

Joint Committee West Coast Emergency Management

Meeting Time: 9.00am – 10.30am Wednesday, 10 August 2022
Location: Grey District Council Chambers
ZOOM Details: Meeting ID: 841 1771 9210
Passcode: 512365

Agenda

Joint Committee Chair – Mayor Tania Gibson

1. Welcome and apologies
2. Confirmation of the Minutes of last meeting held on Wednesday, 11 May 2021
Matters arising from Minutes **Pg. 2-5**
3. Regional Director's Report - Claire Brown **Pg. 6–8**
4. Six Month Work Plan and Priorities – Claire Brown **Pg. 9-11**
6. National Emergency Management Agency (NEMA) Update - Simon Chambers **Pg.12-15**
7. General Business
8. Meeting Close

Next Meeting:

9 November 2022, Buller District Council Chambers and via Zoom

**THE MINUTES OF THE WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE
HELD AT WESTCOAST REGIONAL COUNCIL CHAMBERS, GREYMOUTH AND VIA ZOOM
11 MAY 2022, 9.15am**

Chair - Mayor Tania Gibson

Attendees:

Tania Gibson (Chair - Grey Mayor), Bruce Smith (Westland Mayor), Jamie Cleine (Buller Mayor), Allan Birchfield (WCRC Chair), Francois Tumahai (Te Rūnanga o Ngāti Waewae), Sharon Mason (BDC), Paul Morris (GDC), Simon Bastion (WDC), Heather Mabin (WCRC), Claire Brown, Cindy Fleming, Jo Paterson and Jo Reid (WCEM)

Guests: Chris Hawker (C3 Consulting), Simon Chambers (NEMA), Paul Renshaw (NEMA)

Apologies: Paul Madgwick (Te Rūnanga o Makaawhio)

1. Welcome and apologies.

T Gibson welcomed all present to the meeting

Apologies: Paul Madgwick

MOVED (T Gibson / F Tumahai)

Carried

2. Confirmation of the Minutes

The minutes from the last meeting held on 02 March 2022 were confirmed as true and accurate.

Matters Arising

T. Gibson asked C. Brown how many staff were bought into West Coast for November 2021 event. Claire replied saying there has also been an information act request for that as well. Claire to get back to committee by end of week.

MOVED (T Gibson / B Smith)

Carried

3. Regional Director's Report - Claire Brown

A late agenda item was circulated from Chris Hawker regarding the partnership agreement which is contained in the Directors report and will now be covered as a second agenda item.

C. Brown took her report as read and spoke to a highlighted summary.

Staffing

- Joanne Reid, New Emergency Management Officer, Greymouth, started on 3 May 2022
- John Canning, Resigned as Group controller in March.
- Jo Paterson has also resigned and finished on 17 June.

Training Calendar

- With reference to the attached training programme, good progress made with course provision and participants.

NEMA Resilience Fund

- Successful application announced last week
- Media Release attached to report
- Thanked and acknowledged Michelle Gillman for all her work on the resilience action plan.

B. Smith advised he would like another 12-18 months of project support.

H. Mabin replied that Chris Hawker is contracted until the end of May and she is in discussions with NEMA, and would have outcome in a matter of days.

J. Cleine acknowledged Jo Paterson's contribution and work on natural hazards and quick capture. He asked for an update on the EMO situation in Buller and plan for replacement of Jo.

C. Brown advised progress was being made for recruitment of Buller EMO position, hoping to make announcement next week. Natural Hazard Analyst position being worked through with H. Mabin on a role description for position, conversations underway.

B. Smith asked if C. Brown was in discussion with Buller representatives regarding recruitment and in discussions with CEG regarding next role as well.

C. Brown confirmed Buller are involved in the recruitment with a representative on the panel throughout the process. Natural Hazards position is in line with the recommendations agreed to in the report in October. Regarding the EMO R&R role C. Brown commented that there is a panel with representation from the OSC. Applications have been received for position which closed end April. A number of conversations have been held on the challenges of filling that role. Very hopeful to make announcement in next week or so.

