

**Report**            **06.603**  
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**Committee**        **CDEM Group**  
**Author**            **Dr Roger Blakely, Chairperson, Co-ordinating Executive Group**

## **CDEM Group work programme progress report**

### **1. Purpose**

To update the CDEM Group on the progress of the CDEM Group work programmes.

### **2. Background**

Seven CDEM Group work programmes are listed in the CDEM Group Plan to be completed in the 2005/2006 year.

This report updates progress on these projects.

### **3. Discussion**

The seven regional projects are listed and where progress has been made additional information has been added.

The 10 ongoing CDEM Group activities are listed in table format and progress has been reported on by each constituent local authority.

#### **3.1 CDEM Group Public Information and Media Management Plan**

##### **3.1.1 Aim**

To ensure that the Group has robust methods and relationships for providing information to the public and to the media in the lead up to, and following a major emergency event.

##### **3.1.2 Progress**

The final draft CDEM Group Public Information and Media Management Plan is attached for CDEM Group approval (see Attachment 1).

*Project Leader:*            Natalie Quirke, Greater Wellington Regional Council

*Project Sponsor:*         Rian van Schalkwyk, Emergency Management  
Manager, Greater Wellington Regional Council

*Project Advisors:* Jo Guard, Emergency Management Officer, Greater Wellington Regional Council

Andrew Cutler, Strategic Communications Manager,  
Greater Wellington Regional Council

## **3.2 CDEM Group Welfare Management Plan**

### **3.2.1 Aim**

To develop a plan for catering for welfare requirements during a major emergency event. This project has strong links to the Group Recovery Plan project scheduled for the 2006/2007 financial year.

### **3.2.2 Progress**

The final draft plan was taken to the Wellington Region Welfare Advisory Group (WAG) meeting for consultation on 21 March 2006. The WAG approved/adopted the plan at this meeting (see Attachment 2).

A Welfare Manager for the Group will be required, but is yet to be appointed. The CDEM Group Office asked for applications for the Welfare Manager role from the existing WAG members earlier in the year. However, no applications were forthcoming. The overall view of the WAG is that we may have to secure a Welfare Manager via a paid position.

The following proposal outlines the preferred option of the WAG.

### **3.2.3 Proposal**

It is proposed that the Wellington Region CDEM Group make provision in the CDEM Group budget for a paid Welfare Manager position.

#### **(a) Objective**

Establish a CDEM Group contract / agreement with at least one Welfare Manager (minimum); preferably two (Welfare Manager and Alternate).

#### **(b) Recommended process**

##### **(i) Arrange funding**

The proposed model is based on an annual budget of \$5,000 per annum per Welfare Manager (i.e. total cost of \$10,000 for both a Welfare Manager and Alternate. This is based on an estimate of 5 days input from each Welfare Manager per year (exclusive of any response actions would be an additional cost).

- (ii) Identify suitable candidate(s)
- Based on technical background, prior involvement in a Welfare capacity, availability in times of emergency, CDEM experience, enthusiasm for the role.
- (iii) Complete and sign contract
- Review contract prior to appointment to verify suitability, with any customisation considered as necessary.
- Agree payment arrangements (frequency etc).
- (iv) Carry out an induction process with the appointed Welfare Manager(s) covering aspects such as:
- CDEM Group response and recovery arrangements
  - Group EOC operations and set-up (providing copies of all relevant SOPs and plans)
  - Introduce to Group Controllers and Recovery Managers, and other key Group response and recovery personnel
  - Identify immediate and medium term training needs, along with key activities for the year they need to be involved in
  - Any other aspects they may not be familiar with in their day-to-day roles.
- (v) Involve Welfare Managers in related CDEM activities, training and exercises
- (vi) Prior to the end of each financial year, hold a structured review with the Welfare Manager covering such aspects as:
- Comfort in the role and willingness to commit for the forthcoming year
  - Training and interaction needs for the forthcoming year.
- (vii) Amend contract as necessary and renew for the forthcoming financial year.

*Project Leader:* Jo Guard, Greater Wellington Regional Council

The working group is made up of representatives from the following Territorial Authorities and agencies:

<p> Carterton District Council  Hutt City Council  Kapiti Coast District Council  Masterton District Council  Porirua City Council  South Wairarapa District Council  Upper Hutt City Council  Wellington City Council  Greater Wellington Regional Council  Wellington Region Civil Defence  Emergency Management Group </p>	<p> Housing New Zealand Corporation  Child Youth and Family Services  Capital &amp; Coast District Health Board  Hutt Valley District Health Board  Wairarapa District Health Board  Regional Public Health  Ministry of Education  Inland Revenue  The Salvation Army  NZ Red Cross  Ministry of Social Development  Victim Support  Work and Income </p>
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### **3.3 CDEM Group Reconnaissance Plan developed and tested**

#### **3.3.1 Aim**

To develop and test a Group Reconnaissance Plan.

