

Capability Assessment - Corrective Actions - CEG

Attachment to Capability Assessment - Corrective Actions update report

KEY:

Serial	Theme	Recommendation	Responsibility and completion date	Additional information	Project Management Tracking
1	Subject matter	Details of the recommendation	Any lead assigned?	Any additional information	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="width: 15px; height: 15px; background-color: red; border: 1px solid black;"></div> Behind <div style="width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></div> On track <div style="width: 15px; height: 15px; background-color: green; border: 1px solid black;"></div> Complete <div style="width: 15px; height: 15px; background-color: purple; border: 1px solid black;"></div> Not started </div>

URGENT Priority

Serial	Theme	Recommendation	Responsibility and completion date	Additional information	Project Management Tracking
1	Group Organisational Structures	That the Coordinating Executive Group determines a mechanism to ensure that participants within structures supporting the Wellington CDEM Group are fully aware of how the CDEM Group is intended to function.	CEG	Ongoing as part of the creation of WREMO. Regular programmed briefings provided to CDEM stakeholders.	
2	Group Organisational Structures	That the Coordinating Executive Group examines the connections between the structures of the Group with a view to determining where gaps exist, and how strengthening of these connections could be achieved (note: some other recommendations within this report would assist in this area).	CEG	Work is in hand to strengthen relationships with key stakeholders in particular with emergency services, welfare and lifelines organisations plus councils at planner level.	
3	Culture	That the Joint Committee and the Coordinating Executive Group select appropriate representation from their membership (including non-delegated Chief Executive representation) with support from MCEM, to form a working group to address the culture of the Wellington CDEM Group.	CEG/JC	Cultural change sufficiently advanced in terms of internal and external relationships, new values, protocols, policies and SOPs. Closed.	
4	Co-ordinating Executive Group	That the Coordinating Executive Group reviews the Terms of Reference and membership of the Coordinating Executive Group to ensure the appropriate level of representation and engagement from its members.	CEG	Action complete	
5	Co-ordinating Executive Group	That the Coordinating Executive Group ensures the regular and ongoing clarification of roles and responsibilities for all Coordinating Executive Group representatives.	CEG	Action complete	
6	Group Emergency Management Office	That the Coordinating Executive Group reviews the arrangements of the Group Emergency Management Office to better emphasise the coordination, supporting and planning role of the Group Emergency Management Office.	CEG	Action complete	
7	Group Work Programmes	That the Coordinating Executive Group undertakes a prioritised, detailed analysis of the second generation CDEM Group Plan to determine how work programmes at both a Group and territorial authority level, can give effect to the outcomes in a coordinated and integrated manner over the lifespan of the Plan.	CEG	New CDEM Group Plan complete and likely to be approved on 28 June 2013.	
8	Group Work Programmes	That the Coordinating Executive Group determines a mechanism to ensure that it has meaningful oversight of the Group and territorial authority work programmes.	CEG Sub Committee	WREMO plans are being developed in conjunction with CEG Sub Committee and approved by CEG	
9	Group Funding	That the Joint Committee reviews its current funding arrangements ensuring that it has collective oversight of CDEM expenditure and outcome delivery across the Group.	CEG	Rules covering this have been agreed as part of the General Agreement of CDEM Services approved by CEG	
10	Group Funding	That the Coordinating Executive Group requires the implementation of a transparent budget reporting mechanism to be used by the Group Emergency Management Office and territorial authorities.	CEG	Rules covering this have been agreed as part of the General Agreement of CDEM Services approved by CEG	
11	Shared Service Project	That to achieve the stated vision and goals of the current draft second generation CDEM Group Plan, the Joint Committee and Coordinating Executive Group consider the future structure of CDEM delivery within the Wellington Region taking cognisance of the principles of the shared services project.	CEG	Complete with the formation of WREMO on 2 July 2012	
12	Community Resilience	That the Coordinating Executive Group determines the priority for community response planning as a methodology for promoting community resilience in the Wellington region, and ensures there are sufficient resources to achieve this priority.	CEG	The Community Resilience Team has developed a system for resilient communities that connects the individual to the EOC through a set of tools that facilitate household preparedness as the foundation then connects neighbours and communities through community-driven response plans. New approach is complete and implementation now part of BAU.	