B. Smith asked if CEG were involved. C. Brown confirmed the panel representation involves a member of the OSC which is a representative from emergency services, who is also represented on CEG.

B. Smith mentioned there were issues last year and this year where processes were not followed through. Looking for reassurance that this doesn't happen again.

C. Brown said all recruitment throughout the year had involved the right make up on the panel. BDC have been involved in the Buller position with a district representative on the panel of this and previous positions that is based in the district.

S. Bastion endorsed the work M. Gillman completed and noted the success for both new NEMA applications. These have a tight end date for completion and asked about project coordination resources for this work.

C. Brown confirmed there is a component in both application for project management. Both projects will be on agenda for next OSC meeting. This will absorb a lot of work and attention for next year or two. Next OSC meeting is scheduled for end of June. He acknowledged there are more opportunities identified which business cases aren't finished for. Do we have a plan or opportunity to approach NEMA for support for funding to progress these opportunities?

C. Brown, there is an opportunity to approach NEMA for additional or future Resilience funding. M. Gillman has left a number of items that can be addressed which will be incorporated into the overall work program which is the topic of discussion with the OSC, this influences the size and content of the work program. C. Brown intends to table a number of the items for the work program.

B. Smith asked C. Brown to confirm the focus is on Fuel supplies for Greymouth and Communications.

C. Brown confirmed the two successful applications are Fuel Storage and Alternate Comms. They are considerable sized projects. The other aspects of fuel storage not included in NEMA application include fuel storage work with Council involvement which will be tabled with OSC to agree to include in work program going forward. A bulk of work over next year or two will involve alternate communications and fuel. B. Smith thanked for clarification and said he is focused on the fuel.

T. Gibson welcomed Joanne Reid, new Greymouth EMO

MOVED that the report be received
(T Gibson / J Cleine)
Carried

Late Item

To receive the Late item of the Partnership Agreement document for West Coast Emergency Civil Defence Management Group Committee

MOVED
(T Gibson / J Cleine)
Carried

4. West Coast Emergency Management Joint Committee Partnership Agreement

T. Gibson asked for any question or comments

C. Brown highlighted points from the agreement and noted the vision of the partnership agreement of we are all coasters and all in this together are a crucial foundation of the document. The Partnership agreement has been taken through all three district councils and the regional council groups who have all had the opportunity to review and comment. Now it is up to the Joint Committee to adopt this Partnership Agreement.

T. Gibson noted that all councils have ratified this agreement.

Recommendation

That report be received and that the West Coast Civil Defence Emergency Management Group formally adopt the Partnership Agreement as confirmed by each council member.

MOVED

(J Cleine / B Smith)

Carried

5. West Coast CDEM Controller Options – Chris Hawker

C. Hawker his report as read and spoke to a highlighted summary.

T. Gibson agrees there will be skilled people on the coast and the importance of progressing.

B. Smith supports comments. Agrees to the appointment of external controllers urgently.

J. Cleine commented that its clear the barriers and training required are onerous and its important there is a back-up. He asked how this would work in practice is there was no road access. C.Hawker suggested in the interim there needs to be a controller on the ground where the issue is happening. We would need to find some way of getting a controller into the district with NEMAs assistance if required.

S. Chambers added that is a community was isolated, NEMA would make every effort to get a controller on the ground, most likely by helicopter

J. Cleine would like pre-emptive thinking that if there is an event likely there is a controller enroute to make sure someone was on the ground

S. Mason indicated both Sean Judd and Bob Dickson would step in if needed.

S. Bastion has spoken to T, Cook and has agreed that she will support the whole region in these roadshows. Their contribution was thanked by both C. Hawker and S. Mason.

C. Hawker stated that the Controller policy has been adapted to account for the comments from CEG and CEs. C. Hawker will take this as read and commented that each council does have delegation in place for controllers. S. Bastion confirmed all CE's have done this delegation.

