

CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

Notice is hereby given of a meeting of the Waikato Civil Defence and Emergency Management Group Joint Committee, to be held in the Waikato CDEM Group Emergency Management Office 150 Victoria Street at 1.00 pm on Monday 3 March 2014

MEMBERS:

Waikato Regional Council

Cr H Vercoe /alt Cr S Husband

Hamilton City Council Representative

Cr L Tooman /alt Mayor J Hardaker

Hauraki District Council Representative

Mayor JP Tregidga /alt Cr M McLean

Matamata Piako District Council Representative

Cr B Hunter /alt Mayor J Barnes

Otorohanga District Council Representative

Mayor M Baxter /1st alt Cr R Prescott /2nd alt Cr P Tindle

South Waikato District Council Representative

Cr T Lee / alt Mayor N Sinclair

Taupo District Council Representative

Cr A Park /1st alt Cr K Trueman /alt Mayor D Trewavas

Thames Coromandel District Council Representative

Cr P French /alt Mayor G Leach

Waikato District Council Representative

Cr J Church / alt Cr D Fulton

Waipa District Council Representative

Cr J Bannon /alt Mayor J Mylchreest

Waitomo District Council Representative

Cr A Goddard / alt Mayor B Hanna

IN ATTENDANCE

Ministry of Civil Defence & Emergency Management

S Vowles

STAFF:

CEG Chair (L Cavers), Group Controller/Manager GEMO (L Hazelwood), Programme Manager GEMO (G Ryan), Committee Administrator (D Atkinson)

APOLOGIES

1 **Confirmation of Agenda**

2 **Disclosures of Interest**

Any disclosures of interest relating to the business of this meeting

Page

(FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

- 3 Minutes of previous meeting** **3 - 8**
 File: 03 04 18, (Docs #2896156)
- Minutes of meeting of Waikato CDEM Group Joint Committee held on 18 November 2013.*
- 4 Controllers Report** **9 - 15**
 File: 03 04 18, (Docs #2976527)
- Controllers report for period since 1 November 2014 includes comment on Waikato Regional Council fit for purpose review and provides an update regarding development of strategic direction for the Waikato CDEM Group.*
- 5 GEMO Report** **16 - 22**
 File: 03 04 18, (Docs #2979343)
- Update on the work being undertaken by the Group Emergency Management Office (GEMO), including key projects.*
- 6 Summarised CEG Minutes** **23 - 28**
 File: 03 04 18, (Docs #2977096)
- Summary of matters considered at the Coordinating Executive Group (CEG) meeting of 14 February 2014.*
- 7 MCDEM Report** **29 - 33**
 File: 03 04 18, (Docs #2977234)
- Update from Ministry of Civil Defence and Emergency Management.*
- 8 Items for next meeting (9 June 2014)**
 File: 03 04 18, (Docs)

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Mystery Creek Event Centre "hosting room" 125 Mystery Creek Road, Hamilton 3240 at 1.00 pm on Monday 18 November 2013

- MEMBERS PRESENT:**
- Waikato Regional Council**
Cr H Vercoe
 - Hamilton City Council Representative**
Cr L Tooman (in attendance)
 - Hauraki District Council Representative**
Mayor JP Tregidga
 - Matamata Piako District Council Representative**
Cr B Hunter
 - Otorohanga District Council Representative**
Mayor M Baxter
 - South Waikato District Council Representative**
Cr T Lee
 - Taupo District Council Representative**
Cr A Park
 - Thames Coromandel District Council Representative**
Cr P French
 - Waikato District Council Representative**
Cr J Church
 - Waipa District Council Representative**
J Bannon (in attendance)
 - Waitomo District Council Representative**
Mayor M Hanna
- IN ATTENDANCE:**
- Ministry of Civil Defence and Emergency Management**
J Titmus
- STAFF**
- CEG Chair**
L Cavers
 - Waikato Regional Council**
Manager GEMO (L Hazelwood), Team Leader GEMO (G Ryan),
Committee Administrator (D Atkinson)

APOLOGIES

Accepted

CD13/69 Election of CDEM Group Joint Committee Chair and Deputy Chair
03 04 18, (Agenda Item 1)

CEG Chair (L Cavers) took the Chair and called for nominations for the position of chair for the 2013-2016 term

Mayor Tregidga moved/ Cr Lee seconded

CD 13/69 THAT Councillor H Vercoe be appointed Chair of the Waikato CDEM Group Joint Committee for the 2013-2016 Term.

The motion was put and carried (CD13/69)

In assuming the chair, Councillor Vercoe expressed appreciation to the committee for their confidence in him and then called for nominations for the position of Deputy Chair

Chair moved/ Cr Tregidga

CD13/69.1 THAT Councillor P French be appointed Deputy Chair of the Waikato CDEM Group Joint Committee for the 2013-2016 term subject to the Thames-Coromandel District Council changing his appointment from alternate to member.

The motion was put and carried (CD13/69.1)

CD13/70 Minutes of Previous Meeting (2 September 2013)
File: 03 04 18 (Agenda Item 4) Docs#

Mayor Tregidga moved/Cr French seconded.

CD13/70 THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 2 September 2013 be received and approved as a true and correct record.

The motion was put and carried (CD13/70)

Committee induction

File: 03 04 18 (Agenda Item)

The Chair welcomed all members to the meeting, noting a more than 50% turnover from the 2010-2013 term. Each member introduced themselves and advised any Civil Defence interests and related experience. Following a similar self introduction by staff present, CEG Chair (L Cavers) then delivered a power point induction presentation that included the following aspects:

- An outline of matters contained in the Civil Defence Act 2002 and the obligations and responsibilities of local authorities relating to those matters.
- The activities of the Waikato CDEM Group during the past term and the efforts that have been undertaken (or are in process) to raise the

Group to a position of being one of the best performing in New Zealand. It was noted that in 2009 MCDEM had conducted a capability assessment of the Waikato CDEM Group. This had resulted in a lowly capability rating of 44.7% and 76 recommendations to improve a poorly performing situation. To date 47 recommendations have been addressed, 17 are in progress and 7 are planned but not commenced. The remaining 5 are yet to be scoped. MCDEM has acknowledged a remarkable turnaround and a further capability assessment is now planned for mid 2014.

- An outline of how the activities of the Waikato CDEM Group are funded and how this funding is met by ratepayers within the region.

Mayor Tregidga moved/ Cr French seconded

CD13/70 **THAT the induction presentation from CEG Chair (L Cavers) be received for information.**

The motion was put and carried (CD13/70)

CD13/71 **Group Emergency Management Office (GEMO) Report**

File: 03 04 18 (Agenda Item 6)

The purpose of this item presented by Team Leader GEMO (G Ryan) was to provide an update of work being undertaken by the GEMO. During the presentation, questions and answers the Committee noted:

- The report is a business as usual item that will appear on all regular meeting agendas.
- The MOU with the emergency services to further investigate the construction of a multi-agency all hazards centre is a unique opportunity that has occurred through current Police and Fire Service leases expiring at the same time.

