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Committee CDEM Group
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Group

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

Three CDEM Group work programmes in the CDEM Group Plan are due for completion in the 2008/2009 year – interagency planning committee review, community psychological support arrangements and spontaneous volunteer management. The CDEM Group Office has additional work programmes namely, the review of the CDEM Group Plan, the communications' review, external supply of resources and GIS in emergency management. There is a pressing need for these work programmes, even though they are not specified in the Group Plan.

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 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 engaged members of the Regional Inter-agency Committee to determine whether this committee is still of value and whether it should continue.

Responses received were overwhelmingly in favour of maintaining the inter-agency committee and the Committee is now in the process of reviewing its Terms of Reference to ensure that it can function even more effectively.

The final report will be tabled at the next CEG meeting.

Project Leader: Senior Sergeant Dave Rose, 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

The Capital and Coast DHB Mental Health Service have assigned staff to work with the Emergency Management Service to develop guidelines and procedures for the management of the psychosocial aspects of emergencies. The team will be taking part in Ministry of Health briefings in early March and expect to start detailed local planning in April 2009.

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

Each Local Authority has developed independent systems over the years based on operational experience. That experience has developed particular to the environment and community where incidents have taken place.

A working group of Emergency Managers considered each others processes and found that there was value in each of the practices that had evolved, however one particular management style for not work for each area.

In 2008 the Ministry of Civil Defence and Emergency Management produced a best practice guide that encapsulated the discussions of the working group.

It was the view of the emergency managers that the Best Practice Guide (BG3/06) should form the basis for individual Local Authorities within the Group to prepare for and manage their spontaneous volunteers taking into consideration the findings the working group had come to regarding the differences in environment and communities that each Local Authority faced. Copies of the Civil Defence Emergency Management Best Practice Guide for Spontaneous Volunteer Management Planning [BPG3/06] are available at each Emergency Management office and at the website of <http://www.mcdem.govt.nz>

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

The plan is now in the new format specified by MCDEM for all 2nd generation Group Plans. The Hazard and Risk sections are now completed and include an updated risk assessment. On completion of the draft, the plan will go out for full consultation to all parties within the CDEM sector.

Project Leader: Jessica Hare, CDEM Group Office

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

3.5 Communications Review

3.5.1 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 it's effectiveness in an event. Current equipment will be assessed and possible replacements recommended.
2. **Mt Climie Site Security** – Over the past 5 years, site 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 are currently 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.

3.5.2 Progress

The Communications Review is currently in the research phase. Certain costs and options have been collated and the Mt Climie protocol has been redrafted. When all costs and options are assessed and consulted the document will be released to the CDEM Sector.

Project Leader: Chris Killeen, CDEM Group Office

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

3.6 External Supply of Resource

3.6.1 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.

3.6.2 Progress

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

- Previously used materials have been collated and researched
- The Ministry of CDEM has agreed to take part with Staging Area investigation and mapping

- Meetings took place with the Ministry of Civil Defence in early March
- External Supply of Resources procedures from abroad have been researched.

Project Leader: Chris Killeen, CDEM Group Office

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

3.7 GIS in Emergency Management

3.7.1 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 report is implemented at the Group level to ensure the Group Emergency Operations Centre (GEOC) has some GIS capability during response.

3.7.2 Progress

The project is being tackled in two phases:

Phase 1: Stock take of what data sets we have, where they are located and how they can be used in an emergency management context. This will focus primarily on data sets held on GWRC systems. However, Territorial Authorities' Emergency Management Officers 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.

The project is still in phase 1.

Project Leader: Craig Hamilton, CDEM Group Office

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

3.8 CDEM support for fuel supply during response

3.8.1 Aim

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

3.8.2 Progress

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.

A number of meetings and a workshop have been attended by CDEM representatives and the Fuel sector. These have helped to understand the statutory environment and the complexities facing access to and delivery of fuel to existing fuel sector customers and those CDEM critical agencies during emergency response.

Regional and local planning will build on the positive outcomes from the workshop.

Project Leader: Craig Hamilton, 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.

4.1 Local hazard analysis

Local authority CDEM officers continue to contribute to local hazard management. New activities and / or progress on previous activities are summarised as follows:

Carterton District Council Costing of tsunami signage is underway along with a sign location plan.
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.
Kapiti Coast District Council Work is proceeding on a rewrite of the local tsunami evacuation plan in line with the new Group tsunami evacuation plan. A lifelines initiative is also commencing to reassess response and recovery priorities for the district to be developed into a formal plan.
Masterton District Council Tsunami signage is being upgraded and evacuation routes are being developed.
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.

South Wairarapa District Council

Signage for tsunami evacuation now at proof reading stage. Escape routes being identified. Permission being sought from land owners. Standard Operating Procedures being revised to suit each location for the above project.

4.2 Resource management plan reviews

Local authority CDEM officers continue to contribute to resource management planning. New activities and / or progress on previous activities are summarised as follows:

Carterton District Council

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

Masterton District Council

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

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.

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 development

Local authority CDEM officers continue to contribute to business continuity plan development. New activities and / or progress on previous activities are summarised as follows:

Greater Wellington

As part of exercise Phoenix V, the Wairarapa based management team participated in a Business Continuity workshop. The workshop covered personal preparedness, staff welfare, BCP activation, role of the BCM team and initial priorities.

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.

