations in the Review.

### **COUNCIL INDUCTIONS**

We have had the opportunity to present at West Coast Region and Westland District councils' induction programmes. The template of the presentation is attached, in addition to a guideline pack that is being given out to Councillors.

### **RECOMMENDATION**

That the West Coast Emergency Management Joint Committee:

*receive* this report

Claire Brown  
Group Manager

**Prepared for:** West Coast Joint Committee  
**Prepared by:** Paul Renshaw  
**Meeting Date:** 9 November 2022  
**Subject:** National Emergency Management Agency (NEMA) Update

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## Report to the West Coast Civil Defence and Emergency Management Joint Committee Meeting - 9 November 2022

### Trifecta Programme

- The final Emergency Management System Reform Cabinet paper is due to be proactively released. NEMA will forward this to CDEM Governance as soon as it is publicly available.

### *New Emergency Management Bill*

- Drafting of the Bill is underway with the intention of introducing it to the House of Representatives in late November, early December or early 2023.
- There will be an opportunity to provide feedback via the Select Committee process. This will occur following the introduction of the Bill to the House.

### *National Civil Defence Emergency Management Plan and Guide*

- The first phase of targeted engagement for the review of the National CDEM Plan (the Plan) has been completed.
- An early draft of the new Plan is being prepared to share as a basis for collaboration for the next round of engagement.
- The timeframe for engagement has been extended. Engagement will occur over approximately six months, with most of it occurring in 2023 to take account of the current reform pressures on local government.

### *Lead and Support Agency Roles and Responsibilities*

- NEMA has developed and completed initial testing for some options to clarify the roles and responsibilities of lead and support agencies and is analysing what has been learnt.
- CDEM Group feedback will inform decisions about preferred options.

### *Te Kotahitanga o Ngā Tai – the joining of the tides*

- On 13 and 14 September, NEMA, with Wellington CDEM Group and the Group Manager for Tairāwhiti supported a wānanga hosted by Ngāti Toa Rangatira and Te Āti Awa. The wānanga, Te Kotahitanga o Ngā Tai (the joining of the tides), was for mana whenua, Māori, NEMA and CDEM to progress meaningful change in the emergency management sector.
- The experiences of Māori in emergency events including the Pigeon Valley fires, and severe weather and flooding in Kawatiri (Buller), Te Taihu (Nelson-Tasman) and Te Tairāwhiti were presented.
- The Trifecta Programme will incorporate what was learnt from the wānanga, including ways of better engaging with Māori as the work progresses.
- The wānanga is part of a continuing conversation and ongoing relationship building with Māori since the National Emergency Management Conference 2021. At that conference, three wero were laid down: tukua, turi and tikanga - acknowledging and learning from the past to look to a



collaborative future, removing barriers to tangata whenua and reflecting Mātauranga Māori in emergency management.

- NEMA's involvement in the wānanga is part of the response to these three wero and part of the commitment to ensuring Māori participation in the emergency management system is recognised, enabled, and valued.

## Catastrophic Planning

- Between now and Christmas, a key focus for NEMA will be bolstering its readiness for a catastrophic event.
- New Zealand has not seen a catastrophic level event which exceeds our capacity on a large scale.
- This work is being done with urgency as the likelihood and risk exposure to a catastrophic event for New Zealand is not currently reflected in the readiness of our emergency management system to respond to such an event.
- NEMA will keep the CDEM sector updated as this work takes shape, particularly how this planning will be regionalised going forwards.

## Monitoring, Alerting and Reporting Centre

- The MAR Centre has been operating on a 24/7 basis since the end of June, providing NEMA with situational awareness and early warning of emerging risks.
- The team has responded to a number of smaller domestic and distant earthquakes during that time, assessing the risk and sharing information through the National Warning System and NEMA's social media channels.
- The largest contribution has been during the recent spate of weather events where it worked alongside the NEMA National Coordination Centre to gather and share information across the affected CDEM Groups, facilitate hazard-based inter-agency meetings and provide updates to the Minister.
- The information gathering function has begun to expand, linking in with, and sharing intelligence with New Zealand government agencies and with counterparts in Australia and the United States.
- One of the products of this increased capability is the release of a Daily Intelligence Bulletin which is now being shared with CDEM Groups.

## Foot and Mouth Disease – National Planning

- The Ministry for Primary Industries (MPI) is leading updated national planning to prepare for the possibility of a Foot and Mouth Disease (FMD) outbreak in New Zealand, following the risk being assessed to have heightened because of FMD spreading in Indonesia.
- NEMA joined a series of All of Government planning workshops at which basic scenarios were worked through. The workshops will lead to revision of national planning, building on the 2018 *Foot and Mouth Disease Response and Recovery Plan*. Updated planning will need to incorporate lessons identified during the COVID-19 pandemic.
- The recent workshops have raised questions around the role of NEMA and the CDEM Groups in terms of welfare responsibilities, and regional coordination arrangements. These discussions are ongoing amongst agencies; NEMA will keep CDEM Groups briefed via usual channels.

## Disaster/Mayoral Relief Funds

- During or after an emergency event the government may contribute to a Disaster Relief Fund (often referred to as a Mayoral Relief Fund - MRF).
- An update has been made to section 33.5.2 of the Guide to the National CDEM Plan to the effect that Government contributions to MRF will now be stated in GST exclusive amounts.

- For example, if the government contributes \$100,000 to a Mayoral Relief Fund, this contribution will be GST exclusive. Previously, the amount stated was GST inclusive (i.e., \$100,000 equated to \$86,960, excluding GST).

## Sector Surge Support in an Emergency

- CDEM Groups and councils across the country provided significant support to coordination centres on the West Coast, Nelson-Tasman, and Marlborough during the severe weather event in late August.
- Over 70 staff were deployed from supporting CDEM Groups and councils across the country (including Auckland) under national coordination arrangements, while a significant number was also deployed on a bilateral basis.
- Deployments of nationally coordinated staff were conducted in-line with the high-level principles that had been developed with the National Emergency Management Development Group in early 2022. These saw some notable improvements, including better certainty for home and requesting agencies by adopting and implementing a 1-day travel, 5-days' work, 1-day travel deployment model, and a recognition that timely requests for personnel support were necessary to ensure staff could be identified and mobilised.
- The importance for coordination centres to have a sufficient depth of response personnel to enable initial shifts to be staffed while surge staff are requested and mobilised, was again underlined.
- NEMA National Operations has employed a full-time Senior Advisor to continue progressing this work; the next six months will focus on the development of supporting procedures, guidance, and training material for CDEM Groups.

## New Zealand Response Teams

- On 20 August, NZRT-8 Wellington Emergency Response Team was the first team to achieve accreditation under the new NEMA national accreditation process.
- Marlborough, Selwyn, and Nelson-Tasman Response Teams have accreditation visits scheduled for October and November.
- New Zealand Response Teams (NZRTs) now have their own learning dashboard on the Takatū learning management system; this allows team members to complete some of the theory-based training through online learning modules at no cost. More content will be added to this dashboard over time.

### RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

- **receive** this report

Paul Renshaw | Senior Regional Emergency Management Advisor  
National Emergency Management Agency Te Rākau Whakamarumarū