Mayor Tregidga moved/ Cr French seconded

CD13/71 **THAT the report “GEMO Report” (Doc #2892868, dated 8 November 2013) be received for information.**

The motion was put and carried (CD13/71)

CD13/72 **Summarised CEG Minutes**

File: 03 04 18 (Agenda Item 7)

This item was presented by GEG Chair (L Cavers).

Mayor Hanna moved/Cr Park seconded

CD/72 **THAT the report “Summarised CEG minutes” (Doc #2892084 dated 8 November 2013) be received for information.**

The motion was put and carried (CD13/72)

CD13/72

MCDEM Report

File: 03 04 18 (Agenda Item 8)

The report was presented by J Titmus (MCDEM). The Committee noted the following matters:

- Implementing the corrective action plan derived from the review of the response to the Christchurch earthquake still dominates the MCDEM work programme.
- Brendan Morris consulting has been engaged by MCDEM to review and develop a standard for sirens, specifically with a view on tsunami warnings. A report is expected by December 2013.
- The proposed scope of the review of the legislation for recovery from an emergency has now been agreed by the Minister of Civil Defence.

Mayor Baxter moved/ Mayor Hanna seconded

CD13/72

THAT the report MCDEM update (Doc 2892455 dated 18 October 2013) be received for information.

The motion was put and carried (CD13/72)

Meeting adjourned at 2.58 pm

During the adjournment the Chair and members went to a different part of the building for the “Expandable GECC MOU signing” referred to in Item 14 of the agenda.

Meeting resumed at 3.22 pm

Mayor Hanna, Mayor Baxter and Cr French out of meeting at 3.22pm

CD13/73

Proposed 2014/2015 GEMO work programme

File: 03 04 18 (Agenda Item 9)

The purpose of this item presented by GEMO Manager (L Hazlewood) was to seek Committee approval of the 2014/2015 GEMO work programme and budget.

Mayor Tregidga moved/ Cr Park seconded

CD13/73

THAT

1. **The report “Proposed 2014/2015 GEMO work programme” (Doc #2892517 dated 8 November 2013) be received (and)**
2. **The proposed 2014/2015 GEMO work programme and budget be approved and adopted.**

The motion was put and carried (CD13/73)

CD13/74 **Group Recovery Manager**
File: 03 04 18 (Agenda Item 10)

The purpose of this item presented by CEG Chair (L Cavers) was to recommend the appointment of Greg Ryan to the position of Waikato CDEM Group Recovery Manager. The recommendation for the appointment had been brought about by the resignation of the Brendan Morris from the position. Bringing the position in house as proposed would enable work flows to be handled in conjunction with other structure changes.

Chair moved/Cr Park seconded

CD13/74

THAT

1. **The report “Appointment of Group Recovery Manager” (Doc #2892929 dated 8 November 2013) be received (and)**
2. **The appointment of Greg Ryan (GEMO Programme Manager) as Group Recovery Manager be approved.**

The motion was put and carried (CD13/74)

CD13/75 **2013 Ministerial CDEM Awards**
File: 03 04 18 (Agenda Item 11)

The purpose of this item presented by J Titmus (MCDEM) was to inform the Committee of the opportunity to make nominations for Ministerial Civil Defence Awards and the criteria applying for the awards. In addition J. Titmus also appraised the Committee of the ongoing opportunity to recommend appropriate individuals for long service awards.

The view was expressed that subject to meeting the awards criteria, the generous corporate citizenship displayed by Mystery Creek Events in providing at no cost an expandable GECC facility for the Waikato CDEM Group was worthy of nomination.

Cr J Church moved/ seconded Mayor Tregidga

CD13/75

THAT

1. **The information advice from MCDEM “Update on Ministerial CDEM Awards” (Doc #2894095 dated 8 November 2013) be received.**
2. **Subject to the GEMO, the Committee Chair and the CEG Chair being satisfied the criteria for a Ministerial CDEM Award is met by the corporate citizenship of Mystery Creek Events, a nomination be made for a Ministerial CDEM Award.**
3. **Committee members ascertain for consideration at a future meeting proposed nominees for long service awards.**

The motion was put and carried (CD13/75)

CD13/76 **2014 Meeting dates**
File: 03 04 18 (Agenda Item 12)

It was noted confirmation of meeting dates would be forwarded to Members subject to the Waikato Regional Council confirming its 2014 schedule of meeting dates on 12 December 2014.

Mayor Tregidga moved/ Cr Church seconded

CD13/76 **THAT the report “2014 Waikato CDEM Group meeting dates” (Doc #2894099 dated 8 November 2013) be received and the proposed 2014 meeting dates outlined therein approved as scheduled below**

- **Monday 3 March (1 pm)**
- **Monday 9 June (1 pm)**
- **Monday 1 September (1 pm)**
- **Monday 17 November (1 pm)**

The motion was put and carried (CD13/76)

Items for next meeting
File: 03 04 18 (Agenda Item)

No items were noted

Meeting closed at 3.47 pm

Report to CDEM Joint Committee

File No: 33 10 01
Date: 8 November 2013
To: CDEM Joint Committee Members
From: Group Controller/Manager (Lee Hazlewood)
Subject: **Group Controllers report**

1 Purpose

To provide an overview of the Group Controllers priority work areas.

2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report " Group Controllers Report " (Doc # 2976527, dated 21 February 2014) for information.

3 Waikato Regional Council fit-for-purpose review

The Waikato Regional Council CEO (Bob Laing) and CEO elect (Vaughan Payne) initiated a project in August 2013 to review and identify what needs to happen to ensure the Waikato Regional Council has "the right strategy, structure and people in place to ensure service delivery is efficient and effective over the next three to five years".

The objectives of the review were to:

- Check that the strategic direction is right
- Understand and better meet the requirements of key stakeholders, including TLAs, iwi and the business community
- Check whether existing work programmes are fit for purpose in terms of delivering the Long Term Plan and achieving the organisational strategy
- Refresh and revitalise the organisation
- Achieve better alignment between the organisational and council committee structures
- Determine opportunities for increased operational efficiency and effectiveness
- Implement change with minimum impact on staff engagement and customer service.

The review consists of three phases:

1. Discover
2. Invent
3. Deliver

Phase one (discover) was completed late last year, with the conclusion that an organisation-wide restructure was necessary. Phase two (invent) was commenced in November 2013, and the draft re-design of the organisation has now been released to staff for feedback prior to final decisions and implementation from early March 2014.

The key aspect of the draft re-design is the consolidation of eight “groups” into five “directorates”, along with a realignment of the programs to sit within those directorates. As a result, it is proposed that the GEMO be moved from the “River and Catchment Services Group” to the new “People, Community and Services” directorate.

