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Committee CDEM Group
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CDEM Group Plan progress: Draft Operational and Administrative Parts

1. Purpose

To inform the Group of progress made in developing the CDEM Group Plan.

2. Background

The draft operational and administrative parts of the CDEM Group Plan have been completed (enclosed as a separate document). This is in keeping with the target specified in the timeline for Plan development. The CDEM Group endorsed the draft strategic part of the Plan at its last meeting.

3. Plan components

3.1 Operational Arrangements (PART 4)

This part of the Plan is the “Who does what” part. It is divided into Readiness, Response and Recovery sections.

3.1.1 Structure for delivery

The structural arrangements for delivering CDEM in the region were revisited and, following discussions with officers and management, the proposed model of six local Emergency Management Offices (EMOs) was developed.

Local authorities in the Wairarapa are currently working together to determine the most appropriate organisational structure for the proposed Wairarapa EMO.

Although there is certainly scope to revisit the option of uniting other local areas, feedback from most local authorities was that for the first CDEM Group Plan it is appropriate to let the new Group structures ‘bed down’ and be reassessed when preparing the next Group Plan. (See 4 below.)

3.1.2 Functional Roles

Many workshops and meetings were held to develop descriptions of the roles of each emergency management agency. In many cases this process clarified roles and expectations held by one agency of another.

Functional roles related to recovery were developed following information gained at the national Recovery Symposium and from the recovery experiences of the Manawatu-Wanganui region floods.

The Plan clarifies the roles of the Group EMO and Local EMOs during readiness, the Group Emergency Operations Centre (EOC) and Local EOCs during response, and Group and Local Recovery Managers during recovery.

3.2 Administrative arrangements (PART 5)

Section 49 of the CDEM Act (2002) requires the CDEM Group Plan to state the local authorities that form the CDEM Group, the apportionment of liability for the provision of financial and other resources, the basis for that apportionment, and the arrangements for co-operation and co-ordination with other Groups.

In the draft Wellington CDEM Group Plan, we have listed appointments and delegations to be made by the Group. These delegations will need to be formalised in a report to the next CEG and CDEM Group meetings.

3.3 Monitoring and Review (PART 6)

This part of the Plan outlines the processes that will be undertaken to monitor the effectiveness of the Plan and to review the Plan on an ongoing basis and at the end of the required 5 year period.

4. Co-ordinating Executive Group

The Co-ordinating Executive Group (CEG) reviewed the draft operational and administrative parts of the CDEM Group Plan at its last meeting on 23 August 2004. In their report, officers commented that the draft structural arrangements prepared in the Plan tended to reflect the current arrangements. The CEG agreed and considered that greater structural integration/rationalisation should be considered. It asked that the proposed arrangements be reviewed within 12 months whilst acknowledging that we need to progress with the proposed structure at the present time. Officers were asked to prepare some draft Terms of Reference for the review as the importance of CEG guidance was noted.

5. Next Steps

There is still work to be undertaken to ensure that the Plan will be ready for the next CEG and CDEM Group meetings.

Work will now be undertaken to:

- Incorporate changes and feedback from both the CEG meeting and this CDEM Group meeting.
- Review the strategic part of the Plan to highlight linkages and address any inconsistencies with the operational part of the Plan.
- Make and incorporate Group appointments (to be reported to next Group meeting)
- Agree and incorporate inter-Group MoUs (to be reported to next Group meeting)
- Finalise appendices.
- Finalise required delegations (this will be a report to the next CEG and CDEM Group meetings).
- Prepare a Consultation Plan for when the Plan is publicly notified. This includes the process for receiving and hearing submissions.
- Prepare the Plan for printing including electronic Plan and paper based formats (hyperlinked contents pages, Plan folders, divided sections).
- Prepare final Plan for CEG meeting on 9 November and CDEM Group meeting on 25 November.

In addition, feedback will be sought from emergency management agencies on the drafts of the completed parts of the Plan. These will be made available on the Group website www.wrcdemg.govt.nz.

6. Conclusion

The CDEM Group now has a plan in draft form. It is important that the Group is supportive of the direction taken to date.

After the last CEG meeting, a letter was sent to all participating organisations and feedback on the draft plan requested by 26th September 2004. At the time of writing, only a very few minor issues have been raised. It appears that participants are happy with the draft.

7. Recommendation

That the CDEM Group:

1. **endorse** the draft operational and administrative part of the draft CDEM Group Plan.
2. **note** that the preparation of the Group Plan is proceeding according to the approved timetable.

Report prepared by:

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