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Committee CDEM Group
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Group Controller's Report

1. Purpose

To update the Wellington CDEM Group about operational civil defence emergency management activities which do not require CDEM Group decision-making.

2. Background

The CDEM Group Office and the Territorial Authority Emergency Management Offices are required to conduct activities in accordance with the CDEM Act 2002, the Wellington region CDEM Group Plan, and work programmes as set out and approved by the respective councils.

This report reflects the work that has been carried out since the last meeting of the CDEM Group.

3. CDEM in the Wairarapa

The three territorial authorities in the Wairarapa decided to join their CDEM functions into one Wairarapa CDEM Office and approved a service level agreement for CDEM services to be undertaken by Masterton District Council (MDC) on behalf of Carterton District Council (CDC) and South Wairarapa District Council (SWDC). However, each territorial authority will retain their responsibilities and accountabilities under the CDEM Act 2002.

Each of the council members of the Wairarapa will also retain their membership of the Joint Committee and Coordinating Executive Group of the Wellington Region CDEM Group. Each member is expected to actively participate in Group meetings and retain a regional focus.

In general terms, the services (based on the four Rs of risk reduction, readiness, response and recovery) provided by Masterton District Council are the day-to-day administrative and management services required to ensure that Carterton DC and South Wairarapa DC are in a position to respond to actual or potential

local emergencies. The services do not include business continuity requirements and emergency recovery requirements following a local emergency.

4. Public education

The Civil Defence Emergency Management Act 2002 (the Act) requires each CDEM Group to promote and raise public awareness of hazards and risk. The CDEM Group has a CDEM Group Public Education Strategy in place and the public education initiatives outlined below were carried out according to the Strategy.

It's easy: get prepared for an emergency

The "It's easy" booklet has been a great success with over 100,000 copies now printed and distributed to the Territorial Authorities (TAs).

To complement the booklets, the CDEM Group's Public Education Group has also developed pull up banners that can be used at presentations and events. These banners are "it's easy" branded and are available for all TAs to use.

Radio advertising

Recently the Wellington CDEM Group signed a 12 month contract with Mediaworks Radio Airwaves. This contract includes a minimum of one hundred and fifty 30 second radio advertisements per month. In addition to the ads, the new contract now includes four ad libs and one two minute interview every month.

For the next six months the advertising will be more focused, covering off areas such as changing stored water, looking out for neighbours, getaway kits, family plans and also an anniversary for the 22nd February Christchurch earthquake.

5. Professional development

Elected Members

The Wellington Emergency Management Office (WEMO) is in the process of designing a training and development programme for elected members and this programme, after endorsement from the CEG Sub Committee and the CEG, will be implemented for all councillors throughout the region.

Controllers and Recovery Managers

A new programme for the training of controllers and recovery managers of the region was finalised in June 2011.

The new course includes topics such as CDEM legislation, leadership, relationships and operational capability, all based on the new Competency Framework that was developed by the Ministry of CDEM.

The first course of the new programme was delivered on 31 August 2011 and included topics such as the region's hazardscape, managing emergencies, legislation, plans, declarations, the 4Rs of risk reduction, readiness, response and recovery.

The second part of the course will concentrate on the incident management team functions and responsibilities at the local level while the third part will be an exercise to test the knowledge and skills gained from the course.

Controllers and Recovery Managers from Kapiti Coast, Porirua, Wellington, Hutt City, Upper Hutt City, South Wairarapa and Greater Wellington attended the programme.

The next course is planned to take place in May 2012.

6. CDEM Group Work Programme

The new CDEM Group Plan and the associated CDEM Group Work Programme (which is set out for the next five years) has been delayed due to the outcome of the Capability Assessment report and the Sharing of Services project.

However, certain projects in the work programme need to continue and a report to this regard was tabled at both the CEG Sub-Committee (29 April 2011) and CEG (20 May 2011) meetings.

The proposed CDEM Group Work Programme for 2011 and 2012 was considered and approved by both committees. Due to the Wellington region's response to the Christchurch earthquakes it was also approved that completion dates for the projects be extended to 31 December respectively and not 30 June of each year.

The approved projects are as follows:

6.1 Ongoing CDEM Group Activities

The CDEM Group Office and the territorial authority Emergency Management Offices are required to carry out ongoing projects as set out in the CDEM Group Plan. These activities include: local hazard analysis, resource management plan reviews, Business Continuity Plan (BCP) development, LTP consultation with emergency management organisations, asset management planning, public training, formal agreements prepared as necessary for response and recovery, hazardous substances industry advocacy, volunteer training, professional development programmes and the application of the Co-ordinated Incident Management System (CIMS) .

It is exciting to report that the new Emergency Management Information System (EMIS) has been completed and implemented and that training is now provided to all users of the system. Our common practices, standard processes, forms and training have been developed accordingly to be taken up in EMIS.

A work programme reporting matrix was developed and approved by the CEG Sub Committee. Greater Wellington and the territorial authorities are currently in the process of populating the matrix and a report to this regard will be tabled at the next CEG and CDEM Group meetings.

7. Projects

The following work programme projects need completion during the 2011/2012 period.

CDEM Group Communications Plan (review)

In progress. The CDEM Group Communications Plan outlines how the Wellington CDEM Group will communicate with each other in any emergency event.

The project is led by the CDEM Group Office with all territorial authorities participating. Completion date is set for 31 December 2011

CDEM Group Public Education Strategy (review)

In progress. It is necessary to review the CDEM Group Public Education Strategy to ensure it is consistent with national strategies and incorporates new research and learnings.

A final draft is currently being reviewed by the Public Education Work group. The completion date is set for 31 December 2011.

8. Exercises

Exercise Phoenix VIII

Led by the CDEM Group Office. Territorial authorities have the option to participate.

Exercise Phoenix VIII will be held on Wednesday 16 November 2011 using the well established scenario for the Phoenix exercise series. The aim for Exercise Phoenix VIII will be to 'exercise and evaluate the Group Emergency Co-ordination Centre's roles and processes'. The exercise will also make provision for a separately run 'Greater Wellington Water' exercise, using the same scenario but with some specific and challenging issues around the supply of water during a disaster event.

Exercise Pacific Wave

Exercise Pacific Wave is an international exercise based on a tsunami scenario will be held on either 9 or 10 November 2011. It is compulsory for all CDEM response agencies to participate in this exercise.

This will be the biggest exercise for our CDEM Group in 2011.

Exercise Shakeout

Exercise Shakeout will be a national exercise based on an earthquake scenario.

The exercise is planned to take place in September 2012.

A national planning team has been put in place to plan and prepare for the exercises which will mainly focus on public and organisational awareness and preparedness, especially on Business Continuity (MCDEM, CDEM Groups, national agencies, lifelines organisations, businesses and the like.

9. Recommendation

That the Civil Defence Emergency Management Group:

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

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