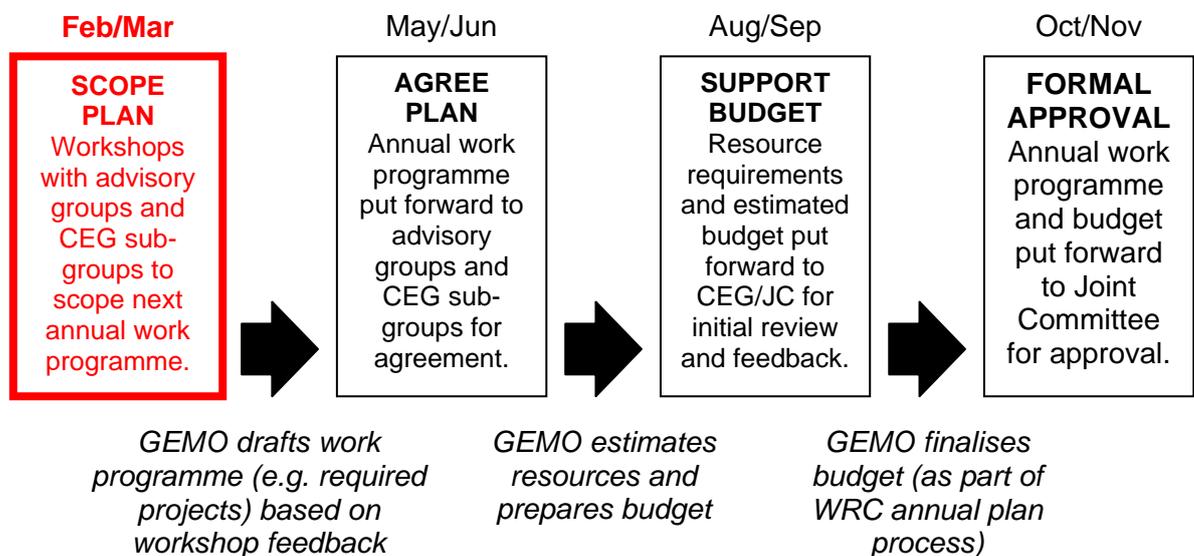
The Group Controller/Manager has assessed the pros and cons of the above proposal, and has provided feedback to the Waikato Regional Council CEO for consideration prior to the re-design being finalised. A verbal overview of these pros and cons will be provided at the meeting.

It is also noted that key regional stakeholders, including MCDEM, have been notified of the proposed changes and have been given the opportunity to provide feedback to the Waikato Regional Council prior to a decision being made.

4 Strategic direction of the Waikato CDEM Group

4.1 Background

The annual meeting schedule for the Waikato CDEM Group consists of 4 meeting cycles per year, with each meeting cycle having a specific purpose with regard to the development of the Waikato CDEM Group annual work programme. As previously outlined, this (February/March) meeting cycle will have a focus on the scoping of the Waikato CDEM Group work plan for the 2015/2016 financial year.



As part of this scoping process, it has been recognised that while the development of the 2015/2016 work programme is a priority, the process also needs to start looking further out, in recognition of the Waikato Regional Council Long-Term Plan and Waikato CDEM Group Plan processes that will shortly commence.

4.2 The Waikato CDEM Group 6-year strategy

The Waikato CDEM Group Six Year Strategic Plan was created to provide a framework from which to plan, in advance, the work programme of both the GEMO and the local CDEM members of the Waikato CDEM Group. The period of six years encompasses:

- The coming financial year (2014/2015),
- The three years of the Waikato Regional Council long-term plan (2015/2016 – 2017/2018)
- The five year period of the next generation Waikato CDEM Group Plan (2015/2016 – 2019/2020).

The document has been developed at this particular time for several reasons:

- To ensure the GEMO and local CDEM staff have a consistent strategic direction from which to plan their work programmes in a more aligned fashion, mutually supporting overall group development while facilitating local operational commitments;
- To initiate CDEM professional staff input into the next generation Waikato CDEM Group Plan, providing operational 'ground truth' support to the executive and elected level decision making process; and
- As a means to identify budgetary needs in advance of the next Waikato Regional Council long-term plan, thereby better facilitating the continuing Waikato Regional Council support to the GEMO.

It is acknowledged that the next generation Waikato CDEM Group Plan will be the definitive strategic plan and that this product serves only as an interim guiding document, albeit that the desire is for its content to inform the development of this plan. The final version of this document will include budget requirements for each tactical step (the 'what') along with their supporting operational plans (the 'how').

The strategy has been broken down into six areas comprising the 4Rs, community resilience and an enabling area of activities. For this first phase we have asked that the CEG (and each CEG sub-group) review the existing and proposed strategic objectives and annual tactics for completeness, applicability and appropriate phasing. The resulting work has now been consolidated as an update to this committee and will be presented at the meeting.

Phase two (for the next round of Waikato CDEM Group meetings in May/June) will focus on the development of operational plans and their subsequent approval. The final phase will be the assigning of work programme details such as labour and direct costs. Re-phasing is likely in both the second and third phase as rough order of magnitude and then final costs or commitment needs are established.

5 Community response planning

5.1 Background

Community Response Plans (CRP) are a critical component to a CDEM group's overall work programme, and their successful implementation and utilisation is a good indicator of overall programme health and effectiveness. CRP's cannot exist or at least be sustained without a framework of mutually supporting CDEM coordinated programmes such as civil defence centre administration (previously referred to as welfare centres), welfare response coordination, volunteer coordination, business engagement, hazard identification and awareness efforts, information collection and dissemination protocols, warning systems and finally CDEM CRP implementation and sustainment plans.

Many of these supporting elements have been developed by the GEMO or implemented at the local level as independent localised efforts over the last few years. With most elements of this support framework in place or nearly in place we are now at the point where we can start promoting the development of fully integrated community response plans that factor in all framework components.

5.2 Intention

Community response plans are not just a flyer that is dropped through doors or handed out at a community event, though this may be part of it. Community response planning needs to include:

- The development of appropriate guidance on how to respond to a community's hazards (appropriate to that community's resources).
- The building of local networks that can both administer the plan and coordinate its application during an event.
- The provision of these local networks with start-up support, encouragement and enabling resources.
- The provision of communication protocols by which the community can contribute to the situational awareness of both the authorities and the community.

To this end the intention is to develop an overall **Community Resilience Programme** pulling together the support framework elements mentioned above through the integration of several individual but connected projects. These include:

- Community response planning.
- Volunteer coordination.
- Civil Defence Centre (formerly Welfare Centre) administration.
- Hazard and risk awareness.
- Business outreach.
- Community information and intelligence networks.

5.3 The Community Response Plan Project

The CRP project will include the key elements required to establish a network of participants, document the plan, communicate the plan and sustain the plan. The plans will be devised so that integration of the elements from the other resilience projects can be seamlessly integrated as and when finalised.

