



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	Kaipara District Council (KDC) Resilience Programme
Date of application	February 2013
Details on application	
Lead local authority	Kaipara District Council
CDEM Group	Northland
Other local authorities or Groups supporting the proposal	Northland Regional Council, Whangarei District Council.
Project description	
Executive Summary	
<p>A capability assessment of the Northland Civil Defence Group was carried out by the Ministry of Civil Defence Emergency Management in 2010. The assessment identified that variability within the Group in training and professional development may impact on the ability of Emergency Operating Centres (EOC) to operate effectively for events longer than 48 hour duration.</p> <p>In response to the capability assessment the Northland CEG initiated a review of EOC operations across the region to determine any gaps in capability that may impact on the ability to respond to an emergency.</p> <p>An assessment of the Kaipara District Council EOC arrangements was carried out on 26 May 2011 by the MCDEM Regional Emergency Management Advisor Greg Gallop and the Northland CDEM Manager, Graeme MacDonald.</p> <p>The assessment found that a low level of capability and capacity exists within the Kaipara District Council to provide an effective Emergency Operations Centre. No evidence was found that indicated that the KDC had activated a full EOC at any time, either during a response to an event, for exercises or for training purposes. There was also a strong belief within the KDC that responses to a variety of recent events, including the 2007 storms and recent tsunami events was adequate without the activation of an EOC. This view of KDC staff was at strong variance with the views of the assessment team.</p> <p>The review found that little or no documentation existed and the documentation that does exist is outdated and lacks the required level of detail to adequately describe the functions, responsibilities and coordination activities that would need to be undertaken by an effective EOC.</p> <p>On the positive side, a number of staff have recently attended level 4 Coordinated Incident Management System (CIMS), EOC and welfare training at a regional level. However, no local level training or training programmes exist which has resulted in a low level of local understanding of emergency arrangements and extremely limited capability. Currently there is two trained Controllers appointed for the district.</p> <p>Some staff have recently become active in local and regional level welfare arrangements which has enhanced the welfare capability and capacity. Two staff members with previous welfare training were deployed to Christchurch and now have a better understanding of the requirements of a welfare response. However there is little to indicate that the welfare component is linked to any EOC planning or documentation and further staff development and training is a priority.</p>	

A dedicated area within council facilities exists for the EOC, but it is not fit for purpose. This space has been converted into offices and is no longer set up for EOC operations. A new site for the KDC EOC has been identified but there is significant electrical and radio connectivity work to be undertaken as there are insufficient radio communications on hand and currently KDC is incapable of linking the EOC to local emergency services or the GEOC. Also, no alternate / back-up power arrangements exist.

KDC has also been undertaking a programme of community engagement and resilience by providing support in developing Community Response Plans (CRP's). To date, eight (8) CRP's have been completed in the KDC area. Another four (4) need to be developed i.e. Tangiteroria, Omana, Pukehuia, Te Kopuru and Poutu.

Current CRP's will also need review over the coming year, in particular the Mangawhai Community Response Plan. It is intended to develop a new format for the CRP's when the Mangawhai CRP is reviewed. The Northland CDEM Group has reviewed the Victorian Country Fire Authority's "Town Protection Plan" format, and has decided to adopt this style or similar of presentation which is designed to convey key messages in an attractive, clear, concise and accessible format.

To adopt the new format for the CRP's, collaboration will need to be undertaken with the affected communities to assess their acceptance and ownership of the new format, any licensing or copyright issues addressed and involvement of specialist graphic artists, either in-house or contracted.

Currently, Welfare Centre Manager training is being provided to approximately ten (10) KDC personnel, with a view to improving capacity and capability for evacuation and welfare centres that have been strategically positioned throughout the KDC area. In order to support these individuals and the roles they would undertake Welfare Centre Resource Kits will need to be provided. These packs contain tabards, documentation, stationery, signage and set-up instructions and will cost approximately \$1,500.00 each.

A tsunami siren installation feasibility study will need to be undertaken in the Kaipara Harbour, Ruawai, Papanoa, Ruawai and Dargaville localities, following the recent Santa Cruz magnitude 8 earthquake and the potential to impact west coast communities. A review of the risk posed by Tsunami in the Kaipara Harbour will need to be undertaken.

Problem / Opportunity

The outcome of the assessment clearly indicates that Kaipara has a low level of capability and preparedness and strong evidence exists to indicate that there is a lack of resources, expertise, skills and competencies across the organisation to manage a Level 3 local emergency or above.