#### **3.3.2 Progress**

A substantial amount of work has been carried out on this work programme.

The draft plan makes provision for the initial reconnaissance needed to be carried out at a regional level to ensure efficient use of resources and that essential information is gathered and conveyed to the parties who need to use it.

Regional reconnaissance focuses on assets and locations of regional significance and is not replacing local reconnaissance. Examples of facilities that are part of the reconnaissance plan are those essential for water supply, access, urban search and rescue, lifelines restoration, medical treatment and emergency response. The information gathered during regional reconnaissance will be distributed to the Territorial Authorities, National Crisis Management Centre and lifelines organisation. The draft plan covers both aerial and ground based reconnaissance.

The draft plan defines reconnaissance routes and specific sites of interest. For each of these sites a description of what to look for during reconnaissance is developed. For example, when a road is being assessed the things to look for may be physical damage (e.g. cracking/slumping), blockages (e.g. slips over

the road), or whether people are trapped and in need of rescue. Part of the plan makes provision for the transfer of key emergency personnel within the Region because transport is likely to be by air and use the same resources required for reconnaissance. In addition, reconnaissance can be carried out on these routes while transferring personnel.

We still need to do some work on:

- Documenting pre-event information about the reconnaissance sites (especially aerial photography of specific sites, maps, what to look for, a matrix suitable to carry in an aircraft while flying the route, etc.)
- Establishing reconnaissance protocols that will link with Transit’s reconnaissance plan and Territorial Authority plans.
- Establishing protocols for the use of field staff for regional inputs (eg. Greater Wellington parks field staff, staff coming into an Emergency Operations Centre (EOC)).
- Making arrangements with aircraft providers.
- Making arrangements (including flight routes) for the transport of key personnel within the Region while reconnaissance is carried out on these flights.

*Project leaders:* Rian van Schalkwyk, Greater Wellington Regional Council and Marshal Hyland, Porirua City Council.

#### 4. Ongoing CDEM Group activities

Information has been obtained from each of the Local Authorities for the ongoing CDEM Group activities named in the Wellington Region CDEM Group Plan.

Note: No information was supplied from Wellington City Council or South Wairarapa District Council for this CDEM Group update.

##### 4.1 Local hazard analysis

Wellington City Council	No information supplied.
Hutt City Council	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Upper Hutt City Council	The scope of local hazards has been expanded to include pandemic events.
Kapiti Coast District Council	The recently completed tsunami response plan is being reviewed and expanded as a result of the Pacific Wave Exercise results. This review will now include a siren study for the coastal areas.

	The ongoing severe weather events coupled with an improved verbal warning service supplied by the MetService has resulted in modifications to the CDEM Office and KCDC Depot staff operating procedures.
Porirua City Council	<p>The pacific source tsunami response plan for the coastal areas of the city was exercised in the national Pacific Wave exercise. Further work is being done for a local source tsunami and this will require collaboration with adjacent councils for consistent public warnings and zone markings.</p> <p>Victoria University has been commissioned to report on potential debris flow risk from west hills of Pukerua Bay during a severe rainstorm event.</p> <p>Multiple hazsub petrol station sites around City CBD are having major spill incidents information put onto combined CDB map for Emergency Services response management.</p>
Carterton District Council	Local hazards analysis has been carried out by Wairarapa Engineering Lifelines Association (WELA).
Masterton District Council	The Group Plan has identified the hazards and ranked these hazards within the Wellington Region. A workshop on the 19 July 2005 reviewed these hazards in relation to each of the Territorial Authorities within the Wairarapa. These hazards have been ranked as they pertain to each of the Wairarapa Territorial Authorities.
South Wairarapa District Council	No information supplied.
Greater Wellington	<p>Greater Wellington has reviewed both regional and local hazard information as part of the 2005 State of the Environment Report and the current Regional Policy Statement review processes. (This review is scheduled in the work program for 2006/07 but needed to be done beforehand as part of these processes.)</p> <p>A natural hazard research strategy for 2006/07 to 2010/11 was finalised in May 2006. This strategy is based on the above review of existing information along with future territorial authority projects, CDEM Group activities and current crown research institute research. The focus of the hazard research for the next five years is on:</p> <ul style="list-style-type: none"> <li>• updating some existing regional-scale data information (e.g. damage data for Wellington Fault earthquake scenario, earthquake hazard maps)</li> <li>• obtaining new regional-scale information (e.g. tsunami modelling, research into the potential for and consequences of subduction zone earthquakes)</li> <li>• obtaining quantitative risk data (e.g. who and what is at risk from certain scenarios - coastal erosion, tsunami, etc)</li> <li>• cost-sharing with Territorial Authorities on local hazard projects (e.g. landslide research, active fault mapping).</li> </ul>

