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Committee Co-ordinating Executive Group (CEG)
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CDEM Group work programme progress report

1. Purpose

To provide the Co-ordinating Executive Group (CEG) with an update on the progress of the work programmes as set out in the CDEM Group Plan.

2. Background

Three CDEM Group work programmes in the CDEM Group Plan are due for completion in the 2008/2009 year.

The CDEM Group Plan also lists 10 ongoing CDEM Group activities. The update on these activities is included at the back of this report in table format. The updates for each of the 10 ongoing CDEM Group activities are reported on by each local authority.

3. Progress

3.1 Inter-agency planning committee review

3.1.1 Aim

To review the roles and responsibilities of the Regional Inter-Agency Liaison Committee to ensure that the Committee has robust methods and relationships in place for providing co-ordinated efforts and processes to effectively and efficiently manage the effects of a disaster. Any identified changes will be reported to the CDEM group for implementation.

3.1.2 Progress

The New Zealand Police has been tasked with this programme.

The project framework will be discussed at the next meeting of the Inter-Agency Liaison Group.

Project Leader: Inspector Mike Wright, Wellington District Operations Manager, New Zealand Police

Project Sponsor: Rian van Schalkwyk, Manager, CDEM Group Office

3.2 Community Psychological Support Arrangements

3.2.1 Aim

To understand the psychological impacts of emergencies and to put arrangements in place to psychologically assist our communities and emergency management professionals during and after disasters.

3.2.2 Progress

Mental health professionals and counsellors will be brought together to determine how they will co-ordinate their activities. Once a system has been established it will be incorporated in the CDEM Group Recovery Plan.

The project has not been started yet.

Project Leader: Greg Phillips, Capital and Coast District Health Board, Wellington

Project Sponsor: Rian van Schalkwyk, Manager, CDEM Group Office

3.3 Spontaneous Volunteer Management System Development

3.3.1 Aim

To ensure that all volunteers, trained and spontaneous, are able to be used effectively and efficiently.

3.3.2 Progress

All official CDEM volunteers are already trained to recognised standards and progress is regularly reported to CEG meetings.

A common management system is in the process of being developed and it will be used for the management of spontaneous volunteers across the Region when approved by CEG.

Project Leader: Paul Nickalls, Hutt Valley Emergency Management Office

Project Sponsor: Rian van Schalkwyk, Manager, CDEM Group Office

3.4 2nd Generation CDEM Group Plan Development

3.4.1 Aim

To enable the effective and efficient management of significant hazards and risks for which a coordinated approach will be required. The CDEM Group

Plan will set a strategic direction, providing CDEM Group objectives and a framework for continuous improvement to the management of emergencies.

The Plan is a statutory plan required under the Civil Defence Emergency Management Act (2002) (s48).

3.4.2 Progress

This project is underway and we are endeavouring to encourage cooperative planning and action between the various emergency management agencies and the community, demonstrating a commitment to deliver more effective civil defence emergency management through an agreed work programme and to provide information on the hazards and risks in the CDEM Group. The Plan will document the principles of operation within which agencies involved in civil defence emergency management agree to cooperate. Planning outcomes (such as agreed targets and actions or operational arrangements) are committed to by incorporating them within the existing processes of respective Group members.

Project Leader: Jessica Hare, CDEM Group Office

Project Sponsor: Rian van Schalkwyk, Manager, CDEM Group Office

4. Ongoing CDEM Group activities

Information has been obtained from each local authority for the ongoing CDEM Group activities named in the Wellington Region CDEM Group Plan.