Recommended actions:

- Urgently relocate and upgrade a new Emergency Operations Centre.
- Develop a Local Standard Operating Procedure (LSOP) that is consistent with the group and local level plans of the Northland Emergency Management Group (NEMG).
- That action is taken to ensure that staff receives adequate training and opportunities to exercise at a local, regional and national level. (Level 3 and above).
- Additional controllers are appointed and receive appropriate professional development opportunities.
- That local level Welfare and Warning plans are developed and Welfare Centre

Resource Kits are provided to strategically identified communities.

- That the Northland CEG, CDEM Group Office and MCDEM REMA provides guidance and support to ensure that the recommendations are achieved.
- Develop a new Community Response Plan (CRP) format that is attractive, clear, concise and in an electronically accessible format, based on international experience and research. Providing a more concise and readable document is intended to provide more members of communities with the knowledge to "Get Ready & Get Thru" and increase awareness of evacuation routes, evacuation points and welfare facilities, local hazards and warning systems.

Alignment with identified goals and objectives

Stated priorities for the Resilience Fund 2013 are:

1. The degree to which the project aligns to identified National CDEM Strategy goals and objectives and the priorities, **gaps and needs** identified by the CEG Chairs forum.
2. **Alignment to addressing identified gaps in capability.**
3. **The value of the proposal to the wider CDEM sector.**
4. The ability to deliver and the level of risk associated with project delivery.
5. **Value for money**
6. Alignment with the recommendations in the Christchurch response review report and it's Corrective Action Plan (CAP).
7. **Provide assistance to less financially well-off councils** (approximately 80 / 20 split funds, with 80% of funds to be used for the projects that meet the criteria and 20% of funds to be used at the discretion of the committee (special projects)).

Note: The goals and objectives in bold font above meet the resilience funding criteria due to:

1. Gaps in resourcing and capability identified by the Ministry of CDEM (REMA) and the Northland Group Controller which have been submitted to the Northland CDEM Group.
2. Following the successful trialling of a new Community Response Plan format in the Mangawhai Community, based on the Victorian bushfire experience, groups throughout New Zealand may adopt the new format.
3. Kaipara District Councils current political and economic fortunes are well documented nationally with the KDC under statutory management by Government appointed Commissioners.
4. The shared services arrangement and MOU between the Northland Regional Council and the Kaipara District Council for service delivery through the newly appointed Emergency Management Officer meets the "Value for Money" criteria.

Dissemination of benefits to sector

That community resilience in the Kaipara District Council would be significantly enhanced and developed by the establishment of a "fit-for-purpose" EOC. This improved capability and capacity in turn would support the wider Northland CDEM Group by providing timely and accurate data, information, sitreps, incident action plans (IAP's) and community warnings and information, thus and meeting national CDEM goals and objectives.


A new Community Response Plan (CRP) format that is attractive, clear, concise and in an electronically accessible format, based on international experience and research would provide more members of communities with the knowledge to "Get Ready & Get Thru" and increase awareness of evacuation routes, evacuation points and welfare facilities, local hazards and warning systems.

Project design

Project manager	Trevor Andrews – NRC EMO
Other project members	Bill Ruys – KDC IT Project Manager, John Burt, KDC Operations GM. In-house graphic artists / corporate communications staff for new CRP format development.
External providers/contractors	Electrical Contractor. Radio Communications Contractor. (EOC Set-up)

Deliverables

Milestone	Date for completion	Cost
Set up of new EOC facility at KDC	July 2013	\$5,000.00
Radio installation	August 2013	\$5,000.00
Power generator installation	September 2013	\$12,000.00
Welfare Centre Resource Kits (10)	July 2013	\$15,000.00
Contractor Support for new CRP's (4)	July 2013 – June 2014	\$20,000.00
Update the CRP format based on the Mangawhai Community review of their CRP.	September 2013 – December 2013	\$5,000.00

Identified risks	
Risk	Suggested management
<p>A lack of funding would severely restrict set-up of the EOC facility.</p> <p>Alternative funding options such as community grants are not available to local government entities.</p> <p>The political and economic environment at KDC would not be conducive to alternate funding options.</p>	<p>Placing the EOC costs on the KDC Capital Expenditure programme for eventual consideration by the statutory commissioners.</p>
Funding request and use	
CDEM resilience fund contribution	\$62,000.00
Local authority contribution	Generator is purchased but not installed - \$12,000.00
Other sources of funding	Not available to Local Body entities.
Expenditure	Approximately \$62,000.00
Application confirmation	
Approval of Chief Executive	
CDEM Group comment	
Comment	
Approval of Coordinating Executive Group Chair	