## 4.2 Resource management plan reviews

Wellington City Council	No information supplied.
Hutt City Council	Resource management plan reviews are ongoing in consultation within Hutt City Council.
Upper Hutt City Council	Resource management plan reviews are ongoing in consultation within Upper Hutt City Council.
Kapiti Coast District Council	Resource management is under constant review as required by the LTCCP and GWRC.
Porirua City Council	The next review of the Porirua City District Plan is 2009. There will be a focus on hazards in this review and a series of hazard risk studies will feed into this review, such as storm-water flooding and slope stability which are showing higher risk from severe rain dump events that may be a factor of changing weather patterns.
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management.
Masterton District Council	The proposed Wairarapa combined District Plan was publicly notified on 26 August 2006. Submissions close on 30 October 2006.
South Wairarapa District Council	No information supplied.
Greater Wellington	<p>Greater Wellington is undertaking the 10 yearly review of the Regional Policy Statement (RPS) required under the Resource Management Act (RMA). The natural hazards chapter was evaluated in early 2006 and the revised draft provisions are currently being written. The draft provisions will be completed in February 2007 and will be released for public consultation in September 2007.</p> <p>Greater Wellington is looking to put in more directive risk reduction policies into the RPS (note: this only covers natural hazards).</p>

### 4.3 Business Continuity Plan development

Wellington City Council	No information supplied.
Hutt City Council	Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Upper Hutt City Council	The pandemic plan has been approved by Council, and is transportable to any infectious disease scenario (and to a large degree many other scenarios that would affect council operations)
Kapiti Coast District Council	All council departments and groups have Business Continuity Plans (BCPs) completed and operational. Regular updates and reviews of the BCPs have been instigated. The pandemic Business Continuity Plan was approved by Council in June 2006.
Porirua City Council	Business Continuity Plan development is focused on handling expected staff shortages during a pandemic. Crisis management plans are also being reviewed.
Carterton District Council	Carterton is at present writing a business continuity plan incorporating a possible pandemic influenza outbreak.
Masterton District Council	Business Continuance Plans including Standard Operating Procedures continue to be developed. Roding (urban/rural) and the pandemic threat are soon to be completed.
South Wairarapa District Council	No information supplied.
Greater Wellington	Greater Wellington has enhanced its Business Continuity Plan to include planning for pandemic influenza. Areas of particular focus are coping with staff shortages, IT processes, and staff welfare issues.

### 4.4 LTCCP consultation with emergency management organisations

Wellington City Council	No information supplied.
Hutt City Council	Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Upper Hutt City Council	Upper Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Kapiti Coast District Council	CDEM issues and solutions have been included in the LTCCP. KCDC is constructing a dedicated EOC this financial year.



Porirua City Council	LTCCP involvement with local emergency services has been through the city Emergency Services Coordinating Committee.
Carterton District Council	Nothing to report as LTCCP is still ongoing.
Masterton District Council	As part of the LTCCP process key agencies and stake holders were consulted.
South Wairarapa District Council	No information supplied.
Greater Wellington	Greater Wellington worked with emergency management agencies and key stakeholders as part of the LTCCP planning process.

#### 4.5 Asset management planning

Wellington City Council	No information supplied.
Hutt City Council	The Emergency Management team works with Hutt City Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Upper Hutt City Council	Upper Hutt City Council have a programme in place where asset management is continually under review.
Kapiti Coast District Council	This work is being undertaken by the Assets Management Engineer who co-ordinates all asset management with the appropriate departments of Council. Flood management is a key focus along with the Paekakariki Hill Road.
Porirua City Council	Ongoing asset management planning focus on updating water emergency distribution capacity, and developing capacity for emergency arrangements for sewage collection / disposal during a major earthquake.
Carterton District Council	This is being undertaken in conjunction with LTCCP.
Masterton District Council	Asset Management Plans have been developed for all key assets by the relevant business units. These are 'working documents' and are reviewed on a regular basis.
South Wairarapa District Council	No information supplied.
Greater Wellington	<p>Greater Wellington takes a risk minimisation approach and has funded a series of seismic strengthening and damage minimisation works over the last few years.</p> <p>Two major projects designed to reduce the risk of earthquake damage have been completed. A new section of trunk main was installed at Haywards to replace a section that was particularly vulnerable to earthquake damage. A new pumping station was constructed at Karori because the existing one located immediately</p>