The project will include:

- Measures developed for progress metrics.
- CRP Implementation Plan.
- Standard template and development guidance*.
- Guide for developing the CRP's network of administrative and response participants.
- Supporting materials for key CRP leads in communities to create and maintain engagement, for example:
 - PowerPoint's
 - YouTube videos
 - Pamphlets and other informative guides
 - Administrative Forms

**Note: Existing CRP's would serve to populate the new template or the additional elements developed under this project would be added to existing CRP's over time depending on extent of entrenchment or ownership of existing plans.*

5.4 Proposed approach (subject to change at workshop identified below)

The newly appointed Operations Coordinator at the GEMO has been assigned the Community Response Plan project as a priority, and will be working with local CDEM coordinators to confirm the approach that will be taken for this project.

An update will be provided to this committee at the next meeting in June.

6 Expandable GECC

Following the signing of a memorandum of understanding between the Waikato CDEM Group and the Mystery Creek Events Centre at the last Joint Committee meeting, the two parties have continued to work together to formalise these arrangements.

A formal contract between the Waikato Regional Council (as the administering authority for the Waikato CDEM Group) and the Mystery Creek Events Centre has now been drafted and is being considered by both parties. It is currently expected that this will be finalised by the end of March 2014, after which further work will be undertaken to develop the systems and procedures that are necessary to give effect to this arrangement.

7 EOC training update

Following the adoption of the Waikato CDEM Group Integrated Training Strategy (and the subsequent adoption nationally as the Integrated Training Framework), CDEM professionals across the Waikato CDEM Group have commenced the roll out of the foundational EOC training course to staff that have been identified for roles in local EOCs and the GECC. To date, 206 (or 23 %) local authority staff have received this training, with this number expected to increase to 522 (or 58 %) by the end of the 2013/2014 financial year.

The foundational EOC training course is the initial and basic level of training within the Integrated Training Framework. More complex and targeted training will be rolled out over time, and are referred to as intermediate, advance and leadership training. The curriculum for the next phase of training (i.e. intermediate) is currently being developed, and is expected to be available from the start of the 2014/2015 financial year.

8 Key appointments within the Waikato CDEM Group

8.1 Group Welfare Manager

Following approval by this committee, the GEMO has requested that the new role of Group Welfare Manager (including the coordination of the welfare and recovery work areas) be included in the 2014/2015 Waikato Regional Council Annual Plan. This request has recently been accepted by the Waikato Regional Council, with the GEMO 2014/2015 budget now reflecting this additional FTE.

A public consultation process will now be undertaken by the Waikato Regional Council on the proposed annual plan, prior to it being finalised in June 2014. During this process, there is an opportunity for the members and supporters of the Waikato CDEM Group to submit in support of the proposed Group Welfare Manager role within the GEMO. By making submissions, the importance of this community-focused role will be reinforced to the Waikato Regional Council, along with the promotion of the breadth of support that this role has.

9 Additional Matters

No additional matters have been identified.

10 Decision Making

No decisions requested

11 Significance of Decision

No decisions requested

12 Consultation

No decisions requested

13 Financial and Resourcing Implications

No decisions requested

14 Legal and Legislative Implications

No decisions requested

15 Implementation Issues

No decisions requested

16 Attachments

Attachment A Waikato CDEM Group 6-year Strategy

A handwritten signature in cursive script, reading "Lee Hazlewood". The signature is written in black ink and is positioned above the printed name and title.

Lee Hazlewood
Group Controller/Manager

Report to CDEM Joint Committee

File No: 33 10 01
Date: 21 February 2014
To: CDEM Joint Committee Members
From: GEMO Programme Manager (Greg Ryan)
Subject: **GEMO Report**

1 Purpose

To provide a consolidated update on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report "**GEMO Report**" (Doc # 2979343, dated 21 February 2014) for information.

3 GEMO activities

REFER TO ATTACHMENT A

A monthly overview of the allocation of GEMO labour time is provided in ATTACHMENT A of this report (for the first half of the 2013/2014 financial year). The following points are noted:

- The level of effort across these areas is currently consistent with what was anticipated.
- The level of response required to date has been minimal.
- An increased focus on recovery is occurring with the development of the Local Recovery Plan Template.

This information is updated monthly and made available on the Waikato CDEM Group website.

4 GEMO financial update (to end of December 2013)

Financial reporting for the GEMO has been provided for the first half of the 2013/2014 financial year (to the end of December 2013).

This is summarised as follows:

Expenditure	Actual	Full year budget	% spent to date	Forecast end-of year expenditure
Labour (raw)	\$330,572	\$639,293	52 %	100 %
Direct costs	\$68,692	\$162,151	42 %	
Allocated costs	\$140,791	\$442,628	N/A	
TOTAL	\$540,055	\$1,244,072	43 %	

As noted above, the GEMO is currently forecasting that the 2013/2014 budget will be fully expended by the end of the financial year

5 GEMO project update

A full overview of all GEMO projects is available on the Waikato CDEM Group website. Updated projects are **HIGHLIGHTED RED**, with further commentary provided below (as either a project achievement or project exception).

5.1 Project achievements

A number of projects are currently being progressed by the GEMO, including:

- The Group Warning Systems Strategy.
- Community Response Planning.
- The Local Recovery Plan Template.
- A number of projects on behalf of the Waikato Lifeline Utilities Group.

This is in addition to the implementation of completed plans and strategies, including:

- The Integrated Training Framework.
- The EMIS Implementation Strategy.
- The Group Recovery Plan.
- The Marae Preparedness Strategy.

The milestones attached to these projects (e.g. the completion of draft and final project deliverables) will be reported to this committee as they occur.

5.2 Project plan exceptions

The following new project plan exceptions are noted:

- The development of the Group Warning System Strategy is currently delayed due to the tool for assessing public alerting options being out-of-date. The GEMO (with the support of the CEG) is now seeking support from the MCDEM Resilience Fund for this project.

- The oversight of earthquake buildings policies is currently on hold, pending the release of new legislative requirements. In the meantime, the CEG has discussed the work that is expected to be required of local authorities to assess earthquake prone buildings, and potential opportunities to improve the efficiency of this work.
- The development of the Local Recovery Plan Template is off-plan but progressing well. The GEMO is working with the Taupō District Council to capture the learning from the development of their pilot local recovery plan project.
- The community response plan project has been reviewed by the GEMO, and a new approach drafted and discussed with the CEG (this item is discussed further in the Group Controller's Report).
- The development of the Integrated Training Framework, and in particular the development of the intermediate EOC training course, is currently pending the engagement of a suitable contractor to undertake the development of this curriculum.
- The implementation of expandable GECC arrangements with the Mystery Creek Event Centre is continuing, but has been delayed due to MCEC CEO sickness. Requisite training and the development of processes are to commence immediately following the signing of the formal contract in Feb/Mar this year.

6 GEMO recruitment

6.1 Operations coordinator

The Waikato Regional Council has completed the recruitment of the GEMO Operations Coordinator, with Julian Snowball commencing with the GEMO on 28th January 2014.

Julian comes to the team with 19 years of police service in the United Kingdom, where his last position was that of Detective Chief Inspector. During his service he acquired training and field experience in incident command, acquiring and maintaining his bronze and silver command certification. His contribution to the team as the Group Operations and Volunteer Coordinator, particularly in the area of emergency service integration, will be invaluable.