13	Community Resilience	That the Coordinating Executive Group encourages councils to actively participate in community engagement programmes involving a whole-of-council approach.	CEG	Good leadership being exercised by CEs along with General Managers who form the CEG Sub Committee. New approach to developing resilient communities will require active support of council.	
14	Integrated Hazard Management	That together with relevant partners (including lifeline utilities), all Wellington CDEM Group members develop a common understanding of the purpose, principles and status of risk management, including identification of risk reduction roles of individual Group members, both within and outside CDEM functions.	CEG	Preparatory workshops covering planning (hazard management), welfare, emergency services, lifelines and local authorities actioned as input to the Group Plan.	
15	Professional Development	That the Coordinating Executive Group considers undertaking a comprehensive development needs analysis (utilising the CDEM Competency Framework as a basis for development) to establish what professional development and training is required by the staff in the Wellington CDEM Group, with a view to implementation of a Group professional development and training plan which is resourced and budgeted for appropriately, and consistent across the Group.	CEG	A WREMO Training Strategy (based on the Waikato model) has been developed and approval to implement was given by CEG (12 April 2013)	
16	Training Programme	That the Coordinating Executive Group develops and implements a mechanism that will provide oversight of capability development and related issues across the CDEM Group at a strategic level.	CEG	Being managed by Regional Manager with oversight provided by CEG.	
17	Training Programme	That the Coordinating Executive Group supports the maintenance of capability levels, by ensuring that staff are released for professional development activities, and ensuring that staff understand the need to participate in these activities.	CEG	A WREMO Training Strategy (based on the Waikato model) has been developed and approval to implement was given by CEG (12 April 2013)	
18	Training Programme	That a Group Training Coordinator position be mandated to coordinate training across the entire Wellington CDEM Group.	CEG	Training facilitated by WREMO's Operational Readiness Team. EMIS Trainer for the North Island (through Resilience Fund) based at WREMO. Currently recruiting.	
19	CDEM Group Plan	That the Joint Committee engage in the early development of the second generation CDEM Group Plan to ensure that the strategic direction of the Wellington CDEM Group determines the CDEM Group Plan's further development.	CEG	Completed	
20	CDEM Group Plan	That the Coordinating Executive Group leads the process and determines a mechanism to ensure engaged participation by all CDEM Group members in the formulation of the second generation CDEM Group Plan.	CEG	Completed	
21	Group Emergency Coordination Centre	That the Coordinating Executive Group reviews the current capacity (being place, people and process) of the Group Emergency Coordination Centre and its alternate facilities, to determine whether they are fit for purpose and ensures a process to monitor progress occurs.	CEG	Current ECC arrangements are less than ideal. Negotiations are in place with the NZ Royal Society to use their building when an ECC is required. Funding has been made available for relocating the ECC from RCC	
22	Group Emergency Coordination Centre	That the Coordinating Executive Group ensures that the role of the Group Emergency Coordination Centre during an activation (and monitoring) phase be defined, agreed, practised and adhered to.	CEG	The Operational Readiness Team has reviewed the ECC (facilities, systems, staff) and SOPs. Plan is to relocate ECC to NZ Royal Society	
23	Emergency Operations Centres	That Coordinating Executive Group reviews the 2008 Emergency Operations Centre assessment report and determines whether or not it should be revisited for currency (i.e. Canterbury earthquake learnings) and how the recommendations from that report (or any subsequent one) should be implemented.	CEG	All EOCs across the region as well as all SOPs reviewed and updated	
24	Controllers	That the Coordinating Executive Group encourages all Group and Local Controller role holders to undertake the MCDEM Controllers course.	CEG	WREMO Training Strategy has been developed. Controllers are enrolled on MCDEM Controllers Courses. About 50% of controllers still need to be trained in CIMS, MCDEM Controllers Course, WREMO EOC training for controllers.	
25	Controllers	That Coordinating Executive Group emphasises the importance of consistent attendance at Group-led Controller training to territorial authorities and role holders.	CEG	This aspect is managed between the Regional Manager and the CEG Sub Committee. Currently still behind but is being addressed.	
26	Controllers	That Coordinating Executive Group considers a Development Needs Analysis to assist the Group in determining an appropriate process for the selection/appointment and review of Controllers.	CEG	A review of appointees has been done. New controllers(where applicable) were appointed by the Joint Committee in March 2013	
27	Welfare	That the Coordinating Executive Group executes formal oversight of the Welfare Advisory Group, and ensures direction to the Welfare Advisory Group.	CEG	The Chair of the WAG has been co-opted to the CEG. TOR for WAG in place.	
28	Emergency Services	That the Coordinating Executive Group examines its relationship with the Interagency Liaison Group with a view to ensuring a deliberate cognisance of the role, function and expertise that the Interagency Liaison Group can contribute to the Wellington CDEM Group.	CEG	In the process of revitalising the Regional Interagency Committee chaired by NZ Police).	