	<p>downstream of the Lower Karori Dam was very close to the Wellington fault and was vulnerable to damage from fault movement and/or failure of the dam.</p> <p>New projects include:</p> <ul style="list-style-type: none"> <li>• a review of the seismic strength of the lake intake towers at Te Marua</li> <li>• relocation of the Randwick pumping station to a more secure site at Gracefield due to high flood and seismic vulnerability</li> <li>• making a financial contribution to the strengthening of the Silverstream Badge being carried out by UHCC. The impact of the water main on flood levels upstream will be examined in detail before a definite commitment to this work is made</li> <li>• an emergency connection to the Upper Hutt reticulation network has been completed and another at Pukerua Bay is to be constructed.</li> </ul>
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#### 4.6 Public training

Wellington City Council	No information supplied.
Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Upper Hutt City Council	Upper Hutt City Council work with schools and other key organisations to enhance awareness and preparedness.
Kapiti Coast District Council	<p>KCDC is actively pursuing public awareness and has employed a full time CDEM Officer to manage this activity. The general public and schools are targeted. KCDC work closely with other Group officers and has considerable input into this activity. KCDC has invested in a marquee and display stands and other facilities as part of this programme.</p> <p>KCDC is expanding its “Green Plumber” programme to include a similar “Seismic Restraints” programme initiative. This programme involves the free installation (only) of basic seismic restraints for the householder.</p>
Porirua City Council	<p>Public training continues with an increasing focus on members of households increasing their capacity to look after themselves and neighbours during a major emergency (per pandemic preparations).</p> <p>An online emergency communities programme is being developed with Online Communities Trust. This has a lot of potential to penetrate directly into households with risk and readiness information and serve as a platform for increased neighbour and</p>

	Civil Defence Centre support from residents.
Carterton District Council	Ongoing talks to groups.
Masterton District Council	An ongoing public awareness and education programme(s) continues.
South Wairarapa District Council	No information supplied.
Greater Wellington	<p>A degree of public training continues with requests from schools, conference organisers and business groups requesting speakers on emergency management topics. Resources are under pressure from demand.</p> <p>Printed material such as the hazard fact sheets, Are you Prepared? booklets, household emergency plans and the like are distributed to a wide variety of groups. The CDEM Group website is promoted at every opportunity to encourage the public to learn about their hazards and emergency preparedness on-line.</p> <p>A great deal of preparation is going into public education for Disaster Awareness Week (8-14 October 2006) and 'Earth Rocks' at Te Papa on Labour Weekend (21-23 October 2006).</p>

#### 4.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council	No information supplied.
Hutt City Council	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Upper Hutt City Council	Upper Hutt City Council has a current agreement with Hutt City to provide assistance and support in response to an emergency incident. A contract for service is being prepared to manage the Hutt Valley Emergency Management Office service delivery in the Upper Valley.
Kapiti Coast District Council	Current activity includes an MOU with Helipro for aircraft support in a tsunami event and an MOU with local hire firms for generators for key installations in emergencies.
Porirua City Council	<p>Local pre-event agreements have been updated.</p> <p>The Work &amp; Income pre-event agreement is being updated.</p> <p>Local pre-event agreement with Victim Support being established.</p> <p>Opportunity being taken for piloting Red Cross into local communities support activities using Porirua City as a pilot.</p>
Carterton District Council	None entered into.

Masterton District Council	The Emergency Management Office has, and is continuing, to enter pre event arrangements with agencies that have a role and responsibility during the Response and Recovery phases.
South Wairarapa District Council	No information supplied.
Greater Wellington	Formal agreements are in place with other CDEM Groups, communications providers and fuel companies.

