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Committee **CDEM Group**
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CDEM Group Plan Progress Report

1. Purpose

To inform the CDEM Group of the progress made in developing the CDEM Group Plan.

2. Background

The CDEM Group must develop and approve a Group Plan by May 2005. Since the last CDEM Group meeting work has continued on the Plan framework, and the strategic component of the Plan. Work on the operational and administrative parts of the Plan will be the focus from July to September 2004.

3. Plan framework

Unfortunately, the legislation does not provide clear guidance about the purpose of the Plan, or how it is to be used. Consequently, work has been done, using the legislation and the guidelines provided by the Ministry of Civil Defence Emergency Management to clarify the intent of the Plan.

The Plan purpose, application, process and outcomes have been developed and are attached as Attachment 1. This will provide a framework for us to proceed with the preparation of the Plan.

4. Strategic Component

4.1 Strategic workshop

A workshop was held on 30 September 2003 for all agencies with a role in the CDEM Group planning process.

The purpose of this workshop was to:

- Bring all agencies to a common understanding about the CDEM Group Plan
- Get feedback about what each agency would like the Plan to achieve
- Outline the process for Plan development.

Forty staff attended the workshop from the following organisations:

- **Local Authorities (including emergency management, utility services and other related departments)**

Kapiti Coast District Council, Porirua City Council, Wellington City Council, Hutt City Council, Upper Hutt City Council, South Wairarapa District Council, Carterton District Council, Masterton District Council, Greater Wellington Regional Council

- **Emergency Services**

New Zealand Police, New Zealand Fire Service, Wairarapa District Health Board, Capital and Coast District Health Board, Hutt Valley District Health Board, Regional Public Health Service, Wairarapa Ambulance Service, Wellington Free Ambulance Service

- **Lifelines organisations**

Powerco, Telecom NZ, Mobil Oil, CentrePort, Wellington International Airport, Transpower, Wellington Lifelines Group, Wairarapa Engineering Lifelines Association.

Also in attendance were representatives from the Ministry of Civil Defence Emergency Management, Institute of Geological and Nuclear Sciences and National Institute of Water and Atmospheric Research.

Workshop activities

The workshop participants discussed the purpose of the Plan (as per Attachment 1) and how they would want to use the Plan. They also discussed the issues that they would expect the Plan to address.

Positive feedback was received about the direction provided in the Plan outcomes.

Some common themes that workshop participants raised to be taken into consideration when preparing the plan included:

- Keep the plan simple.
- Make sure objectives and actions are realistic given the resources available.
- Identify and build on local planning and existing management mechanisms.

- Reflect the relationship between activities of individuals, organisations, local authorities, the CDEM Group and National CDEM agencies.
- Acknowledge the requirements and activities under other legislation (e.g. the Commerce Act 1986 limits the activities of some of the utility agencies, local authorities already carry out mitigation activities under the Resource Management Act 1991 etc).
- Define roles and responsibilities in the operational part of the plan.

Specific feedback was received about the wording of the Plan purpose and Plan outcomes. This feedback will be considered as the plan progresses and incorporated as necessary.

Participants at the workshop were made aware of the next steps in development of the plan and the ways they would become involved including:

- Workshops and meetings (five planned to take place in the next six weeks)
- Providing technical advise on areas of expertise
- Contributing to CDEM Group work programmes
- Providing formal feedback during Plan consultation.

4.2 Strategic hazard and risk analysis

The next step for the strategic part of the plan is to hold workshops to assess our hazards and risks.

To prepare for these workshops “Hazard Summary Sheets” are being developed. These sheets include a brief description of the hazard and likely scenarios, an assessment of the consequences of the hazard (e.g. human, economic, social, infrastructure and geographic impacts), and an assessment of the activities we are currently doing to manage the hazards and risks.

These sheets will be used at the hazard workshops to:

- Bring all agencies to a common understanding of the hazards and the consequences for them and their organisation
- Help identify the issues in terms of reduction, readiness, response or recovery that the group needs to manage through the Plan.

5. Operational and Administrative components

CDEM Group work programmes that will contribute to the Plan are continuing. Progress on these programmes is covered in Report 5.

6. Other activities

Contact is being made with the agencies who were not represented at the 30 September strategic workshop. There are approximately eight agencies in this position.

The Project Manager has been in contact with colleagues from CDEM Groups around New Zealand to learn from their experiences as they also develop their plans.

7. Recommendation

That the report be received and the contents noted.

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