Recommendation

That the West Coast CDEM Group, Joint Committee

- 1) Receive this report
- 2) Consider and appoint the designated external Controller cadre
- 3) Consider and approve the Controller Policy
- 4) Consider and approve the recruitment campaign

MOVED

(T Gibson / J Cleine)

Carried

6. National Emergency Management Agency (NEMA) Update – Simon Chambers

S Chambers apologised for the need to remove an item that has not yet been approved by the Minister. There is a redacted copy sent to Claire to use for the minutes.

S. Chambers will take report as read and provided a highlighted summary.

Majors on call with minister regarding moving dates for the Bill until after local body elections in November. Possible Select Committee hearing in early 2023. Hopefully Bill will go through house June next year

Readiness Response role, NEMA is supplying two staff to assist in the role while recruiting.

WorkSafe prosecuting of NEMA following Whakaari White Island eruption. NEMA feel they should not have need charged and has appealed the charge. Judge found NEMA do not have public safety functions as part of role and case is dismissed. This may be appealed by Worksafe.

Recommendation

To receive presentation with release with the removal for the Hunt report

MOVED

(T Gibson / B Smith)

Carried

7. Late agenda item – Hydro sites water watch project – Jo Paterson

J Paterson spoke to her presentation seeking funding support to increase river monitoring region wide.

S. Bastion commented that Controllers have been asking for this for quite some time. Congratulated the team for pulling this together. He is also asked about live streaming, particularly on the high-risk rivers.

J. Paterson said the action plan will be worked on tomorrow for FRAT (Flood Risk Assessment Team). Cameras and automation are critical topics that need to be addresses. A project proposal needs to be set up for camera locations in the first phase and then seek funding. High on the agenda with rain gauges and the water watch project. This is a definite need, especially for Waiho because there are always eyes needed on the river in addition to telemetry due to riverbed changes. There is a hope to see camera within the next two to three years.

S. Mason agreed with Simon and asked for indicative funding/ costs

J. Paterson stated Cameras are up to \$60,000 for one camera, but that there are less expensive options.

S. Mason asked if they we are looking for approx. \$500,000

J. Paterson thinks \$100,000 injection for water watch, cameras and rain gauges would be excellent and be in a better position to give good intelligence

Report moved as received

MOVED

(T Gibson / B Smith)

Carried

General Business

B. Smith asked for clarity of where Iwi involvement fits into the structure just adopted

F. Tumahai is in favour of the process and is happy with the way it is running and expects it will continue this way.

Meeting Close. 09:51 am

Next Meeting: 10 August 2022, Grey District Council Chambers, Greymouth or via Zoom

AGENDA ITEM THREE

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown
Meeting Date: 10 August 2022
Subject: Regional Director's Report

PURPOSE

To update the West Coast Emergency Management (WCEM) Joint Committee on work progress, key projects, and highlights since the last meeting on 11 May 2022.

EMERGENCY RESPONSE AND ACTIVATIONS

Since the May meeting we have had the following partial activations:

- 10-13 June 2022: Rain, wind and thunder 'watch', with wave and snow 'warning'. Affecting Buller District. This preceded an Orange Rain Warning a week prior. Alert level 1.
- 11-12 July 2022: Orange Wind 'Warning'. Affecting much of the region. Most impact felt northern Buller. Alert Level 1.
- 17-19 July 2022: Orange Rain 'Warning'. Potentially affecting mostly Westland. Flash flooding in Hokitika township. Alert Level 1.

COORDINATING EXECUTIVE GROUP (CEG) UPDATES

CEG met on 14 July 2022 with the following highlights:

Staffing

- The Buller Emergency Management Officer (EMO) position is currently advertised. The role is currently filled part-time to the end of the year. A representative from Buller District Council is included on the panel.
- The Readiness and Response EMO is also currently advertised. A representative from NZ Police is on the panel.
- We are assisting the Franz Josef community to contract a Community Support Officer for readiness and continuity planning for businesses and residents. This work is funded with the support of a lotteries grant of one year.
- Project Coordination is underway for both NEMA Resilience Fund projects (alternate communications and fuel storage). Progress reports on this work will be provided to the Operational Sub-Committee.