#### 4.8 Hazardous substances industry advocacy

Wellington City Council	No information supplied.
Hutt City Council	The Emergency Management team liaises with NZ Fire Service and attends the Hazardous Substances Technical Liaison Committee meetings.
Upper Hutt City Council	Upper Hutt City Council's hazardous substances operation has been contracted to Hutt City Council.
Kapiti Coast District Council	This field is primarily covered by the activities of the Emergency Services Co-ordinating Committee and direct liaison with GWRC. As a result of recent events and discussions KCDC is having a HAZNO response trailer constructed and suitably equipped.
Porirua City Council	Local liaison continues with the local OSH worksites contractor. The schedule of high risk hazardous substances sites that will require pro-active inspection in a major earthquake will be updated.
Carterton District Council	Civil Defence liaises with the New Zealand Fire Service and the in-house hazardous substances officer.
Masterton District Council	Hazard Substances Technological Liaison Committee is an adjunct to the Wairarapa Emergency Management Co-ordinating Committee. Issues that arise will be addressed as required.
South Wairarapa District Council	No information supplied.
Greater Wellington	Work has been done on the transportation and storage of petroleum products. Greater Wellington is also an active member of the Hazardous Substances Technical Liaison Committee.  Greater Wellington is currently working with the Logistics Executive of the New Zealand Police to look at New Zealand's chemical, biological, radiological and explosive capability assessments.

#### 4.9 Volunteer training

Wellington City Council	No information supplied.
Hutt City Council	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand
Upper Hutt City Council	Upper Hutt City Council has no formal volunteer training programme for emergency management at this stage. They work on a system where they concentrate their efforts on one key area at a time, (currently the key area is welfare).  UHCC have an active NZQA unit-based training programme for volunteer rural fire fighters.
Kapiti Coast District Council	Training of Civil Defence Welfare Centre volunteers and CD Response Staff (council employees) is conducted on a regular basis throughout the year.
Porirua City Council	Minimal volunteer training and contact continues with civil defence centre and welfare teams due to resource shortage. The EOC teams require rebuilding after loss of several trained staff.
Carterton District Council	Nothing to report.
Masterton District Council	Volunteer Training continues to engage those who wish to gain CDEM NZQA qualifications within the RAPID programme through LGITO. Those who do not wish to have qualifications will still have received training in Response and Recovery phases.
South Wairarapa District Council	No information supplied.
Greater Wellington	The Emergency Management team prepared a Recruitment, Training and Retention strategy for emergency management volunteers. This document outlines a formal training structure for recruitment and training in particular and has been well received by the Executive Management team and volunteer staff.  The volunteers have been exposed to a variety of exercises in the last six months to consolidate learning outcomes.  New technology (computers and telephone and information management systems) will be installed in the Group EOC by the end of September 2006. Training for the 2006/07 financial year will focus on getting the volunteer staff up to speed with the new equipment.  The Ministry of Civil Defence and Emergency Management 'RAPID' programme will also be made available to all emergency management volunteers and staff.

#### 4.10 Professional development programmes

- i) Local authority CDEM staff
- ii) Group appointees

Wellington City Council	No information supplied.
Hutt City Council	Professional development programmes and courses are attended by Hutt City Council CDEM staff where appropriate.
Upper Hutt City Council	Professional development programmes and courses are attended by Hutt Valley CDEM staff where appropriate.
Kapiti Coast District Council	<ul style="list-style-type: none"> <li>i) CDEM officers are encouraged to attend both training courses and conferences as part of a regular professional development programme and attend and support all local and Group exercises. These officers are also required to have the CIMS unit standards.</li> <li>ii) Other council officers with key CD roles are required to attend CIMS training and Local Controller training as it becomes available. The council appointed Recovery Manager is also attending CIMS and other training opportunities.</li> </ul>
Porirua City Council	Professional development continues mostly through technical knowledge updating through seminars and networking with consultants involved with emergency management work.
Carterton District Council	Nothing to report.
Masterton District Council	Emergency Management personnel continue to receive specialist training as part of a continuing EOC enhancement programme.
South Wairarapa District Council	No information supplied.
Greater Wellington	<p>Professional development continues through the attendance of seminars, conferences and training courses, along with participation in various work programmes and exercises.</p> <p>The Emergency Management staff and the Group Controller attended a CIMS 4 course in March 2006. The Group Office is in the process of designing and development a Controllers course for both Local and Group Controllers to be held in the 2006/07 financial year.</p> <p>The Ministry of Civil Defence and Emergency Management 'RAPID' programme continues to be made available to emergency management staff and volunteers to enhance professional development opportunities.</p>

## 5. Recommendation

*It is recommended that the CDEM Group:*

1. **Receive** the report;
2. **Note** the contents;
3. **Approve** the CDEM Group Public Information and Media Management Plan;
4. **Approve** the CDEM Group that the CDEM Group Welfare Management Plan; and
5. **Approve** the funds needed for a CDEM Group Welfare Manager.

Report prepared by:

**Dr Roger Blakeley**  
Chairperson, Co-ordinating Executive Group

**Attachment 1:** Public Information and Media Management Plan

**Attachment 2:** Wellington Region Welfare Plan