29	Recovery	That the Coordinating Executive Group ensures that Chief Executives and Mayors understand the full extent of resourcing and funding which may be required for recovery after events.	CEG	Work yet to be undertaken or planned	
30	Recovery	That the Coordinating Executive Group determines its ongoing relationship with the Group Recovery Manager with a view to establishing how the role will achieve input into decision making at a Group level.	CEG	Intention is to conduct a complete review of both the current appointees and the tools/frameworks available to support their planning efforts	

HIGH Priority					
Serial	Theme	Recommendation	Responsibility and completion date	Additional information	Project Management Tracking
31	Joint Committee	That the Coordinating Executive Group ensures the regular and ongoing clarification of roles and responsibilities for all Joint Committee representatives.	CEG	Two training sessions held with Mayors and Deputies. Another round will be scheduled post October 2013 elections. Part of WREMO Training Strategy	
32	Joint Committee	That Joint Committee meeting minutes are included on individual local authority council agendas as a reporting back mechanism, and that the Joint Committee identify other mechanisms to meaningfully engage their respective councils on matters of CDEM.	CEG	Both CEG and Joint Committee meetings incorporated into the formal meeting programme. Both bodies have met more frequently to provide effective governance through the change programme.	
33	Joint Committee	That the Joint Committee structures its meeting agenda to align with the 4Rs, allowing it to view what work is being done under each area, and where an area is receiving unequal attention.	CEG	WREMO's work include the 4Rs and WREMO reports to the Joint Committee reflects progress against WREMO Annual Plan targets	
34	Co-ordinating Executive Group	That the Coordinating Executive Group considers forming further working groups as a mechanism to consider specific matters which need Coordinating Executive Group level focus.	CEG	This is currently happening. E.g. Water Supply.	
35	Co-ordinating Executive Group	That the Coordinating Executive Group structures its meeting agenda to align with the 4Rs, allowing it to view what work is being done under each area, and where an area is receiving unequal attention.	CEG	WREMO's work include the 4Rs and WREMO reports to the Joint Committee reflects progress against WREMO Annual Plan targets	
36	Co-ordinating Executive Group	That the Coordinating Executive Group considers how, as an entity of representative individuals, it could best promote the principles of CDEM in business-as-usual activity within its individual organisations.	CEG	CDEM principles being factored back into BAU through CEG Sub Committee activities	
37	Co-ordinating Executive Group	That Coordinating Executive Group members consider mechanisms for engagement of local staff (local authority Civil Defence Officers and emergency services personnel) regarding issues arising from the Coordinating Executive Group, or issues which could be raised at the Coordinating Executive Group.	CEG	Relationships are managed through the five local Emergency Services Coordinating Committees (ESCCs) and the Regional Interagency Liaison Committee	
38	Business Continuity Management	That the Coordinating Executive Group collectively determines a priority for business continuity management and how this can best be achieved for the representative agencies across the Wellington CDEM Group in the spirit of the CDEM Act 2002.	CEG	Factored into CDEM Business Plan and WREMO Annual Plan	
39	Volunteers	That the Coordinating Executive Group examines national, regional and other local initiatives, resources and support mechanisms with regard to volunteering, and learn from/adapt these.	CEG	A Community Resilience Strategy incorporating those aspects have been developed and is being implemented. This document and approach has received very favourable domestic and international interest.	
40	Volunteers	That the Coordinating Executive Group develops a strategy to ensure the recruitment, training and retention of volunteers.	CEG	A Community Resilience Strategy incorporating those aspects have been developed and is being implemented. This document and approach has received very favourable domestic and international interest.	
41	Understanding the hazardscape	That the Coordinating Executive Group ensures that there is a central repository (e.g. the CDEM Group website) which contains up-to-date hazard and risks research be determined, with a mechanism for keeping the information current.	CEG	Hazard workshop as part of the preparatory work for the Group Plan has been held and outcomes have been incorporated into the Group Plan.	
42	Exercises	That the Coordinating Executive Group considers the development of a Group-wide 'smart' exercise programme, coordinated with training and professional development programmes, that includes: • A region-wide needs analysis, and rationale for functions to be exercised, and • Options for different types and levels of exercising.	CEG	Included in the WREMO Training Strategy and work programme. WREMO also working with the Military (benchmark training, development and exercise practice - e.g. Exercise Tempest.	
43	Exercises	That the Coordinating Executive Group develops and implements a coherent process for determining, aligning, implementing and embedding outcomes relating to exercising across the Group.	CEG	WREMO has been developed with the intention of achieving/producing effects-based outcomes	
44	Exercises	That the Coordinating Executive Group develops a mechanism to provide oversight of exercises at a strategic level.	CEG	Exercise programme still to be developed but will incorporate peer oversight	