Westport Evacuation Operational Plan

A draft Westport Evacuation plan was circulated to stakeholders in July, with a meeting invite for 16 August. The intention is to review the plan and test this with an exercise in September before it is adopted.

Operational Sub-Committee (OSC)

The first update of the OSC update was provided to CEG by the chair Myles Taylor (FENZ). This report tabled the six-month work priorities to be discussed in the following agenda item.

Progress report on Operational Review October 2021

CEG received a summary breakdown of each of the forty recommendations, with thirty-three recommendations completed or underway. It was agreed more effort is made to sharing and promote the positive work being undertaken.

Digital Incident Management System

An overview of the D4H operating system was provided to CEG. Westland District Council is making good progress on implementation, with discussions to occurring with each Council on cost implications, installation, and training. It was agreed to provide an overview of D4H to this committee at a future meeting.

TRAINING PROGRAMME 2022

Multiple training course have been delivered throughout the year. Good turnout to courses indicates a positive level of engagement across councils, agencies and volunteers. The current schedule is at *Appendix One* for your information.

CONTROLLER PROGRAMME

There has been a good level of interest as a result of a media campaign and increased publicity for more Controllers in the region. At this stage there are another three prospective Controllers we are hoping to recommend to this committee before the end of the year. We will also have a Controller Hui by December to build professional networks and training.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

receive this report

APPENDIX ONE
TRAINING SCHEDULE SNAP-SHOT 5 August 2022

COURSE	PROVIDER	AUGUST	SEPT	OCT	NOV	DEC
CIMS4	Mines Rescue	HKK 9-10 WPT 11-12		GREY 6-7 Oct	GRY 8-9 Nov	
CIMS4	LAND SAR				HKK 1-2 Nov	
Planning	Toa Consulting		WPT 6 Sep HKK 27 Sep		GRY 15 Nov	
Operations	Toa Consulting			TBC		
Intelligence	Toa Consulting		WPT 5 Sep HKK 26 Sep		GRY 14 Nov	
Logistics	Toa Consulting		WPT 7 Sept HKK 28 Sep		GRY 16 Nov	
Welfare ITF	Toa Consulting		WPT 8 Sept HKK 29 Sep		GRY 17 Nov	
Lifelines: LUC, Ops, Agency	Toa Consulting		WPT 9 Sep HKK 30 Sep		GRY 18 Nov	
PIM	Michelle Poole FENZ		GREY 13, 15 WPT			
GIS RBA	Eagle Tech	22-26 Aug TBC				
EM GIS	Eagle Tech			11 - 12 Oct		
FIRST AID	Mines Rescue		12 HKK 13 GRY 14 WPT			

@ 5 August
2022

AGENDA ITEM FOUR

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown
Meeting Date: 10 August 2022
Subject: Regional Director's Report

PURPOSE

To provide the work plan priorities for the six months July to December 2022 for your endorsement.

BACKGROUND

The work plan (at Appendix Two) is a standing agenda item for the Operational Sub-Committee (OSC). It aids the prioritisation of work activity, and over-time should incorporate shared agency items. These priorities also align to the October 2021 Review recommendations.

The priorities were endorsed by Coordinating Executive Group (CEG) on 14 July 2022, who agreed to submit the plan to this committee to endorse.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

endorse the presented six-month work priorities for July to December 2022.