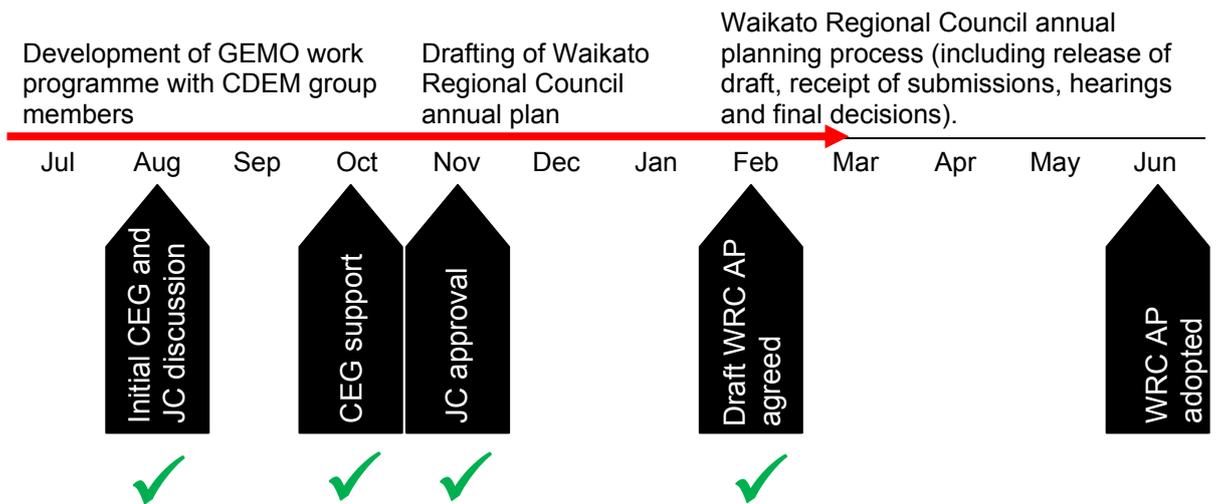
6.2 Group Welfare Manager

The GEMO has included this new role in the draft 2014/2015 Waikato Regional Council Annual Plan, with confirmation recently received that this request has been accepted for inclusion in the Proposed 2014/2015 Waikato Regional Council Annual Plan.

A public consultation process will be undertaken, prior to the annual plan being finalised in June 2014.

7 2014/2015 GEMO work programme update

The GEMO annual work programme is developed as part of the development of the Waikato Regional Council 2014/2015 Annual Plan. An overview of the stages in this development is provided below.



The Waikato Regional Council has now considered the draft annual plan that has been put forward, and will shortly release a proposed plan for public consultation. With regard to the GEMO and the work programme that was agreed at the previous meeting, the following points are noted:

- The additional FTE requested for the role of Group Welfare Manager (as well as coordinator of the welfare and recovery work areas) has been included in the proposed plan.
- The additional direct costs to fund the review of the Waikato CDEM Group Plan have been included in full (i.e. \$35,000).
- The GEMO operational direct cost budget has been reduced by approximately \$4,000 in the areas of meeting expenses, printing, stationary and travel.
- The GEMO allocated cost budget is slightly reduced from the initial estimate, giving a factor of 1.65.

An overview of the resulting GEMO budget that is being proposed for the 2014/2015 financial year is provided in the following table.

Expenditure	JC estimate	Proposed AP ¹
Labour (raw)	\$634,000	\$615,986
<i>Plus: Group Welfare Manager²</i>		
Direct costs	\$168,000	\$163,861
<i>Less: Group Recovery Manager</i>		
<i>Plus: Development of Group Plan⁴</i>		
Allocated costs ⁵	\$425,000	\$398,256
GEMO SUB-TOTAL	\$1,227,000	\$1,178,103

Waikato DC	\$130,000	\$130,000
OVERALL TOTAL	\$1,357,000	\$1,308,103

1. 2014/2015 annual plan figures are proposed (subject to public consultation and final approval by WRC)
2. New GEMO position agreed to at the last Joint Committee meeting (full cost offset by direct cost savings)
3. Brought forward from 2015/2016.

8 Additional Matters

No additional matters have been identified.

9 Decision Making

No decisions requested

10 Significance of Decision

No decisions requested

11 Consultation

No decisions requested

12 Financial and Resourcing Implications

No decisions requested

13 Legal and Legislative Implications

No decisions requested

14 Implementation Issues

No decisions requested

15 Attachments

Attachment A GEMO activities (to January 2014)