4.1 Local hazard analysis

Wellington City Council	From a District Plan perspective no current analysis of local hazards is being undertaken. A new District Plan change for earthworks was publicly notified on 1 July 2008 which in part addresses issues relating to landslips. On the current work programme for the Urban Planning and Transport Directorate the only project relevant to natural hazards is the intention to respond to the review of the Regional Policy Statement. This document will identify regionally significant issues including natural hazards that the City Council will eventually be required to give effect to. This will provided the direction for future work on local hazards.
Hutt City Council	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Upper Hutt City Council	Local hazard analysis is ongoing and included in the Upper Hutt City Council Standard Operating Procedures.
Kapiti Coast District Council	The KCDC EMO is currently working on two particular hazards. It is fully involved with the current work on the Group tsunami evacuation plan currently under development. The KCDC tsunami evacuation plan will be modified to suit the Group plan once it is

	<p>completed.</p> <p>KCDC is also working with GWRC on flood mitigation issues on the north side of Otaki and has developed, implemented and now tested, in two real events, a local residents warning and response procedure.</p>
Porirua City Council	<p>Work is being done for a local source tsunami evacuation planning and this will require collaboration with adjacent councils.</p> <p>Costing of Tsunami signage is underway along with a sign location plan. There is approximately 70 kilometres of coastline with numerous public entry points. Mapping of safety zones is underway</p> <p>Ongoing maintenance work is the major focus of capacity requirements.</p> <p>Several local response plans are being updated.</p> <p>Work proceeding on the local disaster recovery plan. A draft version of the recovery plan has been completed further work is required</p>
Carterton District Council	<p>A local hazard analysis has been carried out by Wairarapa Engineering Lifelines Association (WELA). which is ongoing; the Group Plan has identified the hazards and has ranked them.</p>
Masterton District Council	<p>The Group Plan has identified the hazards and ranked these hazards within the Wellington Region. A workshop on the 19 July 2005 reviewed these hazards in relation to each of the Territorial Authorities within the Wairarapa. These hazards have been ranked as they pertain to each of the Wairarapa Territorial Authorities. Hazards as identified in the Masterton District are being included in local Standard Operating Procedures.</p>
South Wairarapa District Council	<p>Hazard analysis for the District is in progress in line with the Group Plan. Progress in identifying personnel for coastal watch groups. 75% finished. Tsunami signage programme for planned evacuation being started.</p>
Greater Wellington	<p>Wellington Harbour survey</p> <p>In conjunction with the Department of Conservation and NIWA, GW is a partner a survey of the Wellington Harbour seafloor. The project will involve a complete side scan sonar survey of the harbour to a resolution of less than one meter. This will provide detailed information on the bathymetry and sediments of the harbour seafloor. The survey will provide important data for examining coastal issues, such as sediment transport and erosion, storm surge and tsunami. Presently, half the harbour has been surveyed and the data collected from this is currently being analysed. The remainder of the harbour will be surveyed over the next few months.</p> <p>Storm-surge modelling project</p> <p>The information collected in the Wellington Harbour survey will</p>

	<p>feed into a storm-surge modelling project that will be operated over 2 years. Phase I of the project is set to commence in mid-2008 and will involve modelling the effects of a 1:100 year storm-surge event on the Wellington coast. A GIS digital bathymetry and terrestrial elevation model will be developed and onto this extreme water levels and storm surge elevations will be modelled. Phase II of the project will look to extend this analysis to the entire Greater Wellington coastline - taking in Kapiti Coast, Porirua and populated areas of the Wairarapa coast. Depending on progress, phase II may commence in early 2009.</p> <p>It's Our Fault project</p> <p>Greater Wellington is a potential partner in the large "It's our fault" project (IOF). The IOF project is an ongoing 5 year research programme looking into the Wellington Fault and the potential impact on the region from an earthquake event. The study will focus on the Wellington-Hutt segment of the fault.</p> <p>Tararua fault segment & Wairarapa EQ impact study</p> <p>In conjunction with the Civil Defence and Emergency Management Group, Greater Wellington is looking to provide more funds for the IOF project. One aspect of this work is that it will provide better information about rupture histories in the Wairarapa and a plan is in place to collaborate with the Wairarapa Engineering Lifelines Association and GNS to produce a report on the effects to communities of a large earthquake in the Wairarapa. This will involve a specific study on the Tararua section of the Wellington fault that runs through the Wairarapa. This section of the fault is not part of the IOF project, but findings from the IOF study will be relevant. When the IOF project has progressed further, this project will be able to commence.</p>
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4.2 Resource management plan reviews

