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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 Group with an update on the progress of the work programmes as set out in the CDEM Group Plan.

2. Background

The following CDEM Group work programmes in the CDEM Group Plan have been completed for the 2008/09 year: interagency planning committee review; community psychological support arrangements; and spontaneous volunteer management. Reports on these are part of this meeting's agenda. The CDEM Group Office continues to work on the four additional work programmes: a review of the CDEM Group Plan; a communications' review; GIS in emergency management and external supply of resources. Progress with these is reported below.

The CDEM Group Plan also lists 10 ongoing CDEM Group activities. An update of progress with these 10 activities is included in this report. They are reported on by each local authority.

3. Progress

3.1 2nd Generation CDEM Group Plan Development

3.1.1 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).

3.1.2 Progress

Stakeholder workshops have been conducted (June and July 2009) with emergency services, welfare agencies, lifeline organisations, national agencies and local authority emergency management staff. The results of the workshops have been incorporated into a draft plan. The plan will shape the strategic direction of the CDEM Group for the next five years. An integrated planning workshop facilitated by MCDEM will be held later in the year or early next year to assist with the integration of the group plan with other relevant legislation.

The plan is now undergoing peer review by the Group Controller and upon completion of this and the integrated planning workshop, the proposed draft will be submitted to the CEG and CDEM Group for approval.

Project Leader: Jessica Hare, CDEM Group Office

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

3.2 Communications Review

3.2.1 Aim

The Communications Review addresses the following three issues:

1. **VHF Radio Equipment** – During 1995, 22 VHF radio units were purchased and supplied to response agencies throughout the region. The equipment is aging and needs to be replaced to ensure its effectiveness in an event. Current equipment will be assessed and possible replacements recommended.
2. **Mt Climie Site Security** – Over the past 5 years, security at the Mt Climie Repeater site has become an issue. Equipment has been tampered with and the building has been vandalised. Site security and the ‘Mt Climie User Protocols’ will be reviewed.
3. **Data Transfer** – Sending data during a large scale event is crucial in this digital age. Technologies have come a long way in recent years and data transfer via satellite is more reliable and affordable. This review will address the options and costs of satellite data transfer systems.

3.2.2 Progress

All current costs and options have been assessed but may be affected by the MCDEM communications project, the Public Protection and Disaster Relief (PPDR) initiative and / or any digital communications networks adopted by the emergency services. Once a full understanding of these influences (early next year) is gained, a draft report will be finalised and released to the CDEM sector for consultation.

The Mount Climie protocols are already in first draft form.

Project Leader: Chris Killeen, CDEM Group Office

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

3.3 External Supply of Resource

3.3.1 Aim

The aim of the External Supply of Resources plan is to review existing processes, procedures and arrangements. Existing material will be expanded on to include more detail. The Plan will also help align all agencies involved with external supply of resources, map and preconceive possible delivery locations and document how other regions in NZ can help us in a large scale event.

3.3.2 Progress

The plan is in the initial stages with the following work underway:

- Previously used materials have been collated and researched
- Greater Wellington's Harbourmaster has assisted with mapping of potential beach landing sites within the harbour area. The landing sites and relevant storage facilities have been plotted and labelled, and will be used as a basis for further analysis by stakeholders / experts
- The Ministry of CDEM has agreed to take part with Staging Area investigation and mapping and are awaiting assistance from the NZ Defence Force who will assist with surveying, resources and planning
- External Supply of Resources procedures from overseas have been researched
- Current external supply procedures will be tested during Exercise Phoenix VI

Project Leader: Chris Killeen, CDEM Group Office

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

3.4 GIS in Emergency Management

3.4.1 Aim

A guide for GIS in Emergency Management was developed by a National GIS Group in 2007. It provided recommendations on using GIS during readiness and response. This project aims to ensure that the readiness section of this Guide is implemented at the Group level to ensure the Group Emergency Operations Centre (GEOC) has some GIS capability during response.

The project has been approached in two phases:

Phase 1: Stocktake of our data sets, their location and how they can be used in an emergency management context. This will focus primarily on data sets held

on GW systems. However, territorial authorities' and other agencies will be engaged during this process.