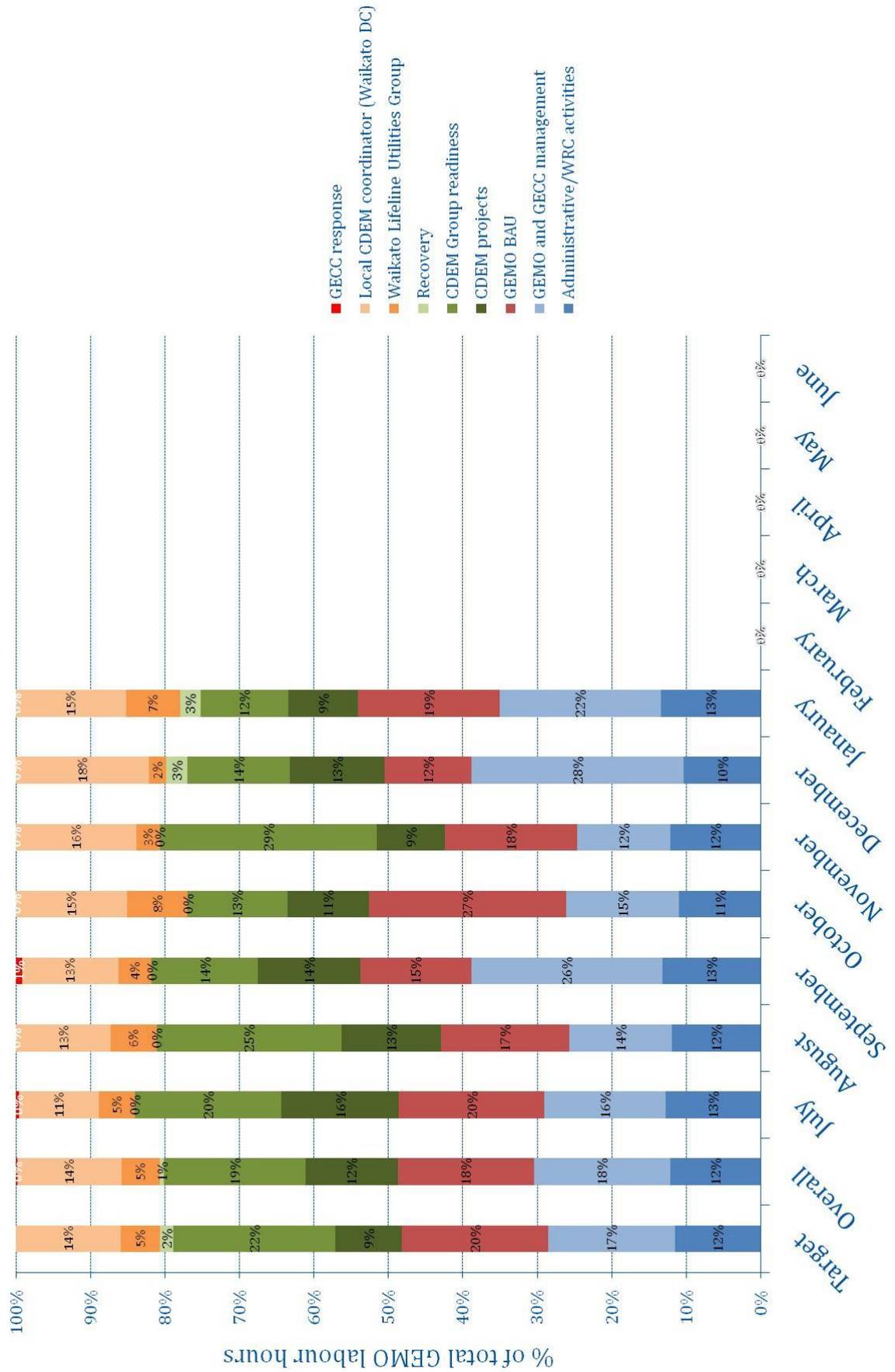
Greg Ryan
GEMO Programme Manager

Attachment A: Waikato CDEM GEMO activities (2013/2014)

The level of effort by GEMO staff across the different work areas is shown in the chart over the page. A description of these work areas is provided below.

Work area	Description
Recovery	Group Recovery Manager activities Recovery plan activities GEMO support to Recovery
CDEM Group readiness	Controller/PIM/PEAC/LUC/EMIS meetings Training development and coordination Exercise design and implementation GECC training and exercise participation GECC facility readiness Duty officer monitoring
CDEM projects	Project management and oversight Group projects Resilience projects
GEMO BAU (business as usual)	Support to Joint Committee/CEG/Sub-Groups Advisory group support (5 groups) Liaison Policy/plan review and comment Website
GEMO/GECC management	Team meetings General management activities Reports Budget/finance planning
Administration/WRC activities	Recruitment Training Leave Annual and long-term planning

2013/2014 monthly allocation of GEMO/GECC time (GEMO labour hours)



Report to CDEM Joint Committee

File No: 33 10 01
Date: 21 February 2014
To: CDEM Joint Committee Members
From: Langley Cavers (CEG Chair)
Subject: **Summarised CEG minutes**

1 Purpose

To provide the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (14 February 2014).

2 Recommendations:

That the CDEM Joint Committee:

- (a) ...receive this report "**Summarised CEG minutes**" (Doc # 2977096, dated 21 February 2014) for information.
 (b) ...amend Section 8.2.2 (page 45) of the Waikato CDEM Group Plan 2011-2015 as follows:

"...the following shall also be members of CEG:

- *Welfare Advisory Group Chairperson.*
- *Waikato Lifelines Group Chairperson.*
- ~~*The Group Controller.*~~
- ~~*The Group Recovery Manager.*~~
- *A St John's Ambulance representative.*

The Group Controller, Group Recovery Manager and a representative from MCDEM is also accorded observer status."

3 Meeting summary

3.1 GEMO report

The GEMO report provided an update on the nature of the work being undertaken by the GEMO, the status of GEMO projects and the financial performance of the GEMO (for the first half of the 2013/2014 financial year).

Further detail is provided in the GEMO report that has been prepared for the Joint Committee.

3.2 CEG sub-group reports

3.2.1 Management and governance sub-group

The following matters were raised by the CEG Management and Governance Sub-group:

- GEMO expenditure and level of effort (refer to GEMO report).
- WRC fit-for-purpose review (refer to Group Controllers report).
- GEMO staff appointments (refer to GEMO report).
- Waikato CDEM Group key appointments (refer to Group Controllers report).
- Waikato CDEM Group strategic direction (refer to Group Controllers report).
- The next MCDEM monitoring and evaluation process (refer to MCDEM report).
- Group Controller and Group Recovery Manager voting rights on CEG (refer below for further discussion).

The sub-group provided the CEG with more detailed information on:

- The Waikato Regional Council fit-for-purpose review (refer to Group Controllers report).
- The next MCDEM monitoring and evaluation process (refer to MCDEM report).

The sub-group requested that the CEG make the following decisions:

- Whether or not to remove the voting rights of the Group Controller and Group Recovery Manager at CEG meetings (due to an operational conflict of interest that exists under the current arrangements).

As a result, the following recommendation was carried:

“That the CEG recommend to the Joint Committee that the Waikato CDEM Group Plan 2011-2015 (and consequently the CEG Terms of Reference) is amended so that the voting rights of the Group Controller and Group Recovery Manager are removed, recognising the operational conflict of interest that currently exists under the current arrangements.”

Further to the above recommendation, the CEG is now requesting that the Joint Committee make a decision on the same matter.

Under the current Waikato CDEM Group Plan (and as reflected in the CEG Terms of Reference), the Group Controller and Group Recovery Manager are full members of the CEG and have voting rights on the decisions that are made by the CEG. However, in the opinion of the CEG this is a conflict of interest as the Group Controller and Group Recovery Manager take their work programme direction from the CEG.

It is essential that the Group Controller and Group Recovery Manager continue to participate in CEG discussions, but that this participation should not include voting on decisions that are required. Therefore they should be acknowledged as contributing to the CEG but non-voting members only.

This will require a change to the Waikato CDEM Group Plan 2011-2015 and a consequential amendment to the CEG Terms of Reference. Specifically, section 8.2.2 of the Waikato CDEM Group Plan 2011-2015 (page 45) states that:

“...the following shall also be members of CEG:

- *Welfare Advisory Group Chairperson.*
- *Waikato Lifelines Group Chairperson.*
- *The Group Controller.*
- *The Group Recovery Manager.*
- *A St John’s Ambulance representative.*

A representative from MCDEM is also accorded observer status.”

The proposed change will result in the following amendment:

“...the following shall also be members of CEG:

- *Welfare Advisory Group Chairperson.*
- *Waikato Lifelines Group Chairperson.*
- ~~*The Group Controller.*~~
- ~~*The Group Recovery Manager.*~~
- *A St John’s Ambulance representative.*

The Group Controller, Group Recovery Manager and a representative from MCDEM is also accorded observer status.”

Under the CDEM Act 2002 (Section 57), the Waikato CDEM Group (i.e. the Joint Committee) may make minor changes to the Waikato CDEM Group Plan if:

“...the Group is satisfied that the amendment will have no effect or no likely effect on the rights of any person and no effect or no more than a minor effect on the obligations of any person.”