APPENDIX TWO

Work Priorities July – December 2022

	Task	Outcomes / Milestones	Approval Process	Timeframe	Lead Responsibility	Status
1	Team staffed to full capacity with individual work and development plans in place.	A full team is in place and operating in a coordinated and effective manner	Budgeted vacancies No approval required	Immediate	Director & OSC Committee	Underway
2	Controller Programme in place for the Coast and implement a training programme for all Controllers	Controller numbers increased and ongoing support programme in place	Approved by CEG and JC	Immediate	Director, Group Controller	Underway
3	Westport flood response and evacuation plan are in place	Effective, tested and well communicated plan is in place	BDC / CEG	Immediate	Director, EMO and NEMA	Underway
4	EOC / ECC consistent systems and processes are aligned with training pack delivered to functional leads	Effective and consistent systems are in place.	No approvals required	Immediate	Director, EMOs	Underway
5	EOC / ECC training programme in place and functional leads are appointed across all councils	Each EOC has the trained staff	No approvals required	Immediate	Director, EMOs and TLA OSC member	Underway
6	EOC / ECC resources stock-take and gap analysis discussed with each council	Each EOC has the resources required for immediate and independent operations	District Council for funding	Immediate	Director, District EMO, NEMA, TLA OSC member	Underway
7	Community engagement and training. Focus on household and community readiness and response	Develop new partnership-based Community Response Plans & Develop and incorporate into training schedule	No approvals required	Immediate	Director, District EMOs	Underway
8	Identify and appoint project managers to lead the delivery of the approved NEMA Resilience Fund projects	NEMA funded projects are underway and progressing as required by funding rules	No approvals required	Immediate	Director, OSC	Underway

9	West Coast AF8 SAFER Framework Agency Plan (1 year, 1-5 year, 5 year +)	OSC identify programme of works utilising SAFER by June 2022 as primary mechanism to coordinate operational cross agency planning	To be commenced	Three months	Director, Chair OSC	To be commenced
10	Community flood evacuation plans are developed for Greymouth, Hokitika and Waiho Franz	Effective, tested and well communicated plan is in place	To be commenced	Six months	WCEM	To be commenced
11	Provide active support for all current studies and strategies (i.e., Buller Flood Mitigation, Franz Waiho long term strategy etc)	All current and high priority projects are supported to the best of available resources	As requested	As required	Director, EMOs as relevant	As required

Prepared for: West Coast Joint Committee
Prepared by: Simon Chambers
Meeting Date: 10 August 2022
Subject: NEMA UPDATE

Report to the West Coast CDEM Group – Meeting 10 August 2022

New Minister for Emergency Management

- On Monday 13 June it was announced that Hon Kieran McNulty, MP for Wairarapa, is the new Minister for Emergency Management, replacing Hon Kiritapu Allan, with effect from Tuesday 14th June.
- His role has a specific focus on regional issues and includes the Associate Transport (on regional transport) and Associate Local Government portfolios.
- Officials from NEMA have met with the new Minister and will continue to engage closely with him to brief him on the portfolio and hear about the Minister’s priorities in this space.
- NEMA does not expect that the new Minister’s focus or direction will significantly diverge from Minister Allan’s on key priorities such as the Trifecta programme, working with iwi/Māori, and operational readiness.
- NEMA is looking forward to working with Minister McNulty and will engage with his office and Groups to facilitate opportunities for him to get to know the Emergency Management sector.
- NEMA is thankful to Minister Allan for her support of the emergency management sector during her two years holding the portfolio.

Trifecta Programme

- The Trifecta Programme suite of work is a key priority for the Minister for Emergency Management and the National Emergency Management Agency (NEMA).
- The work is not a fundamental transformation of the emergency management system but will instead address a number of identified shortcomings to ensure that the system can meet current and future needs.

New Emergency Management Bill

- Drafting of the Bill is underway with the intention to introduce it to the House of Representatives after the local government elections.
- There will be an opportunity to provide feedback via the Select Committee process.
- Written submissions to the Select Committee are likely to be called for in late November 2022, with hearings in early 2023.