Wellington City Council	The Wellington City Council is currently undertaking a rolling review of the District Plan. The related work programme provides for no specific work on natural hazards at this stage. The District Plan is due for a formal review under the RMA commencing in July 2010. At this time any requirements under the Regional Policy Statement relating to natural hazards will have to be considered.
Hutt City Council	Resource management plan reviews are ongoing in consultation within Hutt City Council.
Upper Hutt City Council	Resource management plan reviews are ongoing in consultation within Upper Hutt City Council.
Kapiti Coast District Council	Resource management is under constant review as required by the LTCCP and GWRC.
Porirua City Council	The next review of the Porirua City District Plan is 2009. There will be a focus on hazards in this review and a series of hazard risk studies will feed into this review, such as storm-water flooding and

	<p>slope stability which are showing higher risk from severe rain dump events that may be a factor of changing weather patterns.</p> <p>The Emergency Office has been involved with the (PDF) Porirua Development Framework project identifying risk in our area. The PDF is looking at infrastructural needs, future development sites and risk areas.</p>
Masterton District Council	Wairarapa District Plan. Following hearings decisions were released on 29 March 2008. Some aspects of the plan were appealed to the Environment Court. Mediation is scheduled for a number of the issues.
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management.
South Wairarapa District Council	New proposed Wairarapa Combined District Plan notified reviewing Resource Management. Under constant review.
Greater Wellington	<p>A more directive risk reduction approach has been taken through the Regional Policy Statement and requires the GW and city and district councils to:</p> <ul style="list-style-type: none"> ▪ Manage development through District Plans to avoid high risk areas ▪ Consider full range of natural hazards, impacts and consequences when considering resource consents ▪ Minimise risks in low-moderate hazard areas ▪ Consider the adverse impacts of hazard mitigation measures ▪ It also outlines the need for education and research into natural hazards that affect our region.

4.3 Business Continuity Plan development

Wellington City Council	Wellington City Council has a policy requiring business continuity plans to be in place for all business units supported by IT disaster recovery plans. Annual tests of business continuity and Council's IT disaster recovery are conducted at the business recovery location in Tawa for all critical processes and services. Council has a Crisis Management Team and an annual scenario based exercise is conducted covering either a Council only event or a CDEM event.
Hutt City Council	Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Upper Hutt City Council	Upper Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Kapiti Coast District Council	Kapiti Coast District Council's BCP's are programmed for another review in 2009
Porirua City	Business Continuity Plan development is focused on handling

Council	<p>expected staff shortages during a pandemic. Crisis management plans are also being reviewed.</p> <p>A pandemic response plan within council is being developed by the Health and Safety Office.</p>
Carterton District Council	Carterton has not yet signed off on its business continuity plan which also incorporates a possible pandemic influenza outbreak.
Masterton District Council	Business Continuance Plans (BCPs) including Standard Operating Procedures (SOPs) continue to be developed. Roading (urban/rural) and Building Safety Evaluation Plan/Standard Operating Procedures were completed in the second quarter 2008. Water and Waste Water Plan/SOPs are yet to developed. The pandemic BCP continues to be developed.
South Wairarapa District Council	Business Continuity Plan has been written and constantly reviewed. Pandemic plan to be incorporated into the BCP. Staff input is being encouraged. Reviews are being started on SOPs and progressing.
Greater Wellington	Greater Wellington has developed a Pandemic Response Plan and enhanced its Business Continuity Planning to incorporate pandemic influenza. Areas of particular focus are coping with staff shortages, IT processes, and staff welfare issues.