It is the opinion of the CEG that the proposed amendment to Waikato CDEM Group Plan falls within the criterion outlined above, noting that strategic leadership in the areas of work that the Group Controller and Group Recovery Manager are responsible for will continue to be provided by the chair of the CEG Readiness and Response, and CEG Recovery Sub-groups. It is therefore recommended that the Joint Committee approve the amendment to the Waikato CDEM Group Plan 2011-2015 outlined above.

3.2.2 Readiness and response sub-group

The following matters were raised by the CEG Readiness and Response Sub-group:

- The strategic direction of the Waikato CDEM Group readiness and response work area.
- The Waikato CDEM Group readiness work area (including training, exercising and information systems).
- The Waikato CDEM Group response work area (specifically, the flooding that affected the Thames-Coromandel District Council on 28th and 29th December).
- Sub-group actions in the Waikato CDEM Group Plan.
- Sub-group projects (specifically, community response planning and the development of a Group Warning Systems Strategy).
- Sub-group advisory group updates (i.e. CPVAG and EGG).
- The Group Controllers Report (including media training and situational awareness systems).
- The release of the draft National Tsunami Siren Standard and the Disability Assist Dog Identification Tags.

The sub-group provided the CEG with more detailed information on:

- The progress of the Integrated Training Strategy.
- Exercise Ngaa Ruu-whenua.
- Community response planning.
- Situational awareness systems.

The sub-group requested that the CEG make the following decisions:

- Whether or not to support two applications for MCDEM Resilience Funding to support the development of the Group Warning Systems Strategy and the further development of the Integrated Training Strategy.

As a result, the following recommendation was carried:

“That the CEG confirm their support for the following MCDEM Resilience Fund applications to be lodged for the 2014/2015 funding round:

- Public alerting and social media monitoring.
- Integrated training framework.”

3.2.3 Reduction sub-group

The following matters were raised by the CEG Reduction Sub-group:

- The strategic direction of the Waikato CDEM Group reduction work area.
- Sub-group advisory group updates (i.e. WLUG and CAG).
- An update regarding work being undertaken by the Waikato Regional Council Community Safety Programme.
- Update on the development of the Group Risk Reduction Plan (currently being drafted, with a draft expected to be brought before CEG at the May meeting).

The sub-group provided the CEG with more detailed information on:

- Information from the Waikato Lifeline Utilities Group.
- The assessment of earthquake prone buildings.

The sub-group did not request that the CEG make any decisions specific to the reduction work area.

3.2.4 Recovery sub-group

The following matters were raised by the CEG Recovery Sub-group:

- The strategic direction of the Waikato CDEM Group recovery work area.
- Sub-group actions in the Waikato CDEM Group Plan.
- Group Recovery Manager report (confirming the recovery priorities for the remainder of the 2013/2014 financial year).
- Group Welfare Manager report (focusing on the appointment of this role following Joint Committee approval for the role to be included in the GEMO).
- Sub-group advisory group updates (i.e. WCG).
- The development of the Local Recovery Plan Template (further details provided below).

The sub-group provided the CEG with more detailed information on:

- Information from the Welfare Coordinating Group.
- The development of the Local Recovery Plan Template.

The sub-group did not request that the CEG make any decisions specific to the recovery work area.

3.3 GEMO 2014/2015 work programme and budget planning

The GEMO provided an update regarding the Waikato Regional Council 2014/2015 annual planning process.

Further details are provided as part of this agenda (refer to GEMO report).

3.4 Waikato CDEM Group strategic direction

The Group Controller provided an overview of the development of a strategic direction for the Waikato CDEM Group, with particular focus on the work done by each CEG sub-group for each work area.

Further details are provided as part of this agenda (refer to Group Controllers report).

3.5 MCDEM update

An update on the MCDEM work programme was provided.

Further details are provided as part of this agenda (refer to MCDEM report).

3.6 Emergency services update

An operational update was provided by the New Zealand Fire Service and Waikato DHB representatives.

4 Additional Matters

No additional matters have been identified.

5 Decision Making

This report requires that you make the following decisions:

- Whether or not to remove the voting rights of the Group Controller and Group Recovery Manager at CEG meetings (due to an operational conflict of interest that exists under the current arrangements).

6 Significance of Decision

This decision is not considered significant.

7 Consultation

None identified.

8 Financial and Resourcing Implications

None identified.

9 Legal and Legislative Implications

None identified.

10 Implementation Issues

None identified.

11 Attachments

No attachments.



Langley Cavers
CEG Chair



13 February 2014

Chairs of Coordinating Executive Groups

MCDEM Work Programme Status Report – January 2014

This report covers progress in the MCDEM work programme for the period ending 31 January 2014. It is provided to CDEM Groups to support Groups' activities and assist coordination. While the report is addressed to the Chairs of the Coordinating Executive Group I encourage it to be copied to the Managers of CDEM Group Offices and it can be circulated to any official within the CDEM Group at the discretion of the CEG.

Considerable focus within the Ministry is on the planning for the transition of MCDEM from the Department of Internal Affairs to the Department of the Prime Minister and Cabinet (DPMC) on 1 April 2014. Recent progress includes the development of the transition plan, finalisation of new accommodation for the Wellington office on level 17 of Bowen House in the parliamentary complex and staff consultation on the structure proposed for MCDEM as a business unit within DPMC. All existing MCDEM positions and staff will transfer. The Christchurch and Auckland regional office will remain in the current locations for the time being. The next stage of the project will involve agreeing the final structure, developing position descriptions for new positions covering policy, communications and ICT support and recruiting against those posts. An MOU has been signed between DIA and DPMC to provide for secondments of staff from DIA to DPMC to cover policy and communications functions while recruiting takes place. As indicated elsewhere, the transfer makes no change to the MCDEM priorities and work programme but a change in reporting lines for the Director.

Summary of Progress

1. Emergency Management Information System (EMIS)

MCDEM is preparing to conduct an EMIS Super User's course with the assistance of the North and South Island EMIS trainers. Dates for the course will be announced shortly. In addition, an EMIS user survey will be circulated to CDEM Groups in late February to help shape the future of EMIS support to the Sector.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

2. Review of the National CDEM Plan and Guide

The recent focus in the project to review the National CDEM Plan and Guide has been on the continued refinement of the existing arrangements and drafting new arrangements. Since the last report the following activities have taken place:

- The Minister of Civil Defence approved on 12 January 2014 the final draft of revised Plan and agreed to it commencing the government approval and regulation making process.

- The Readiness and Response Board of ODESC (the Committee of Officials' for Domestic and External Security Coordination) on 7 February 2014 noted the final draft of the revised Plan and the arrangements and amendments it contains.

The next steps are for the Minister of Civil Defence to approve the authority to draft being issued to the Parliamentary Counsel Office (PCO). Drafting is likely to take place during February and March 2014. Following the completion of drafting, the proposed Plan will be tabled in the House for 90 days, and issued for public consultation for a period of 40 working days. These steps will take many months and CDEM Groups will be advised on the progress being made, with a particular focus on when to expect public consultation to take place (likely between June-August 2014).