Kapiti Coast District Council

Kapiti Coast District Council's BCP's are programmed for another review in the 2009/10 FY.

Porirua City Council

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

South Wairarapa District Council

Larger generator being installed as part of the Business Continuity Planning.

4.4 LTCCP consultation with emergency management organisations

Local authority CDEM officers continue to consult with emergency management agencies and contribute to their respective LTCCP process. New activities and / or progress on previous activities are summarised as follows:

Hutt Valley Emergency Management Office

HVEMO has input into both HCC and UHCC LTCCP process.

Kapiti Coast District Council

KCDC has reinforced a serious commitment to CDEM and Rural Fire through the LTCCP process.

Porirua City Council

CDEM training has been incorporated into the new LTCCP. This will involve various external agencies. Funding has not yet been confirmed.

4.5 Asset management planning

Local authority CDEM officers continue to consult with their respective asset management officers. New activities and / or progress on previous activities are summarised as follows:

Kapiti Coast District Council

Flood management is a key with the current focus on the rebuilding of some bridges/culverts.

Council has developed a stockpile of critical fixtures and fittings for emergency repair work in the event of an earthquake rupturing water and sewer lines and pumping systems.

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.

Wellington City Council

Wellington has comprehensive asset management plans (21) for all its assets. An external review by MWH New Zealand (completed in 2006/7) found that all plans are close to "advanced status" as defined by the National Asset Management Steering Group.

The asset management plans detail: asset scope and condition, future demand and capacity, performance measures, risks, lifecycle strategies, significant negative effects arising from ownership of assets, and information on maintenance, renewal and upgrade programmes.

Asset management plans are updated regularly with appropriate input from relevant experts and then reviewed by a working group of councillors and senior officers.

4.6 Public training

Local authority CDEM officers continue to deliver public training. New activities and / or progress on previous activities are summarised as follows:

<p>Carterton District Council</p> <p>Very successful Combined Emergency Services day held in October. Disaster Awareness week information packs given out at local Carterton railway station. All urban households received household emergency and checklist plans.</p>
<p>Greater Wellington</p> <p>Household Planning and Sewage Disposal factsheets have been completed and used in Disaster Awareness Week (see CDEM Group Public Education Initiatives report).</p>
<p>Hutt Valley Emergency Management Office</p> <p>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.</p> <p>As the initial and foremost user of ReadyNet HVEMO has built a strong network for implementation of Readiness and Response within HCC and UHCC.</p>
<p>Masterton District Council</p> <p>A very successful emergency services day was recently held and we are preparing for Disaster Awareness Week later this year.</p>
<p>Porirua City Council</p> <p>A directed approach toward childcare centres.</p> <p>"Readynet" is being promoted to ensure common emergency plans and regular updates on them.</p> <p>We are working with a local college to promote a school based training programme.</p>
<p>South Wairarapa District Council</p> <p>Household emergency planning information distributed to all households during Disaster Awareness Week. A number of community talks have been delivered and displays in libraries have been set up.</p>
<p>Wellington City Council</p> <p>To date in 08/09 110 presentations have been completed. In 2007/08 the total number of presentations was 167; with 135 visits in 2006/07; and 84 visits in 2005/06.</p>

4.7 Formal agreements prepared as necessary for response and recovery

Local authority CDEM officers continue to work with emergency management agencies, businesses and non government organisations in their respective area. New activities and / or progress on previous activities are summarised as follows:

Masterton District Council

Alternate CDEM EOC - Wairarapa District Health Board (WDHB) - A Memorandum of Understanding is currently being drafted between the Masterton District Council and the WDHB for reciprocal use of Emergency Operations Centres.

Porirua City Council

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

4.8 Hazardous substances industry advocacy

Local authority CDEM officers continue to work with hazardous substances officers, organisations and committees. New activities and / or progress on previous activities are summarised as follows:

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.

South Wairarapa District Council

Internal staff looking at possibility of training in hazardous substances.

Upper Hutt City Council**4.9 Volunteer training**

Local authority CDEM officers continue to deliver training to CDEM staff through existing programmes. New activities and / or progress on previous activities are summarised as follows:

Greater Wellington

Chris Killeen (Group Trainer) will train Wairarapa and Wellington GEOC staff in the same subject matter this year. Initially the training will focus extensively on content rather than process with an emphasis on Situation Report writing and Incident Action Planning. The first half of the year will be 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).

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

Local authority CDEM staff and Group appointees continue to attend professional development courses. New activities and / or progress on previous activities are summarised as follows:

Greater Wellington

All Group Controllers, Group Recovery Managers and Group Emergency Management Advisors took part in Exercise Phoenix V.

In November 2008 the newly appointed Group Controllers / Recovery Managers and Public Information Managers attended the MCDEM Professional development courses for these roles.

The Group Controller organised and chaired a meeting with operational managers of lifelines utilities to build relationships and discuss communications.

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

Preparation for the next Controller and Recovery Manager Course is underway. We are expecting over 30 participants for the June 5th course. The contents of the course are listed below:

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).

May 2010 – Course 5:

Exercise

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 attended the North Island Emergency Management Conference in Rotorua.

Masterton District Council

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

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.

South Wairarapa District Council

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

Arrangements are being made for the new Recovery Manager to attend the appropriate courses in near future.

Wellington City Council

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

5. Recommendations

That the CDEM Group:

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

Report prepared by:

Dr Roger Blakeley
Chair, Co-ordinating
Executive Group