4.4 LTCCP consultation with emergency management organisations

Wellington City Council	Each year Wellington City Council conducts a survey with key emergency partners to find out their satisfaction with our performance and planning. Respondents to last year's survey include: New Zealand Fire Service; Kapiti Coast District Council; New Zealand Police; National Rural Fire Authority; Porirua City Council; Masterton District Council; Capital and Coast DHB; Wellington Free Ambulance; and Helipro.
Hutt City Council	Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Upper Hutt City Council	Upper Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Kapiti Coast District Council	CDEM issues and solutions have been included in the LTCCP. KCDC now has a dedicated EOC fully functioning and recently tested in a flood event with good results.
Porirua City Council	<p>LTCCP involvement with local emergency services has been through the city Emergency Services Co-ordinating Committee.</p> <p>There is continuing involvement and liaison across the Emergency Services Coordinating Committee.</p>
Carterton District Council	Nothing to report as LTCCP is still ongoing.

Masterton District Council	As part of the LTCCP process, key emergency management agencies and stake holders were consulted and included in Masterton's LTCCP.
South Wairarapa District Council	LTCCP Plan incorporated involvement with key stakeholders, agencies and public consultation. The SWDC annual plan for 2007/2008 has been approved. CDEM continually monitoring.
Greater Wellington	Greater Wellington worked with emergency management agencies and key stakeholders as part of the LTCCP planning process.

4.5 Asset management planning

Wellington City Council	Wellington City Council engaged consultants MWH New Zealand Ltd to conduct an external peer review of all its Asset Management Plans over three years. The review found that all plans are close to "advanced status" as defined by the National Asset Management Steering Group.
Hutt City Council	The Emergency Management team works with Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Upper Hutt City Council	The Emergency Management team works with Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Kapiti Coast District Council	This work is being undertaken by the Assets Management Engineers who co-ordinate all asset management with the appropriate departments of Council. Flood management is a key with the current focus on the deterioration rate of some culverts. The CDEM office has ready access to decisions on flood mitigation work.
Porirua City Council	Ongoing asset management planning focus on updating water emergency distribution capacity, and developing capacity for emergency arrangements for sewage collection / disposal during a major earthquake. This work is continuing in liaison with a review of water and sewage from the Asset Management team.
Carterton District Council	Asset Management Plans have been developed and adopted for Roading, Water, Sewage and Stormwater and are in conjunction with LTCCP. These are working documents.
Masterton District Council	This is being undertaken in conjunction with LTCCP.
South Wairarapa District Council	Asset Management Plans have been developed for roading, water, sewerage and storm water. Documents updated annually.
Greater Wellington	Greater Wellington takes a risk minimisation approach and has funded a series of seismic strengthening and damage minimisation works over the last few years. New projects underway include: <ul style="list-style-type: none"> • a review of the seismic strength of the lake intake towers

	<p>at Te Marua</p> <ul style="list-style-type: none"> • relocation of the Randwick pumping station to a more secure site at Gracefield due to high flood and seismic vulnerability • making a financial contribution to the strengthening of the Silverstream Badge being carried out by UHCC. The impact of the water main on flood levels upstream will be examined in detail before a definite commitment to this work is made • an emergency connection to the Upper Hutt reticulation network has been completed and another at Pukerua Bay is to be constructed.
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4.6 Public training