National Civil Defence Emergency Management Plan and Guide

- The review of the National Civil Defence and Emergency Management Plan and accompanying Guide is happening alongside the development of the new Emergency Management Bill to ensure alignment.
- As a result of feedback from stakeholders and the rapidly changing emergency management environment, the intention is that the new Plan is more accessible, user-friendly, and responsive as things change.
- NEMA is aiming to engage with sector partners on an early draft of the National Plan from October to December 2022.

Monitoring, Alerting and Reporting Centre

- NEMA's new Monitoring, Alerting and Reporting (MAR) Centre went live on 27 June.
- The Centre is situated in NEMA's Wellington office and will be staffed with 24/7 awake capability.
- The Centre will take over the functions of NEMA's duty system, such as issuing Emergency Mobile Alerts.
- NEMA's Regional Emergency Management Advisors (REMAs) will continue to be the key point of contact for the regional Duty teams.
- Changes are not expected to impact the resourcing requirements or expectations on the CDEM Groups.

New Zealand Response Teams

- In collaboration with CDEM Groups, a national accreditation process has been developed for the New Zealand Response Teams (NZRTs).
- The process is designed to provide assurance that the teams meet certain standards, and is also in line with the Technical Advisory Group (TAG) review commissioned by the Minister following the November 2016 Hurunui/Kaikōura earthquake and tsunami, and the 2017 Port Hills fire.
- All NZRTs must commit to the new accreditation process by December 2023.
- CEG endorsement is required for all NZRT specialised 'strands' outside of the framework's foundation skill requirements (e.g. swift water rescue).
- Existing Group-to-Group arrangements for NZRT support may be impacted under the revised system as only accredited teams will provide for out-of-region.
- CDEM Groups that do not currently have NZRTs may consider establishing teams under the revised system, which is now more robust and provides national oversight, governance and HSWA protections.

Sector Wellbeing

- There are significant issues with staff burnout and fatigue across the emergency management sector.
- This is evidenced by the difficulties emergency management staff have had maintaining their wellbeing, and the number of staff who have recently left the sector.

- The National Emergency Management Development Group (NEMDG), comprising the 16 CDEM Group Managers and NEMA, established a Wellbeing sub-group to look at options to improve sector wellbeing.
- The Wellbeing sub-group has partnered with Hummingly to produce a wellbeing toolkit designed for emergency management staff.
- Group Managers and NEMA are assessing the feasibility and implementation costs of the wellbeing toolkit at the national and regional level.

National Tsunami Strategy

- Tsunami preparedness is a key priority for the emergency management sector.
- There are programmes of work underway to enhance preparedness at local, regional, and national levels.
- NEMA and CDEM Group Offices have made a joint commitment to develop a National Tsunami Strategy to guide the sector in ensuring communities are tsunami ready.
- The development of this strategy will be a collaborative effort with the CDEM Groups and partner agencies e.g. GNS Science. The strategy will be delivered by the third quarter of 2023.
- This strategy will be supported by a National Tsunami Work Programme, which will combine the key tsunami work across NEMA, CDEM Groups and partner agencies and show the interdependencies across the sector.

Flooding Campaigns

- Floods pose significant risks to communities across Aotearoa/New Zealand.
- NEMA has developed new public education campaigns to increase awareness of the dangers of flooding.
- These campaigns include print, social media, video, and radio ads for use during readiness and response.
The campaigns will be delivered in two parts.
- **Part One:** The *Get The Flood Out* readiness campaign went live on Thursday 9 June.
- The campaign is designed to discourage people from entering floodwaters.
- It is targeted at those who may be more likely to place themselves at risk, such as younger males, and uses bold graphics and a play on words telling people to GTFO (get the flood out).
- **Part Two:** The *Flood Waters are Deep Trouble* campaign will be deployed when severe weather likely to result in flooding is forecast (particularly if a red weather warning is in place), or when flooding is already occurring.
- This advertising has a more serious and impactful tone.

Local Govt power to act during Local Government elections

During the period from the official announcement of the election results to the date of the first meeting of the local authority, a state of local emergency will only be able to be declared by the Minister for Emergency Management.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

receive this report

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