Contact: Jenna Rogers (04) 495 6848 jenna.rogers@dia.govt.nz

3. Corrective Action Plan

The majority of the actions that comprise the Corrective Action Plan arising from the review of the Christchurch response are on target to be completed within the projected timeframes. Progress in some of the key components of the CAP are covered elsewhere in this update.

The next draft of the revised Coordinated Incident Management System (CIMS) manual was distributed in January for consultation. The latest version re-introduced some aspects of the old "Blue Book" and re-ordered the section to meet the requirements of some stakeholders. The Steering Group will meet on 20 February 2014 to agree and finalise the new manual.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

4. Update on the Review of Arrangements for Delivery of Welfare Services in Emergencies – Welfare Corrective Action Plan

The Welfare Corrective Action Plan was distributed in April 2013 to CDEM Groups and agencies that play a role in delivering emergency welfare services in an emergency. The corrective actions are being worked through and have informed the revision of the Welfare Services section of the National CDEM Plan. Changes implemented in 2013 included:

- transition to Welfare Coordination Groups (WCG) and Civil Defence Centres (CDC);
- confirmation of the continued use of the term 'Welfare Manager' – including in the revised Welfare Services section of the National CDEM Plan;
- inclusion in the revised National CDEM Plan confirmation of the nine welfare sub-functions and responsible/support agencies; and,
- transition of the overarching responsibility for welfare services from MSD to MCDEM (and therefore to involve CDEM Groups) once the new Plan is implemented (likely to be in 2015).

The focus for 2014 includes the following:

- continued engagement with agencies and CDEM Groups on the arrangements in the draft National CDEM Plan and the supporting Guide;
- CDEM Group Welfare Forum to be held on 19-20 March 2014 in Auckland; and,
- Revision of the Welfare in an Emergency Director's Guideline (DGL 11/10).

Contact: Sarah Stuart-Black (04) 495 6802 sarah.stuart-black@dia.govt.nz

5. Capability Development Programme

In January we welcomed Grant Morris to MCDEM as the Team Leader of the Capability Development unit. Grant comes to CDEM from the New Zealand Army with a background in military logistics but importantly and most recently an appointment in professional development at the NZDF College, Trentham. Grant is now well into his induction and you can expect to see him engaged with Groups shortly.

A Request for Quotation for a Controllers Development Programme was published on the Government Electronic Tenders Service (GETS) at the end of January. The tender closes on 28 February and evaluations of the responses will be done in March. We expect to begin contract negotiations immediately after the bids have been evaluated. The work intended for the contractor is to develop the programme itself, and at a later point, deliver the bulk of the programme. We aim to have the first residential Controllers' course delivered in the second half of 2014.

Contact: Grant Morris (04) 495 6845 grant.morris@dia.govt.nz

6. MCDEM Guidelines - Review, Development and Consultation

Following the recommendations of the 'Review of the Civil Defence Emergency Management Response to the 22 February 2011 Christchurch Earthquake', MCDEM continues to review and develop a number of guidelines.

Recently published guidelines

Two new guidelines have recently been finalised and published on the MCDEM website:

- DGL 15/13 Volunteer Coordination in CDEM: Director's Guideline
- IS 14/13 Rapid Impact Assessment: Information for the CDEM Sector

Guidelines currently under review/development

A number of other Director's Guidelines are currently being reviewed or developed. These include:

- Lifeline Utilities and CDEM: Director's Guideline (review and amalgamation of DGL 3/02 and BPG 1/03), issued for sector consultation in October 2013;
- Logistics: Director's Guideline will be issued for sector consultation shortly; and,
- CDEM Group Planning Director's Guideline will be issued for sector consultation shortly

Guidelines to be reviewed in 2014

Additional Director's Guidelines that we are looking to review in 2014 include:

- Recovery Management: Director's Guideline (review and amalgamation of IS 5/05 Focus on Recovery and DGL 4/05 Recovery Management);
- Welfare in an Emergency: Director's Guideline

Contact: Sarah Stuart Black (04) 495 6802 sarah.stuart-black@dia.govt.nz

7. Review of the legislation for recovery from an emergency

The Minister of Civil Defence agreed in August 2013 that the first stage of the review of the framework for recovery will comprise a review of the CDEM Act to develop proposals for generic provisions in the Act for recovery from emergencies of small to large (but not significant) scale.

The project review team appreciates the comments received from subject matter experts in CDEM Groups in response to material emailed out in December 2013. It has been particularly helpful to have evidence from Groups' experience or planning and modelling for the need for stronger recovery provisions in the Act. That feedback will be used in developing policy proposals.

Timeframes for any legislative changes arising from the first stage of the review remain uncertain, but any policy proposals to amend the CDEM Act are currently scheduled to be submitted to Cabinet before June 2014.

Contact: Geraldine Canham-Harvey (DIA, Policy) 04 494 0625 geraldine.canham-harvey@dia.govt.nz

8. Tsunami Risk Management

Consultation on the draft standard for the use of sirens in tsunami warnings closes in March 2014. Your input is welcome.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

9. MCDEM Website Redevelopment

As part of the transition to DPMC work is underway with the new department to determine how the MCDEM website, www.civildefence.govt.nz, will be transferred and hosted, and the best way to manage the rest of the redevelopment to give it a new look and be more responsive.

Contact: Vince Cholewa (04) 495 6835 vince.cholewa@dia.govt.nz

10. Public Alerting

In 2013 we lodged an application with the Better Public Service (BPS) seed fund at Treasury to gain funding for the development of a business case for a public alerting solution. In early January we were told our BPS bid was unsuccessful. That being the case little work can be undertaken on the project until additional funding is available. Once funding is available it should take six months to complete a business case for presentation to Cabinet.

Contact: David Coetzee (04) 495 6806 david.coetzee@dia.govt.nz

11. CDEM Resilience Fund

The CEG Chairs Forum was held on 8 November. Detailed notes from the Forum were made available prior to Christmas outlining the timelines for the 2014/15 and 2015/16 financial years. Applications for the 2014/15 financial year are expected at MCDEM by 17 February 2014.

The next CEG Chairs' Forum is scheduled to be held in Wellington on 19 March 2014.

Contact: Shane Bayley (04) 495 6819 shane.bayley@dia.govt.nz

12. Ministerial CDEM Awards

Thank you for the nominations for Ministerial CDEM Awards to recognise significant or outstanding contributions to civil defence emergency management in the period leading up to the end of 2013. This year the awards will be presented by the Minister at a reception in Parliament House on 25 February 2014, in conjunction with the annual conference. Groups that provided nominations will soon receive a letter from me to indicate how their nomination fared.

While many of the Ministry's staff will have an eye on our transition to DPMC and the challenge of dis-entangling our connections with DIA and re-establishing them in a new agency, I would like to emphasise that the shift in focus is temporary. During the transition period CDEM Groups can continue to rely on the support of the regional offices and, apart from planning for the next financial year, I expect the other MCDEM staff to be able to apply their full attention to CDEM matters after 1 April 2014.

Yours sincerely



John Hamilton
Director