Wellington City Council	<p>WCC actively promotes public awareness and preparedness through presentations and hazard assessments for businesses, community groups, schools, and early childhood centres. In 2007/08 the total number of Presentations was 167; with 135 visits in 2006/07; and 84 visits in 2005/06.</p> <p>The model of the secondary schools programme is being reconsidered and will be progressed in 2008/09.</p> <p>The programme for Year 5, 6, 7 and 8 students emphasising preparedness, and introducing teachers and students to rescue training, reconnaissance and radio communications is continuing. A number of Scouting, Guiding groups, and children in Holiday Programmes have also participated in the programme.</p> <p>The project focussing on ethnic communities continues through emergency preparedness workshops organised by WCC specifically for English as a Second Language learners.</p> <p>Table top and practical exercises for businesses continue with Managers, Health and Safety representatives and staff participating in the workshop sessions.</p>
Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Upper Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Kapiti Coast District Council	KCDC is actively pursuing public awareness with a full time CDEM Officer to manage this activity. The general public, schools and businesses are targeted. KCDC works closely with other Group officers and has considerable input into this activity. KCDC has developed the "Tom, Dick and Harry" radio advert programme which has attracted considerable positive comment from the wider

	<p>community.</p> <p>KCDC has expanding its "Green Plumber" programme to include a similarly structured "Seismic Restraints" programme initiative. This programme involves the free (installation only) of basic seismic restraints for the householder and is now being utilised by a growing number of households in the district.</p>
Porirua City Council	<p>No public training has been completed in the last quarter, evening meetings with service groups have been arranged for April onwards.</p> <p>The online emergency communities programme has been suspended while the hardware and software part of the programme is made to work.</p> <p>The web database "Readynet" has been purchased for use in our city. It is being used to identify groups at risk, to ensure common emergency plans and regular updates on them. Some training with small community groups has been completed. No training has been completed within the Civil Defence Centres</p>
Carterton District Council	<p>Ongoing talks to groups, promotional materials to schools i.e. 'Are You Prepared' booklets and 'What's The Plan Stan.' Public awareness through radio, newspaper advertising and articles. Urban drops of 'Are You Prepared' booklets have been undertaken with a further drop of Household plans during Disaster Awareness Week.</p>
Masterton District Council	<p>Public education and awareness is a continuing programme. We receive many requests from various agencies including schools, community groups, learning institutions etc. for CDEM preparedness presentations. Disaster Awareness Week and the Emergency Services Day, programmed for the last quarter 2008 are just two activities that raise the profile of CDEM and assists with public education and personal preparedness.</p>
South Wairarapa District Council	<p>School and public education awareness programmes ongoing. Work is still being carried out with the Ministry and Ngati Kahungunu on a project to support marae with CDEM planning for their marae and community. Slow progress but progress is being made. Household emergency planning information being collated and will be dispatched to all households during Disaster Awareness Week.</p>
Greater Wellington	<p>Printed material such as the household emergency plan, hazard fact sheets, Are you Prepared? booklets, household emergency plans and the like are distributed to a wide variety of groups. The CDEM Group website is promoted at every opportunity to encourage the public to learn about their hazards and emergency preparedness on-line.</p> <p>A series of new fact sheets are currently being developed to address areas public education needs to focus on. These include a household planning and sewage disposal fact sheets.</p>

4.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council	MOUs in place with local Helicopter company for actions necessary in a response phase. MOUs in place with other regional TAs and the NZ Fire Service for rural fire response.
Hutt City Council	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Upper Hutt City Council	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Porirua City Council	Local pre-event agreements have been updated. The Work & Income pre-event agreement is being updated. Local pre-event agreement with Victim Support being established. Opportunity being taken for piloting Red Cross into local communities support activities using Porirua City as a pilot. Liaison with Red Cross and Salvation Army has been ongoing; An initial meeting of the local Welfare Committee was poorly attended with no govt departments present. Welfare planning is in a formative stage with extensive reviews of the CDEM radio network, Civil Defence Centres and the Emergency operations Centre.
Kapiti Coast District Council	Current activity includes developing an MOU with Helipro for aircraft support in a tsunami event and an MOU with local hire firms for generators for key installations in emergencies generally.
Carterton District Council	None entered into.
Masterton District Council	The Emergency Management Office has, and is continuing, to enter pre event arrangements with agencies that have a role and responsibility during the Response and Recovery phases.
South Wairarapa District Council	Resource Management list for the District constantly reviewed. MOU with local service station in complete. Meetings held with outside agencies so they are aware of their responsibilities during an emergency.
Greater Wellington	Formal agreements are in place with other CDEM Groups, communications providers and fuel companies.