Phase 2: Developing a CDEM GIS template to incorporate the data sets recommended in the aforementioned report and any additional data sets identified during Phase 1.

3.4.2 Progress

Both phases of the project have been completed. In addition, many new datasets have been created to fill gaps and meet the requirements for the guide for GIS in Emergency Management.

The CDEM GIS template will be exercised during Exercise Phoenix VI and any recommendations from the GIS users will be incorporated into the template.

Project Leader: Craig Hamilton, CDEM Group Office

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

3.5 CDEM support for fuel supply during response

3.5.1 Aim

A co-ordinated approach to supporting the fuel sector during emergency response is being developed by CDEM and Fuel representatives.

CDEM Fuel Contingency Planning has been driven at a national level for the last five years with limited success. The Ministry of Civil Defence Emergency Management has re-engaged the fuel sector to progress this and overcome some of the barriers that have stalled previous work.

The focus has been on a co-ordinated planning approach whereby national, regional and local CDEM advisors from the Wellington region have been working together with fuel sector representatives. This approach also reflects the national interests of the oil companies and the need for detailed arrangements for resupply and distribution to emergency response agencies and local communities.

3.5.2 Progress

Feedback from the initial workshops attended by fuel and CDEM representatives has been positive. A draft National Fuel Contingency Plan has subsequently been developed with and the Wellington Region CDEM Group has provided comprehensive feedback for the draft. The draft is anticipated to be released to the wider CDEM and fuel sector community in October 2009.

Current timeframes indicate the National Fuel Contingency Plan will be released in February 2010. This will provide national arrangements for supporting the fuel sector and a framework for CDEM Groups to develop their

fuel response plans. Regional and local planning will build on this whilst recognising the unique hazardscape of the Wellington Region.

Project Leader: Craig Hamilton, CDEM Group Office

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

4. Ongoing CDEM Group activities

4.1 Local hazard analysis

Hutt Valley Emergency Management Office

Hazard identification and management is ongoing. The Standard Operating Procedures document has just been completed with updated information from GNS and Opus studies.

The priority road network project data has been forwarded to this office for assessment. Unfortunately this project did not cover Upper Hutt.

Wellington City Council

Tsunami risk awareness programme undergoing planning, includes:

- MCDEM leaflet drop (60,000) planned
- Evacuation plan, with use of 12 mobile sirens and airborne warning system, purchased in 2008
- Awareness presentations to residents in affected areas

Kapiti Coast District Council

Work is completed on a rewrite of the local tsunami evacuation plan in line with the new Group tsunami evacuation plan. This evacuation plan will be trialled in October as the KCDC annual CD exercise, before formal distribution to the agencies involved

A lifelines initiative is also commencing to reassess response and recovery priorities for the different hazards identified in the district to be developed into a formal plan.

Porirua City Council

Future hazards were identified into the Porirua Development Framework Document.

Work is still required on a Tsunami Evacuation plan with emphasis on safe areas. GIS mapping has started and is available for planning purposes.

A harbour survey is due to start in March 2009. This will provide more information on the harbour floor and silting which will be useful for future natural events.

Masterton District Council

Tsunami awareness and evacuation route signage is currently being installed along the Masterton District Coast. Tsunami SOPS are currently being reviewed along with relevant information for home owners. The final stage of this project is the installation of two tsunami Information boards (map, evacuation routes, general info) at Castlepoint and Riversdale Beach programmed for later this year or early next year.

South Wairarapa District Council

Signage for tsunami evacuation project now being installed. Escape routes being identified and coastal watch personnel being identified. Standard operating procedures being written up for these people and meeting to be arranged. Permission being sought from land owners for evacuation areas on private land.

4.2 Resource management plan reviews:

Wellington City Council

Earthquake prone building project now well underway; it identifies buildings which are likely to pose increased risk, implementing new regulations stipulating period within which strengthening must occur (standards and timelines vary according to building type and use).

Porirua City Council

Changing weather patterns and potential sea level rise are some of the questions being raised as part of the Porirua City District plan review.

The harbours project will also provide better information on silt levels and contamination.

Masterton District Council

Proposed Wairarapa Combined District Plan. All appeals have been resolved except for two and are proceeding to the environment court.