45	Welfare	That the Coordinating Executive Group considers the development of a welfare work programme that will strengthen local and regional links, and build capability for the local management of welfare (including assessments of local arrangements, welfare staffing and training).	CEG / WAG	WAG regional work programme have addressed agency capability and interconnectedness. Operational Readiness has coordinated the assessment and development of local welfare arrangements across the region.	
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46	Welfare	The Coordinating Executive Group develops a system for oversight of the current or proposed work/project arrangements of the Welfare Advisory Group with a report back to the Coordinating Executive Group.	CEG/ WAG	A better mechanism to achieve this will be incorporated in CEG meetings. Verbal reports are already provided at the WAG meetings	
47	Welfare	That the Coordinating Executive Group ensures new Welfare Advisory Group representatives, are provided with an induction.	CEG/ WAG	A self induction programme is currently under development as part of the WAG programme	
48	Lifelines	That the Lifeline Utilities Coordinator and the Group Emergency Management Office Manager re-examine the Group Emergency Operations Centre lifelines coordination procedures and staffing to ensure that there is adequate trained staff to support lifelines coordination, and best use of time in a training context is achieved.	CEG / WREMO	Lifelines Coordinator has been appointed for the region. Close relationship with WREMO.	
49	Recovery	That the Coordinating Executive Group instigates the development of a specific recovery managers professional development and training programme that includes how legislative process and reduction activity inform the Recovery Manager role.	CEG	Collective training for controllers and recovery managers currently being provided through WREMO Training Strategy	

MEDIUM Priority

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50	Professional Development	That the Coordinating Executive Group familiarise themselves with the CDEM Competency Framework with a view to understanding best practice requirements for any future appointments within the CDEM context.	CEG	Connected to ongoing activities in the Group Work Programme ref: 1.5	
51	Recovery	That the Coordinating Executive Group ensures that a recovery component is included in exercises held at both a local and Group level.	CEG	Recovery is a component of all WREMO exercises	
52	Recovery	That the Coordinating Executive Group considers mechanisms for actively incorporating lessons identified from the response to and recovery from events back into risk reduction activities.	CEG	Corrective Action Plan is developed after exercises and training and reported to CEG and the Joint Committee	