4.8 Hazardous substances industry advocacy

Wellington City Council	Wellington City Council has two hazardous substances officers who work in Building Consents & Licensing Services. The officers administer the hazardous substances contract Council has with the Dept of Labour (OSH). They inspect and monitor premises using/storing hazardous substances as part of their manufacturing processes. They attend any hazardous substances emergency
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	when requested by emergency services and report on such incidents to the Dept of Labour. They assist the public from time to time in the disposal of hazardous materials.
Hutt City Council	The Emergency Management team liaises with NZ Fire Service and attends the Hazardous Substances Technical Liaison Committee meetings.
Upper Hutt City Council	Upper Hutt City Council's hazardous substances operation has been contracted to Hutt City Council.
Kapiti Coast District Council	Although KCDC has not got a HAZSUB officer it has had a HAZNO response trailer constructed and suitably equipped as a first response option before GWRC staff arrives. This equipment is handled by trained Depot staff. This equipment was used earlier this year in the tragic helicopter/aeroplane crash and was able to prevent a quantity of avgas entering the storm water system.
Porirua City Council	Local liaison continues with the local OSH worksites contractor. The schedule of high risk hazardous substances sites that will require pro-active inspection in a major earthquake will be updated. Porirua has a Rural Fire /Hazardous Substances (Hazsubs) officer, whose role is to attend and coordinate actions in regard to the materials and follow up. The OSH HazSubs person is a member of the local ESCC.
Carterton District Council	Civil Defence liaises with the New Zealand Fire Service and the in-house hazardous substances officer.
Masterton District Council	Hazard Substances Technological Liaison Committee is an adjunct to the Wairarapa Emergency Management Co-ordinating Committee. Issues that arise are addressed as required.
South Wairarapa District Council	The Council has access to a Carterton Hazardous Substance Officer. Hazard Substances Technological Liaison Committee has recently meet and issues being acted on.
Greater Wellington	Work has been done on the transportation and storage of petroleum products. Greater Wellington is also an active member of the Hazardous Substances Technical Liaison Committee. Greater Wellington is currently working with the Logistics Executive of the New Zealand Police to look at New Zealand's chemical, biological, radiological and explosive capability assessments.

4.9 Volunteer training

Wellington City Council	The training programme for Civil Defence Centres for 2008/9 has begun. The programme is based on 12 sessions that can accommodate up to 25 of the Civil Defence Centre Mangers / Trainers. Train-the-Trainer packages for each topic have been completed A library of training material has been established.
Hutt City Council	The Emergency Management team is committed to ongoing

	training within Council and to external volunteers, however, resources are under pressure from demand.
Upper Hutt City Council	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand.
Kapiti Coast District Council	Training of Civil Defence Welfare Centre volunteers and CD Response Staff (council employees) is conducted on a regular basis throughout the year.
Porirua City Council	<p>A second EMO will allow Welfare issues to be pursued. Contact is being made with local welfare groups to develop MoU's for service during an event. Local Iwi liaison is ongoing in regard to emergency accommodation and feeding centres. CDC volunteers are scarce and we are looking at ways to improve the profile of emergency management within the city.</p> <p>"Readynet is being used to identify groups at risk, to ensure common emergency plans and regular updates on them. Some training with small community groups has been completed. No training has been completed within the Civil Defence Centre volunteers.</p>
Carterton District Council	Nothing to report.
Masterton District Council	Volunteer Training continues to engage those who wish to gain CDEM NZQA qualifications within the RAPID programme through LGITO. Those who do not wish to have qualifications will still receive training in Response and Recovery phases.
South Wairarapa District Council	Ongoing training slow due to their other commitments (work etc).. A problem that we are working our way through.
Greater Wellington	<p>GEOC volunteers continue to attend monthly training sessions. A large percentage of the staff have now attended CIMS, Communications, Logistics, Response Management Database, Mobile EOC, Lifelines, Planning and Intelligence and Welfare training using the new manual system.</p> <p>GEOC trainer Chris Killeen is a registered assessor and Chris will endeavour to include relevant NZQA Unit Standards so volunteers can gain NZQA accreditation for their efforts if they wish to do so.</p> <p>Volunteer staff in the Wairarapa office continues to attend monthly training. Most of their training has been strategic thinking and scenario focused to develop their problem solving and initiative skills. They will soon be introduced to the manual system used in Wellington and undergo training in more operational material and GEOC desk functions.</p> <p>Two Controller and Recovery Manager Courses have been delivered this year. They are 2 of 5 courses in a training programme that will continue until 2010. Listed below are the contents of all five courses.</p>