South Wairarapa District Council

Some aspects of the Proposed Wairarapa Combined District Plan are under mediation and may proceed to the Environment Court.

4.3 Business Continuity Plan (BCP) development

Hutt Valley Emergency Management Office

HCC has just implemented its Crisis Management Plan and is enhancing its Service Continuity Plans for each Division.

UHCC is following suit and working on a similar format.

Wellington City Council

Council's Crisis Management Team (CMT), comprised of CEO and senior management staff, has undergone training recently, on 4th September. Planning underway for ongoing programme of monthly training and exercising activities. Programme also underway to improve awareness of and activity towards improved departmental business continuity plans

Kapiti Coast District Council

Kapiti Coast District Council's BCPs were reviewed as a part of the Swine Flu pandemic response through the middle part of this year.

Porirua City Council

Business continuity will be at individual business level within Council and SOPs developed. A larger review of Risk plans is due in the 09/10 year.

South Wairarapa District Council

BCPs are being reviewed. Bigger and more modern premises in progress to allow for more effective response to emergencies.

4.4 LTCCP consultation with emergency management organisations

Hutt Valley Emergency Management Office

HVEMO has input into both HCC and UHCC LTCCP process.

Wellington City Council

New WEMO team engaging with emergency services with a view to renewing relationships and combining / coordinating training opportunities. Long-term planning and provision for CDEM is assured.

Porirua City Council

CDEM training has been incorporated into the new LTCCP. This will involve various external agencies. Funding has been confirmed and training courses will begin in December 09.

4.5 Asset management planning

Wellington City Council

Resilience built into asset management plans. Lessons learnt from Phoenix last year being worked on by Capacity.

Porirua City Council

Council have appointed a person to review asset management plans and this work is continuing. There is cross corporate involvement in regard to water and other infrastructure systems.

4.6 Public training

Kapiti Coast District Council

KCDC was selected as the first venue for an EQC pilot programme based on "Quake safe" housing. A Portacom building was sited in the centre of town and set up with examples of quake safe domestic applications. The building was open to the public and staffed by the local Lions Club members who were trained up to give advice to members of the public. Educational material was supplied by EQC, KCDC and Survivor NZ, a private company. The programme ran for 6 weeks and was very successful.

Greater Wellington

Generic preparedness posters have been developed for use during Disaster Awareness Week (see CDEM Group Public Education Initiatives report).

Hutt Valley Emergency Management Office

The HVEMO delivers training both in-house and external to volunteers who are active in core activities and provides access for spontaneous volunteers on an ongoing basis.

As the initial and foremost user of ReadyNet HVEMO has built a strong network for implementation of Readiness and Response within HCC and UHCC.

Wellington City Council

WEMO is forming new linkages with Council community engagement units. Events undertaken or organised to date include: hosted training workshop with Council flat tenants on Emergency Preparedness; attendance at Residents' Association meeting; WEMO presence at

community fair/festival; attendance at community liaison meetings; and visits to WEMO by school groups and scouts.

Undertaking a fresh approach to Disaster Awareness Week, and participating in CDEM Group and MCDEM campaigns. Undertaking promotion with Wellington-based New World and Warehouse stores, volunteers placing posters in local retail stores, radio advertisements to support nationwide campaign, distribution of 10,000 CD-branded recyclable 'eco' shopping bags and public seminar on Emergency Preparedness.

Porirua City Council

A directed approach toward childcare centres.

"Readynet" is being promoted to ensure common emergency plans and regular updates on them.

We are working with a local college to promote a school based training programme. The trial run went well, and a few improvements will be included in next year's programme.

Masterton District Council

Planning is well under way with Disaster Awareness Week programmed for October 2009.

Public education has also included tsunami awareness and response.

South Wairarapa District Council

Household emergency planning information will be distributed to all households during Disaster Awareness Week. Two new managers for two areas have been/will be appointed and training to take place.

4.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council

Long-standing relationships between WEMO/Rural Fire and NZFS continue to exist with mutual support frequently provided. Active relationships with emergency services and WEMO/CDEM are currently being renewed, including discussions around cross- and joint-promotional and public education opportunities.