	<p>June 2008 - Course 1: <i>CDEM Structure, 4R's, Six Critical Needs, Legislation / CDEM Act, Plans (Group, National, Local), Emergency Operations Centre, CIMS.</i></p> <p>August 2008 – Course 2: <i>Declarations, Powers, Emergency Management Team, Functions, Roles & Responsibilities.</i></p> <p>May 2009 – Course 3: <i>Politicians (Local & Central), Health & Safety, Lifelines, Public Information, Linkages to other agencies (MCDEM etc), Multi – Agencies (Who and What).</i></p> <p>August 2009- Course 4: <i>Crisis management & decision making (Information analysis, Short & long term planning, transition to recovery, stress management).</i></p> <p>May 2010 – Course 5: <i>Exercise</i></p>
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4.10 Professional development programmes

- i) Local authority CDEM staff
- ii) Group appointees

Wellington City Council	Professional development programmes and courses are attended by Wellington City Council CDEM staff and group appointees where appropriate. A formal major emergency exercise is carried out each year to test personnel and EOC operations.
Hutt City Council	Professional development programmes and courses are attended by Hutt City Council CDEM staff where appropriate.
Upper Hutt City Council	Professional development programmes and courses are attended by Hutt Valley CDEM staff where appropriate.
Kapiti Coast District Council	<ul style="list-style-type: none"> i) CDEM officers are encouraged to attend both training courses and conferences as part of a regular professional development programme and attend and support all local and Group exercises. These officers are also required to have the CIMS unit standards. ii) Other council officers with key CD roles are required to attend CIMS training and Local Controller training as it becomes available. The council appointed Recovery Manager is also attending CIMS and other training opportunities.
Porirua City Council	<p>Two new EMO staff members were appointed in November 2007, skills training is being located and personal development through attending various group meeting, seminars and conferences.</p> <p>CIMS 2 and 4 are priority at the moment.</p> <p>Staff have attended various training sessions in the last 8 months</p>

	to increase their level of knowledge and understanding of the CDEM and other core skills. Training is ongoing and is being directed to NZQA modules for confirmation of achievement.
Carterton District Council	Emergency Management Officer EMO attendance at Controller's and Recovery Manager's courses.
Masterton District Council	Emergency Management personnel continue to receive training as part of a continuing EOC enhancement process. A group controller/recovery manager training package has been developed and implemented which will support their skills. An additional EMO staff member has been appointed (part position) and will receive skills training and personal development.
South Wairarapa District Council	Ongoing. Council staff attending training where possible.
Greater Wellington	Professional development continues through the attendance of Ministry of CDEM led programmes (controllers, recovery managers, and public information managers), seminars, conferences and other training courses, along with participation in various work programmes and exercises.

5. Recommendations

That the CEG:

1. *receives the report; and*
2. *notes the contents.*

Report prepared by:

Rian van Schalkwyk
Manager, CDEM Group Office