Porirua City Council

Much of this work is being directed via our Readynet emergency management planning programme.

4.8 Hazardous substances industry advocacy

Hutt Valley Emergency Management Office

The HVEMO is working with the Labour Dept for all agencies who have hazardous substances on their premises to be registered with ReadyNet.

Wellington City Council

Continued work and relationship maintenance with relevant officers; no new work underway.

South Wairarapa District Council

Initial training has taken place with more to follow.

4.9 Volunteer training

Greater Wellington

Chris Killeen (Group Trainer) has trained Wairarapa and Wellington GEOC staff in the same subject matter this year. The training focused extensively on content rather than process with an emphasis on Situation Report writing and Incident Action Planning. The first half of the year focussed on the type of information we expect to see in the GEOC, how to assess and collate it and what information needs to be sent higher (MCDEM etc).

Wellington City Council

New volunteer network structure agreed with volunteer leaders and underway. Its main aims are to enable expansion of the network, support increased numbers of volunteers and to link with other community-based organisations such as Residents' Associations, Neighbourhood Support, church groups, etc.

Work has begun on new training programme, based on RAPID training. It will be delivered centrally through WEMO with the aim of ensuring quality and consistency to nationally accepted standards. This approach should engender greater engagement, retention and credibility of community-based CDEM volunteers. Reinstatement of CIMS2 courses, with the first one run in late July.

New quarterly seminar programme for volunteers. Last month organised a visit to NCMC; next month there will be a GNS presentation to coincide with Disaster Awareness Week.

For the first time, volunteers will participate in exercise Phoenix on the morning of Saturday 7th November, followed by a luncheon with the Mayor.

Hutt City Council / Upper Hutt City Council

As detailed in section 4.6.

Porirua City Council

We are currently rebuilding the cities Civil Defence Centre capability. Documents and plans are being rewritten with common operating procedures. Local volunteers are scarce.

Internal training (Council) is continuing and we have generated a small team of willing volunteers and have the agreement of managers that some specific offices will swing directly into planning roles after an event.

4.10 Professional development programmes

Greater Wellington

All Group Controllers, Group Recovery Managers and Group Emergency Management Advisors took part in the following courses:

June 2009 – Course 3:

Politicians (Local & Central), Health & Safety, Lifelines, Public Information, Linkages to other agencies (MCDEM etc), Multi – Agencies (Who and What).

August 2009- Course 4:

Crisis management & decision making (Information analysis, Short & long term planning, transition to recovery, stress management).

Wellington City Council

Almost entirely new team of staff at WEMO. Courses completed or planned to date include CIMS2, controllers and recovery managers' workshop, MCDEM Controllers' course, MCDEM Recovery Managers' course.

Well-attended and very successful training day in September for part-time CDEM staff (mainly Council senior management), with planning for a new programme of monthly training underway. The response has been very positive, bringing about renewed engagement and vigour in Emergency Planning.

Hutt Valley Emergency Management Office

Emergency Management staff attended the North Island Emergency Management Conference in Rotorua.

HVEMO staff are leading the development of training programmes for Planning & Intel and Logistics for the Group (this also incorporates Rural Fire). Relevant in-house and external training providers as well as attendance at relevant seminars and conferences are used for enhancing the professionalism of staff.

Kapiti Coast District Council

Emergency Management staff will attend the North Island Emergency Management Conference in Hastings in November.

Porirua City Council

Officers have attended Controller and Recovery Manager training run by our Group office, along with CDEM skills based training courses;

- CIMS4
- EOC 200, 300 levels
- Local training provided by group and TAs

Group appointees need to make more time to attend structured specific training.

Training identified in the new LTCCP will assist all PCC staff.

Emergency Management staff attended the North Island Emergency Management Conference in Rotorua.

Masterton District Council

EOC staff participate in Group controller training and key staff receive specialist training where required.

South Wairarapa District Council

Attendance at Controllers' and Recovery Managers' courses are in progress and approx 60% finished. Some staff completed CIMS level 2 course.

5. Recommendations

That the CEG:

1. ***Receives the report.***
2. ***Notes the content of the report.***

Report prepared by:

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